

SESP – Second Partner Meeting / Lisbon

Date: 29th – 30th March, 2012

Location: Lisbon, Portugal

Meeting Venue: HOTEL LUTÉCIA LISBOA
Av. Frei Miguel Contreiras, n° 52,
1749-086 Lisboa, Portugal
tel. [+351] 218 411 300 ;
<http://www.luteciahotel.com/>

Hotel: HOTEL LUTÉCIA LISBOA
Av. Frei Miguel Contreiras, n° 52,
1749-086 Lisboa, Portugal
tel. [+351] 218 411 300 ;
<http://www.luteciahotel.com/>

Important Mobile Numbers: (If you get lost, have problems, questions, etc.)

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Miscellaneous:

- Meeting language: English
- Technical equipment available: flipchart, laptop, projector, internet Wi Fi



To do list:

- Read the proposal (All) and please ask if there is anything unclear to you.
- WP leaders: Please present your WPs (reports WP2 [Saretas]; frameworks WP3 [AidLearn], WP4 [Link&VIRTUS] and WP5 [Samaritans]) and lead the discussions about next steps.
- SESP reporting: **Please bring those requested documents to the meeting:**
 1. Copy of each invoice related to the project with translation in English on the back,
 2. Calculation basis of staff costs, incl. Time sheets,
 3. Copy of contract of employment,
 4. Copies of payslips (not for every months, but whenever there is a change in staff costs]
 5. VAT declaration,
 6. Statement about subsistence costs regulations.All copies must be signed and stamped (sorry about this, NA demand).



AGENDA

Thursday, 29th March, 2012:

Time	Content	Who	Location	Note
09:00	Meeting point Hotel Lobby	All	Hotel Lutecia	
09:15 – 09:30	Welcome	AidLearn, SZREDA, All	Hotel Lutecia	!!!PLEASE BE ON TIME!!!
09:30 – 09:45	Introduction of new faces	All	Hotel Lutecia	Short presentation of all new faces to this Partner Meeting
09:45 – 10:00	Evaluation	MERIG, All	Hotel Lutecia	Presentation of KoM feedback
10:00 – 10:45	WP2 – National Researches on the social entrepreneurship - results	SARETAS, All	Hotel Lutecia	Presentation of results and discussion about next steps
10:45 – 11:15	Coffee-break		Hotel Lutecia	
11:15 – 11:45	WP3 – Learning Model and Content	AidLearn, All	Hotel Lutecia	Presentation of framework and discussion about next steps (closely linked to WP2 and WP4)
11:45 – 12:15	WP4 – E-learning Platform	LiNK & VIRTUS e.V., All	Hotel Lutecia	Presentation of framework and discussion about next steps (closely linked to WP2 and WP5)
12:30 – 13:30	Lunch		Hotel Lutecia	
13:30 – 14:00	WP5 – Pilot testing and final products	Samaritans, All	Hotel Lutecia	Presentation of framework and discussion about next steps (closely linked to WP2, WP4 and WP5)
14:00 – 15:00	SESP	All	Hotel Lutecia	Workshop about goals and next steps
15:00 – 15:30	Coffee-break		Hotel Lutecia	
14:30 – 17:00	SESP	All	Hotel Lutecia	Workshop about goals and next steps
20:00	Dinner		TBC	We'll meet in the Hotel Lobby

AGENDA

Friday, 30th March, 2012:

Time	Content	Who	Location	Note
09:00	Meeting point Hotel Lobby	All	Hotel Lutecia	Please be on time!
09:15 – 10:45	WP1 – Project management WP6 – Dissemination WP7 – Evaluation	SZREDA, All MERIG, All		Communication, reporting, meetings, financing Presentation of framework and discussion Feedback on Lisboa meeting
10:45 – 11:00	Coffee-break (with discussions)			
11:00 – 13:00	SESP: ✓ Next steps ✓ Detailed time and action plan			Discussion: deadlines, tasks, next steps, next meeting, etc.
13:00	End of meeting			

Participants:

Name	Institution	Mobile number
Konstantin STOYANOV	SZREDA	+359879021997
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