

SESP – Third Partner Meeting / Kaunas

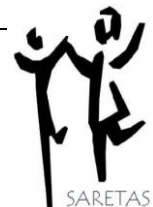
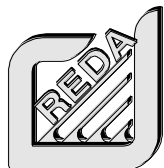
Date: 01st – 02^d October, 2012
Location: Kaunas, Lithuania
Meeting Venue: Daugirdas Hotel/Vilnius University
Hotel: Daugirdas Hotel/Vilnius University
T.Daugirdo g. 4, LT-44279 Kaunas
tel. +37037301561
fax.+37037301562
hotel@daugirdas.lt
<http://www.daugirdas.lt>

Important Mobile Numbers: (If you get lost, have problems, questions, etc.)

Reda Nausedaite **Mobile: +370 618 03092** **Rumyana Grozeva** **Mobile: +359 87 90 21 999**

Miscellaneous:

- Meeting language: English
- Technical equipment available: flipchart, laptop, projector, internet Wi Fi



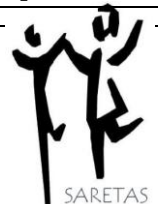
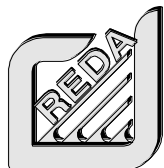
To do list:

- Read the proposal again (All) and please ask if there is anything unclear to you.
- WP leaders: Please present your WPs (reports frameworks WP3 [AidLearn], WP4 [Link&VIRTUS] and WP5 [Samaritans]) and lead the discussions about next steps.
- SESP reporting: **Please bring those requested documents to the meeting:**
 1. Copy of each invoice related to the project with translation in English on the back,
 2. Calculation basis of staff costs, incl. Time sheets,
 3. Copy of contract of employment,
 4. Copies of payslips (not for every months, but whenever there is a change in staff costs]All copies must be signed and stamped (sorry about this, NA demand).

AGENDA

Monday, 01st October, 2012:

Time	Content	Who	Location	Note
08:45	Meeting point Hotel Lobby	ALL	Hotel Daugirdas	!!!PLEASE BE ON TIME!!!
09:00 – 09:15	Welcome	Saretas, SZREDA, All	Hotel Daugirdas	
09:15 – 09:30	Results of the first progress report preparing and evaluation; Deliverables.	SZREDA	Hotel Daugirdas	Presentation of interim evaluation report
09:30 – 09:45	Evaluation	MERIG, All	Hotel Daugirdas	Presentation of the interim evaluation report
09:45 – 10:00	WP5 – Pre-pilot testing and final Content	Samaritans, All	Hotel Daugirdas	Presentation of results
10:00 – 10:15	WP3 – Learning Model and Content	AidLearn, All	Hotel Daugirdas	Presentation of results and decisions made
10:15 – 10:45	WP3 & WP5 – discussion	All	Hotel Daugirdas	Discussion about the results & decisions made; Next steps
10:45 – 11:00	Coffee-break		Hotel Daugirdas	
11:00 – 12:30	WP3 – Learning Model and Content – presentation of the prepared modules	SZREDA, AidLearn, Saretas, Samaritans	Hotel Daugirdas	Closely linked to WP4
12:30 – 13:30	Lunch		<i>Berneliu Uzeiga</i>	
13:30 – 14:30	WP4 – E-learning Platform – comments and explanation	LiNK & VIRTUS	Hotel Daugirdas	Nils, sorry but I'll ask you to present the WP 4 steps again
14:00– 15:00	Discussion	All	Hotel Daugirdas	Discussion about the prepared modules



				& WP 4 next steps
15:00 – 15:30	Coffee-break	All	Hotel Daugirdas	
15:30 – 17:30	WP1 – Project management WP 6 – Dissemination	SZREDA, All	Hotel Daugirdas	Communication, reporting, meetings, financing Presentation of project web and discussion
17:30	End of the first day meeting			
19:30	Dinner	All	TBC	

Tuesday, 02nd October, 2012

Time	Content	Who	Location	Note
08:45	Meeting point Hotel Lobby Transfer to the meeting venue	ALL	Hotel Daugirdas	!!!PLEASE BE ON TIME!!!
09.00-10.45	SESP: ✓ Next steps Detailed time and action plan	All	Hotel Daugirdas	Presentation of the framework and discussion about next steps (closely linked to WP4 and WP5); Discussion: deadlines, tasks, next steps, next meeting, etc.
11.00-12.00	SESP meeting with Vilnius University faculty staff 1. Project presentation and its final learning tool 2. Discussion about the benefits to the faculty and how the final product could be used at the university setting? (<u>all partners</u>) 3. Project follow up and collaboration	1. SZREDA 10-15 min 2. all partners 3. all partners	Vilnius University	Presentation of SESP project. Discussion of using SESP products at university settings

	opportunities (<u>all partners</u>)			
12:00 – 13:30	Lunch	All	TBC	
13.30 – 16.30	<p>SESP Workshops with MSc student groups</p> <ol style="list-style-type: none"> 1. Project and team presentation (13.30 – 14.00): how the idea was born, who did you manage the process of application, who will benefit of this project, the team. 2. WP1 - Project management presentation (14.00 – 14.30) -(main aspects of managing the international project, essential tips, advice for students, also could you think of any task for students related to project management, so after presentation they could work on the task together 3. WP4 - E-learning platform presentation (14.30-14.50): (main aspects of e-learning platform idea, how this platform could be used, what are the good practices of e-platforms) 4. WP5 – Pilot testing presentation (14.50 – 15.10): (main aspects of piloting the final product, how it could be tested, difficulties, the necessity to test the product, tips for students) 5. WP7-Evaluation presentation (15.10 – 15.30): (why evaluation is important, how to evaluate project progress, how SESP does it, 	All	Vilnius University	Presentations linked to each WP, discussion in groups regarding project objectives and final products, project management, dissemination and evaluation. Tasks for students, student involvement in the SESP dissemination process

	<p>essential tips of evaluation)</p> <p>6. Final task: could we think of any task related to SESP so they could work a little bit with you all and experience the international setting and the sense of LdV project? Maybe you would have some idea.</p>			
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Staff meeting (11-12am):

For the second part meeting with students, could everyone responsible for their WP prepare a short presentation and give some tips related to it.

It would be great to have your thoughts regarding the 6th point "final task".

7. Project and team presentation (13.30 –14.00): how the idea was born, who did you manage the process of application, who will benefit of this project, the team.
8. WP1 - Project management presentation (14.00 – 14.30) -(main aspects of managing the international project, essential tips, advice for students, also could you think of any task for students related to project management, so after presentation they could work on the task together
9. WP4 - E-learning platform presentation (14.30-14.50): (main aspects of e-learning platform idea, how this platform could be used, what are the good practices of e-platforms)
10. WP5 – Pilot testing presentation (14.50 – 15.10): (main aspects of piloting the final product, how it could be tested, difficulties, the necessity to test the product, tips for students)
11. WP7-Evaluation presentation (15.10 – 15.30): (why evaluation is important, how to evaluate project progress, how SESP does it, essential tips of evaluation)
12. Final task: could we think of any task related to SESP so they could work a little bit with you all and experience the international setting and the sense of LdV project? Maybe you would have some idea.