

## Meeting agenda

Plovdiv – 09<sup>th</sup> of January till 10<sup>th</sup> of January 2014

### PROJECT T-EST

AGREEMENT NUMBER - **LLP-LDV-TOI-12-AT-0011**

PROJECT NUMBER - 2012-1-AT1-LEO05-06976

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#### 1) Basic Information

##### Location of accommodation and meeting:

***LEIPZIG Hotel\*\*\*\*, 70, Ruski Blvd., Plovdiv***

**Meeting room: WAGNER (Conference floor – button „C“ of the lift)**

##### Contacts :

**Andrean Lazarov - +359 898 68 68 70**

**Petya Grudeva - +359 888 873 603**

##### Payments:

- Please keep in mind to save all your receipts (travel, accommodation, dinner, beverages).
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All partners could pay for the hotel:

- In cash (Bulgarian leva : 1EUR = 1.96 leva; 1 RON = 0.46 leva ; 1 TL = 0.86 leva)
- Via VISA, Maestro credit cards
- Via bank transfer:

**BANK NAME: ALLIANZ BULGARIA COMMERCIAL BANK**

***IBAN IN EUR:* BG 38 BUIN 9561 1000 3983 64**

**BIC: BUINBGSF**

## Participants

Name	Organization	Partner
ELEKES Zoltán	DGASPC Harghita (RO)	P5
GÀL Katalin	DGASPC Harghita (RO)	P5
KALEM Güldan	Konak District Governorship (TR)	P6
INAL Celal	Sixpoint Blind Association Ankara Branch (TR)	P7
JOBBAGY Sofia	Formazione Coeso (IT)	P4
LAZAROV Andrean	ZGURA M (BG)	P14
GRUDEVA Petya	ZGURA M (BG)	P14
MEIER Michaela	Jugend am Werk (AT)	P0
PILZ Christine	Jugend am Werk (AT)	P0
STOYANOVA Vesselina	Chamber of Commerce and Industry (BG)	P2
STOYANOV Svetlozar	Chamber of Commerce and Industry (BG)	P2

# Meeting Agenda

## 3<sup>rd</sup> Transnational Meeting 09<sup>th</sup> - 10<sup>th</sup> of January 2014, Plovdiv

### 08<sup>th</sup> January 2014 – Arrival

**Welcome dinner** – “HAPPY” Restaurant, 20:30 (meeting point: Reception of the hotel Leipzig at 20:00)

### Day 1, 09<sup>th</sup> of January 2014

09:00 – 09:30 a.m.	<b>Welcome &amp; organisational information</b> <i>P14 – ZGURA M, Andrean Lazarov, Petya Grudeva</i> Short presentation of new partner organisation ZGURA M <i>P0 – JaW</i>
09:30 – 10:00 a.m.	<b>Meeting Agenda: Overview of the goals of the next two days</b> <i>P0 – JaW</i>  <b>Short overview by each partner-organisation: How I am and the issues we have worked on</b> <i>P0 – JaW, P1 – Chamber of Commerce Dobrich, P14 – ZGURA M, P4 – FormAzione Co&amp;So Network, P5 – DGASPC, P6 – Konak District Governorship, P7 – Altinokta Körler</i>
10:00 – 10:30 a.m.	<b>Presentation of the results of the Interim Project Evaluation</b> <i>P4 – FormAzione Co&amp;So Network</i>  All partners are invited to contribute suggestions for improvement of the project
10:30 – 10:45 a.m.	Coffee break
10:45 – 11:30 a.m.	<b>Discussion by all partners - Project Evaluation and possible steps for improvement</b> <i>P0 – JAW and all partners</i>

11:30 – 12:30	<p><b>Manual draft versions</b></p> <ul style="list-style-type: none"> <li>- Agreement EUSE – discussion EUSET</li> <li>- Presentation RACE project</li> <li>- Future adaptations of the manual</li> <li>- Use of WordPress Blog</li> </ul> <p><i>P0 – JaW</i></p>
12:30 – 01:30 p.m.	Lunch (Restaurant Leipzig – 2 <sup>nd</sup> floor)
01:30 – 02:30	<p><b>WP 6 Adaptation and transfer preparation</b>  <i>P4 – FormAzione Co&amp;So Network</i>  <i>P0 – JaW</i></p> <p>Important topics:</p> <ul style="list-style-type: none"> <li>- Presentation of implementation workshop evaluation (P4)</li> <li>- Involvement of workshop participants</li> <li>- WordPress Blog</li> <li>- Planning of support visits – fix the date</li> </ul>
02:30 – 04:30 p.m.	<p><b>WP 7 Test implementation of Supported Employment</b>  <i>P 14 ZGURA M</i></p> <ul style="list-style-type: none"> <li>- Introduction of work package</li> <li>- Framework: Progress of work package, planning contact to stakeholder, target groups, etc.</li> <li>- Presentation of documentation tools</li> </ul> <p><b>Split in working groups</b>  Monitoring tool for implementation period</p>
04:30 – 04:45 p.m.	Coffee break
04:45 – 05:00 p.m.	<p><b>WP 7 Test implementation of Supported Employment</b>  <i>P 14 ZGURA M</i></p> <p>Report from the working groups</p>

**Evening programme – Restaurant “MICONOS” – 21.00** (meeting point: Reception of the hotel Leipzig at 20:00)

Participation of all partners is needed! 😊

## Day 2, 10<sup>th</sup> of January 2014

<p>09:00 - 09:30 a.m.</p>	<p><b>Dissemination interim report – recommendations</b> <i>P0 – JaW</i></p> <p><b>Reporting of all awareness raising campaigns by all partners from BG, TR, RO (via PPP)</b></p> <p>Important topics:</p> <ul style="list-style-type: none"> <li>- Recommendations from E.N.T.E.R</li> <li>- New reporting form for second project period</li> <li>- Press coverage</li> </ul> <p>All partners are invited to give a short overview about dissemination activities during the project period</p>
<p>09:30 - 10:45 a.m.</p>	<p><b>Presentation of exploitation strategy</b> <i>P6 – Konak District Governorship</i></p> <ul style="list-style-type: none"> <li>- Exploitation seminar (commitment of structure, performance, documentation form)</li> </ul> <p><b>Set up in 3 workgroups to answer the questions of exploitation strategy</b> <i>All partners</i></p>
<p>10:45 - 11:00 a.m.</p>	<p>Coffee Break</p>
<p>11:00 - 11:30 a.m.</p>	<p><b>IPR agreement</b> <i>P6 – Konak District Governorship</i></p> <p>All partners are invited to contribute suggestions for improvement and ask open questions</p>
<p>11:30 - 12:30 a.m.</p>	<p><b>Final conference / Final meeting</b></p> <p>Main topics:</p> <ul style="list-style-type: none"> <li>- Development of a draft agenda regarding tasks, content, timeline</li> <li>- Participants – stakeholders, companies, PwD, etc.</li> <li>- Date</li> </ul> <p><i>P0 – JaW</i> <i>P6 – Konak District Governorship</i> <i>All partners</i></p>
<p>12:30 - 01:30 p.m.</p>	<p>Lunch (Restaurant Leipzig – 2<sup>nd</sup> floor)</p>

01:30 - 02:15 p.m.	<p><b>Further dissemination activities – European project in Action</b></p> <p>All partners are invited to present their EU activities in other projects in which they are involved.</p>
02:15 - 03:00 p.m.	<p><b>Deadlines &amp; next steps</b>  <i>PO – JaW</i>  All partners</p>
03: 00 - 03:30 p.m.	Coffee Break
03:30 - 05:00 p.m.	Sightseeing tour

**11<sup>th</sup> January 2014 – Departure**