

2nd Face-to-face Meeting

UGreenS

(Agreement number: LLP-LdV-ToI-13-CY-1671307)

(Project number: 2013-1-CY1-LE005-03079)

Meeting Agenda

May 20-21, 2013

10:00 a.m. (GMT +2)

Meeting called by **Christos C. Anastasiou (Project Coordinator)**

Location: Agricultural University of Athens
Athens, Greece

Attendees: Representatives of all Partner Organizations
(*Representative of Terapia Urbana will join in via Skype*)

Expected Duration: 4.5 hours

Meeting Preparation: *Please read 1) Dissemination & Exploitation Plan Draft (to be provided by **Stella Michael**), 2) Project Proposal, 3) Project Budget, 4) Partner Agreement, 5) Evaluation Questionnaires (to be provided by **A. Paraskevopoulou**)*

May 20, 2014 (morning session)

1. 10:00 – 10:15 Overview of meeting agenda (C. Anastasiou)

2. 10:15 – 11:00 1st Project Audit - update

- Scientific Strengths & Shortcomings
- Financial Shortcomings

(C. Anastasiou)

3 11:00 – 12:00 Project management

- Forms required from partners
- Partner Obligations & Responsiveness
- Training Documents & Procedures

(C. Anastasiou)

May 20, 2014 (afternoon session)

4 16:30 – 17:30 Dissemination

- Dissemination & Exploitation Plan
- Project Website
- Project Flyer
- Newsletter 1
- Impact Monitoring

(*George Sotirellis & Stella Michael*)

May 21, 2014 (afternoon session)

3.	16:30 – 16:45	Evaluation & Monitoring <ul style="list-style-type: none">• Evaluation Questionnaires• Procedures	<i>(A. Paraskevopoulou)</i>
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4.	16:45 – 17:45	Training Planning <ul style="list-style-type: none">• Train-the-trainer session (Spain)• Train-the-trainer session (Malta)• Development of Training Material<ul style="list-style-type: none">○ Slides○ Handbooks• Development of Demonstration Units• First train-the-trainee sessions (Summer 2014)	<i>(all partners)</i>
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9.	17:45 – 18:00	Wrap-up / Closure <ul style="list-style-type: none">• Other Business	<i>(all partners)</i>
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