



This project is funded by the European Union

WORK AGENDA 30-NOVEMBER 2018		
Project Identification:	<i>Prefconstruction</i> <i>Agreement n°2018-1-PL01-KA202-050623</i>	
Type of meeting:	First Transnational Project Meeting in Bialystok	
Meeting place:	Hotel Bosir in Bialystok address: ul. Wołodyjowskiego 5, 15-272 Bialystok Place: Conference Room No.2	
Attendants:	Regional Competence Centre in Bialystok (RCC) Klaipėdos Ernesto Galvanauskio Profesinio Mokymo Centras (KEGPMC) PIKC "Liepājas Valsts tehnikums" (LVT)	
Time Schedule	Agenda topics	Participants
10.00-10.15	Welcome to all the partners.	Lead: PP
10.15-11.00	Project Partners presentation.	Lead: RCC, KEGPMC, LVT
11.00-12.00	<i>Prefconstruction</i> project introduction: - purpose and character of the project; - role of each project partners.	Lead: RCC Support: All
12.00-12.30	Coffee break, networking discussion.	
12.30-13.30	<i>Prefconstruction</i> project administrative issues: - timeline and financial issues, - management activities, reports; - short trainings, reports; - transnational project meetings, confirmation of visit; - monitoring of the project; - cooperation between partners.	Lead: RCC Support: All
13.30-14.00	Dissemination: future action to increase the impact of the experience connected with partner's discussion, the presentation of dissemination strategy.	Lead: RCC Support: All
14.00-14.15	Conclusion of the meeting – next steps of the project, preparing „to do“ list, dates of the meetings 2018.	Lead: RCC Support: All
14.15-15.00	Lunch, networking discussion.	
15.00-15.30	<i>Discussion with group tutor</i>	