

### 3<sup>rd</sup> Face-to-face Meeting

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

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

### Meeting Agenda

**September 10, 2014**

**16:30 (GMT +1)**

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

**Location:** Escuela Técnica Superior de Ingeniería Agronómica  
University of Seville  
Seville, Spain

**Attendees:** Representatives of all Partner Organizations  
(Representatives of THANGEKO & Papadopoulos Engineers will join in via Skype)

**Expected Duration:** 2.0 hours

**Meeting Preparation:** Please read 1) Interim Report forms (provided via email on July 30, 2014, 2) Dissemination & Exploitation Report Draft (to be provided by **George Sotirellis**), 2) Project Proposal, 3) Project Budget, 4) Partner Agreement, 5) Evaluation Questionnaires (to be provided by **L. Perez**)

## September 10, 2014

**1. 16:30 – 16:45 Overview of meeting agenda** (C. Anastasiou)

**2. 16:45 – 17:45 Project Interim Report**

- Financial Report
  - Excel Sheet (distributed via email)
  - Timesheets (signed and stamped), Social Security, etc.
  - Travel Receipts (Air + Hotel) & Boarding Passes
  - Expenses of meetings / training sessions (AUA & US)
- Reporting
  - Each WP leader to complete the respective section
  - Overview of Deliverables for Interim Report
    - U. Seville (training handbooks, evaluation questionnaires for train-the-trainer sessions)
    - AUA (training handbooks, perceptions questionnaire, press release!)
    - U. Malta (training-the trainer: forms and procedures, press release, photos, PPT files)
    - Technovation (dissemination report!., newsletters 2+3, website update)
    - Papadopoulos Engineers (Quality Management Plan)
  - Arrange individual meetings (for September 11<sup>th</sup>) to discuss specific deliverables

(C. Anastasiou /  
ALL)

---



---

<b>3</b>	<b>17:45 – 18:00</b>	<b>Needs &amp; Perceptions Analysis</b>	
		<ul style="list-style-type: none"> <li>• Survey Tool (by A. Paraskevopoulou)</li> <li>• Date collection method <ul style="list-style-type: none"> <li>○ 25 completed for each country <span style="float: right;"><i>(C. Anastasiou)</i></span></li> <li>○ Google Survey / Website / Email / Interviews <ul style="list-style-type: none"> <li>▪ Write 1-2 paragraphs to describe your method</li> </ul> </li> </ul> </li> <li>• Deadline: past due. Must deliver by December 1<sup>st</sup></li> </ul>	
<hr/>			
<b>4</b>	<b>18:00 – 18:15</b>	<b>Setting of 4<sup>th</sup> face-to-face and training meeting (in Malta)</b>	<i>(all partners)</i>
<hr/>			
<b>5</b>	<b>18:15 – 18:30</b>	<b>Dissemination</b>	
		<ul style="list-style-type: none"> <li>• Send ALL info to Technovation and coordinator <span style="float: right;"><i>(C. Anastasiou</i></span></li> <li>• Project Website update (share photos!) <span style="float: right;"><i>&amp; G. Sotirellis)</i></span></li> <li>• Newsletter 2 &amp; 3</li> <li>• Impact Monitoring</li> </ul>	
<hr/>			
<b>6</b>	<b>18:30</b>	<b>Closure</b>	

---



---

