

TRAIning Transversal - Supporting Career Development and Research (2015-2017)

Final Management Meeting

05th – 06th September 2017

City: České Budějovice, Czech Republic

Meeting hosted by **ProEduca z.s.**

Participating Organisations:

Romania – Liceul Tehnologic de Mecatronica si Automatizari

Czech Republic - ProEduca z.s.

Austria - Frauenberatungsstelle Oberpullendorf

Turkey – Burdur İl Milli Eğitim Müdürlüğü

Italy - Bluebook s.r.l.

Italy - Archivio della Memoria

Advised readings before attendance:

The application form of TRAIT Project (especially Intellectual Outputs and Results sections)

Papers for all partners to prepare before coming:

1. Project management

- Contract of employment for each person who worked on the project and received money from the project or other form that proves the legal connection with the project.

2. Intellectual outputs

- Contract of employment for each person who worked on the project and received money from the project or other form that proves the legal connection with the project.

- individual timesheets for IO1 and IO2

3. Transnational project meetings

- Certificate of participation signed by the host organization

- Proof of the official link of the participant with the sending organization - a statement signed by the organization (but I think it is about the decision at the beginning of the project regarding the establishment of the project team)

4. Multiplier events

- attendance list from the meeting

- drafted up attendance list from the meeting (because the handwriting it is not always legible)

- a detailed agenda that must include the intellectual products presented

- any other documents used or distributed in the multiplier event. For example: maps, agenda, pens, brochures, memory sticks, etc. All the materials have to be marked with the signs provided by the visual identity manual of the Erasmus+ program
- photos of the multiplier event, as well as proof of the dissemination of the meeting (eg. media - newspapers or links)

5. Learning, teaching, training activities

- Certificate of participation signed by the host organization

6. Exceptional costs (I do not think it is our case)

- Costs incurred invoices
- proof of payment of these invoices.

It is very important that all documents bear on them the **"According to the original" sentence and all must be signed by the Project Manager.** It seems these rules are available at the European level.

Activities will take place at the following address:

Jihočeský vědeckotechnický park, a.s., Lipová 1789/9, České Budějovice

04th September 2017

All day, according to each participant schedule	Arriving of participants, individual arrangements
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05th September 2017 – we will meet at hotel Budweis lobby at 9:00

09.30 – 11.00	Reports on the stages of work for Intellectual Outcomes. Revision, together with partners, of all the final English versions of the IO2 <ul style="list-style-type: none"> - The manual (the 6 modules) - The practical activities manual Revisions of the existing translations.
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11.30 – 12.00	Break
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12.00 – 13.00	Revision, together with partners of the IO2 – the platform
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13.00 – 14.30	Lunch break
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14.30 – 15.00	Revision of the IO1 – The research: Final version in English, final versions in all national languages, publications and dissemination
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15.00 – 16.00 Revision of the other important results of the project: the web-site, the newsletter, local workshops, local dissemination and exploitation of results.

16.00 – 17.00 Collecting important papers from partners; establishing final revision and updates on the produced results; fixing deadlines for the work undone (if any). Other important issues discussed together with partners.

20.00 - Joint dinner

06th September 2017

9.30 – 11.30 Presentation of the Final Report template and requirements. Debates with partners about the final reporting information.

11.30 – 12.00 Break

12.00 – 13.30 Other important issues. Other remaining joint work to be done. Evaluation of the meeting – meeting conclusions.

13.30 – 15.00 Joint lunch

15.00 - Free time according to the mutual agreement
