

## Final meeting agenda

Izmir – 17<sup>th</sup> of September till 18<sup>th</sup> of September 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:**

Wyndham İzmir Özdilek  
İnciraltı Street No 67 Balçova, İzmir, 35340 TR +90 23 22921300

The Hotel



Partners Meeting Room



Projector  
Flipchart  
Internet connection  
Coffee-breaks

**Note:** Meeting room charge and coffee breaks will be covered by host.  
Partners need to pay their lunch & dinners.

##### **Contacts :**

Wyndham İzmir Özdilek  
İnciraltı Street No 67 Balçova, İzmir, 35340 TR +90 23 22921300  
[www.wyndhamizmir.com](http://www.wyndhamizmir.com)

##### **For questions and emergencies :**

Ms. Güldan Kalem mobile : +90 507 666 8959  
Ms. Zerrin Yağmuroğlu : +90 533 434 7464

##### **Payments:**

- Please keep in mind to save all your receipts (travel, accommodation, dinner, beverages).
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## 16<sup>th</sup> September 2014 – Arrival

Welcome dinner – meeting time at the hotel reception will be send out via E-Mail by Güldan.  
Welcome dinner at **Potiri Meyhane** [www.potiri.com.tr/tr/homepage](http://www.potiri.com.tr/tr/homepage) (sea food restaurant by the sea)

## Day 1, 17<sup>th</sup> of September 2014

09:00 – 09:30 a.m.	<b>Welcome &amp; organizational information</b> <i>P6 – Konak District Govenorship</i> <i>P0 – JaW</i>  <b>Overview of the goals of the next two days</b>
09:30 – 10:30 a.m.	<b>Work package 2: Quality Management</b>  <b>Presentation of support visits/ exploitation seminar evaluations – planning discussion of finalization of them</b> <i>P4 – FormAzione Co&amp;So Network</i>  <b>Presentation of the results of the project evaluation report</b> <i>P4 – FormAzione Co&amp;So Network</i>  All partners are invited to contribute suggestions and discuss a good finalization of the project on the evaluation level.
10:30 – 10:45 a.m.	Coffee break
10:45 – 12:00 a.m.	<b>Work package 3: Dissemination</b>  <b>Presentation of needs/ requirements on the final report</b> <i>P0 JAW</i>  <b>Presentation of exploitation seminars (RO, BG, TR) and mean dissemination work for the last project period (via PPP)</b> <i>By all partners</i>  <b>Discussion and feedback</b> <i>By all partners</i>
12:00 – 01:00 p.m.	Lunch

01:00 - 02:30 p.m.	<p><b>Work package 7: Test implementation of SE</b></p> <p><b>Presentation of the results evaluation materials of the implementation period – on basis of feedback/ reflection by implementation coaches and supporting project partners</b></p> <p><i>P14 – ZGURA M</i>  <i>P5 – DGASPC Harghita</i>  <i>P6 – Konak District Governorship</i></p> <p><b>Presentation of the feedback from support visit coaches/ conclusions for WP8</b>  <i>P0 – JAW</i></p> <p>→ Common preparation of final conference PPP</p>
02:30 – 03:45 p.m.	<p><b>Work packages 6 + 8: National adapted manuals of SE</b></p> <p><b>Presentation of gained feedback/ ideas for revision</b>  <i>P0 – JAW</i></p> <p><b>Split in 2- 3 working groups</b>  Using the current manuals for discussion – we will work with the “<u>4+1 question</u>” method to reflect our work during the last 2 years.</p>
03:45 – 04:00 p.m.	Coffee break
04:00 – 04:30 p.m.	<p><b>Organisational conclusion and finish of the first day</b></p> <p>Discussion of open questions from all partners  Further EU projects – cooperation and dissemination</p>

Evening program –  
dinner in the wonderful heart of Izmir ☺  
Dinner at **Tavacı Recep Usta**  
<http://tavacirecepusta.com/subeler/izmir-alsancak-restaurant/>  
(traditional Turkish restaurant with lamb & chicken)  
Menu: <http://tavacirecepusta.com/menu/>



## Day 2, 18<sup>th</sup> of September 2014

09:00 - 10:30 a.m.	<p><b>Work package 4: Exploitation and Sustainability of results</b></p> <p><b>Presentation of sustainability strategy</b> <i>P6 – Konak District Governorship</i></p> <ul style="list-style-type: none"><li>- Main steps for final report, needed evidences and proofs</li></ul> <p><b>Interactive workgroups:</b> <b>Set up in 3 working groups (TR, RO, BG and support by all partners) to discuss the further usage and sustainability</b> <i>All partners</i></p>
10:30 - 10:45 a.m.	Coffee Break
10:45 - 11:30 a.m.	<p><b>Work package 1: Project Management</b></p> <p><b>Presentation of the time table and project plan</b> <i>P0 - JAW</i></p> <p>Main topics:</p> <ul style="list-style-type: none"><li>- Requirements for the final report</li><li>- Deadlines and planned steps → shifts and delays TR</li><li>- Finalisation of the project</li></ul> <p>All partners are invited to contribute suggestions for improvement and ask open questions</p>
11:30 - 12:30 a.m.	<p><b>Work package 4: Final conference</b></p> <p><b>Interactive workgroups: preparing panel discussion – questions for future developments for Supported Employment in Europe</b></p> <ul style="list-style-type: none"><li>- Clarify participants of panel discussion</li><li>- Discussing final sequences, responsibilities, etc.</li></ul> <p><i>By all partners</i></p>
12:30 - 01:30 p.m.	Lunch
01:30 - 02:00 p.m.	<p><b>Further dissemination activities – European projects in Action</b></p> <p>All partners are invited to present their EU activities in other projects in which they are involved.</p>

02:00 - 02:30 p.m.	<b>Organisational conclusion and finish of the second day</b> Discussion of open questions from all partners
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**Dinner by partners with their national stakeholders or common dinner  
Will be decided based on the partners' wishes**

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**meeting the next day, 19<sup>th</sup> of September for the final conference at 08:45 a.m.**