

## UPSKILLEAD: Upskilling Adult Educators for Digital Lead

Project number 2016-1-SI01-KA2014-021588

2<sup>nd</sup> meeting Agenda

Czestochowa, May 30<sup>th</sup> and 31<sup>st</sup> 2017

### Monday, May 29<sup>th</sup>

Arriving to Czestochowa, checking in to the hotel

### Tuesday, May 30<sup>th</sup>

#### Meeting place:

ul. Focha 19/21

42-217 Częstochowa

Telephone: +48 661 674 210

|               |   |        |
|---------------|---|--------|
| 9.00 – 9.15   | Welcome to the meeting                                  | AP     |
| 9.15 – 9.30   | Overview of the meeting and plan of work                | P1     |
| 9.30 – 10.30  | WP1 – Management – Progress and timeline of the project | P1     |
| 10.30 – 10.45 | Coffee break  |        |
| 10.45 – 11.15 | Overview and status of IO2                              | P2, P3 |
| 11.15 – 12.45 | Presentation and work plan of IO3                       | P3, P6 |
| 12.45 – 14.00 | Lunch (to be paid individually)                         |        |
| 14.00 – 15.00 | Continue with IO3                                       | P3, P6 |
| 15.00 – 16.30 | Presentation of IO4 – elaboration and plan of work      | P3, P2 |
| 16.30 – 17.00 | Conclusion, overview of agreements made                 | AP     |

\*AP – All partners

**'Restauracja pod Ratuszem'**  
**AL.NMP 45 (plac Biegańskiego)**  
**+48 516-032-037**  
<http://www.restauracjapodratuszem.eu/>

|       |  |    |
|-------|--|----|
| 19:30 | Common dinner (about 15 Euros to be paid individually) | AP |
|-------|--|----|

\*AP – All partners

Wednesday, May 31<sup>st</sup>

**Meeting place:**  
 ul. Focha 19/21  
 42-217 Częstochowa  
 Telephone: +48 661 674 210

|               |  |        |
|---------------|--|--------|
| 9.00 – 11.00  | Presentation of IO5 - elaboration and plan of work                               | P6     |
| 11.00 – 11.15 | Coffee break   |        |
| 11.15 – 12.15 | WP2 – Dissemination – progress and further tasks                                 | P4     |
| 12.15 – 12.45 | WP3 - Quality assurance – progress and further tasks                             | P3, P1 |
| 12.45 – 14.00 | Lunch (to be paid individually)  |        |
| 14.00 – 15.30 | WP1 – Reporting – Activity reports and Financial reports – overview and feedback | P1     |
| 15.30 – 15.45 | Coffee break   |        |
| 15.45 – 16.15 | Management Committee meeting   | AP     |
| 16.15 – 17.00 | Open questions, Discussion and conclusions                                       | AP     |
| 17.00         | Departures   |        |

\*AP – All partners

|       |  |    |
|-------|--|----|
| 19:30 | Optional dinner (about 15 Euros to be paid individually) | AP |
|-------|--|----|