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<b>WORK AGENDA</b> <b>17- January 2020</b>		
<b>Project Identification:</b>	<i>Prefconstruction Agreement n°2018-1-PL01-KA202-050623</i>	
<b>Type of meeting:</b>	Sixth Transnational Project Meeting in Bialystok	
<b>Meeting place:</b>	Hotel Bosir in Bialystok address: ul. Wołodyjowskiego 5, 15-272 Bialystok Place: Conference Room No.2	
<b>Attendants:</b>	Regional Competence Centre in Bialystok (RCC) Klaipėdos Ernesto Galvanauskio Profesinio Mokymo Centras (KEGPMC) PIKC "Liepājas Valsts tehnikums" (LVT)	
<b>Time Schedule</b>	<b>Agenda topics</b>	<b>Participants</b>
10.00-10.15	Welcome to all the partners.	Lead: PP
10.15-11.00	Project Partners presentation course: "Conducting and implementing the construction of houses implemented in the technology of wooden skeleton using renewable energy sources" in Bialystok.	Lead: RCC, KEGPMC, LVT
11.00-12.00	Analysis and explanation of documentation during the course in Bialystok. Discussion of organizational matters related to the course. Implementation of activities related to the results of the course.	Lead: RCC Support: All
12.00-12.30	Coffee break, networking discussion.	
12.30-13.30	Implementation of evaluation activities during the course in Bialystok.  Dissemination: future action to increase the impact of the experience connected with partner's discussion, the presentation of dissemination strategy.	Lead: RCC Support: All
13.30-14.00	Prefconstruction project administrative issues: - timeline and financial issues, - management activities, reports; - survey, reports;	Lead: RCC Support: All



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	<ul style="list-style-type: none"><li>- transnational project meetings, confirmation of visit;</li><li>- monitoring of the project; cooperation between partners.</li></ul>	
14.00-14.15	Conclusion of the meeting – next steps of the project, preparing „to do“list, dates of the meetings 2020.	Lead: RCC Support: All
14.15-15.00	Lunch, networking discussion.	
15.00-15.30	<i>Discussion with group tutor</i>	