



Comenius Multilateral Project - CIVICO

Project No. – 510496 – LLP – 1 -2010 -1 – IT – COMENIUS - CMP

CIVICO PROJECT: The Interim Meeting Agenda

Date: November 17, 2011		
Location: Rose Room at the Priory		
<i>Minute taker provided by CCCU</i>		
9.15	Gathering and Coffee	
9.30	Welcome and Conference Schedule	Gina Donovan
9.45	Introduction to the meeting Interim Conference statement of purpose: <ul style="list-style-type: none"> to clarify the state of previous activities and further WPs to provide opportunities for shared problem solving and raising issues to provide opportunities for shared celebration of positive aspects of our work to build on joint endeavours and look forward to research, collaboration, dissemination and exploitation 	Gina Donovan
10.00	Team building exercise Purpose: to support next stage of project work Theme: Overcoming barriers to success <i>Activity: tba</i>	Gina Donovan leading
11.00	WP 6 The management. ASEV half project report + CIVICO project “the state of the art”. Discussion about the difficulties on the management	Grazia Rossi
11.30	WP1 The Guide. CCCU half project report + Comment on the lessons plan received + ideas on how to distinguish the Guide addressed to teachers and students from the Guide addressed to teachers and organization training teachers. Discussion about the difficulties on the creation of the lessons plan and new deadlines.	Gina Donovan
12.00	WP3 The WEB SITE. SWS half project report + Comment on the CIVICO web site and ideas on the creation of the helpdesk: structure and organization. Discussion and ideas about how to improve the number of the visitors.	Monika Kurzawa
12.30	Lunch	
	Coffee	
1.30	WP2 The pilot. VIA – half project report + pilot practice, definitions and form of document. Discussion about possible difficulties in the pilot activities and new deadlines.	Henning Wesphael
3.00	WP4 The Dissemination. PF – half project report + dissemination practice to implement + the next press release Exchange dissemination ideas	Antonia Smokova
3.30	WP5 The Exploitation. Preparation for the Exploitation phase “what we have to do” + the copyright agreement + the content of the Helpdesk + the workshop with teachers Discussion about the 5 languages to choose and assignment of one new language to each partner	Antonia Smokova
4.00	Review and Close	Gina Donovan

Dinner 7.30 for 8.00 pm at The Dolphin

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9.30	Gathering and Coffee	
9.45	Day Two Conference Schedule Review of Day One Adjustments and travel information	Gina Donovan
10.00	Interim report – detail tbc contents & budget	Grazia Rossi
11.00	CIVICO future steps, plan and results Discussion about the possible inconveniences/problems	Grazia Rossi
12.10	Meeting Feedback questionnaire	All the partners
12.20	Closing Remarks and Open Issue	Gina Donovan
12.30	Lunch and Close	