

Towards Higher Employability of Youth. European Approach

Kick-off meeting AGENDA 31st August - 1st September 2015 Sofia, Bulgaria

Arte hotel, Sofia 1000, 5 Dondukov Blvd. - <http://www.artehotelbg.com/>

MONDAY 31st - Framework

13.00	Meeting point in the Hotel Hall. Transfer to the meeting room.
13.15 - 14.30	<ul style="list-style-type: none"> ❖ Introduction (NAMCB & EuDA) <ul style="list-style-type: none"> ● Official welcome to all partners ● Brief presentation of the organizations (10 min/each) ● Brainstorming about the project: <ul style="list-style-type: none"> ○ Expectations ○ Risks
14:30 – 15:30	<ul style="list-style-type: none"> ❖ Project Management (EuDA) <ul style="list-style-type: none"> ● Brief presentation of the project - Objectives, Outputs ● Work plan <ul style="list-style-type: none"> ○ Timetable ○ Internal progress report ● Roles of partners
15:30 – 16:00	Coffee break
16.00 – 17.30	<ul style="list-style-type: none"> ❖ Financial management (EuDA) <ul style="list-style-type: none"> ● Budget – the headings ● Eligible, non-eligible costs, other rules ● Financial reporting and documents
18.00	Social dinner

TUESDAY 1st - Outputs

7:30 – 09:00	Breakfast at the hotel.
09:00	Meeting point at the Hotel Hall. Transfer to the meeting room.
9:00 – 10:30	<ul style="list-style-type: none"> ❖ Intellectual Outputs (EuDA) <ul style="list-style-type: none"> ● Objectives, tools how to reach aims ● Timetable ● Tasks of partners ❖ IO1 Curricula – thematic contents (15/20 min each) <ul style="list-style-type: none"> ● O1 A1 Legal basis for EU labour market (IRR) ● O1 A2 Work mobility (NAMCB) ● O1 A3 Recognitions of skills – (CNIPA)
10:30 – 11:00	Coffee break
11:00 – 12:00	<ul style="list-style-type: none"> ❖ IO1 Curricula (15/20 min each) <ul style="list-style-type: none"> ● O1 A4 Funding – (ONECO) ● O1 A5 Open educational resources – (IDZE) ❖ IO2 Guide for European Seeker ❖ IO3 Trainer’s pack (EuDA)
12:00 – 13:30	Lunch
13:30 – 15:00	<ul style="list-style-type: none"> ❖ IO4 Website (30 min) (EuDA) <ul style="list-style-type: none"> ● Goals of the website ● Website design, tools ● Technical issues, maintenance ❖ Dissemination (EuDA) <ul style="list-style-type: none"> ● Activities and dissemination plan (reporting) ● Tasks and roles ● Addressed organizations ❖ Questions, discussions, feedback, wrap-up