



Key Action 2: Strategic Partnerships for adult education, Cooperation for innovation and the exchange of good practices

“Increased opportunities for professional development in Apitherapy sector”-Apitherapy

2014-1-RO01-KA204-002705

Second meeting in Çanakkale/ Turkey

19/05/2015-22/05/2015

<i>Task description</i>	<i>Responsible project partner</i>
1st day of the project meeting: 20/05/2015	
09:00 – 13:00 / I session (including coffee break)	
1) <i>Official welcome and organizational issues by the host partner</i>	COMU
2) <i>Presentation of the meeting agenda</i>	COMU
3) <i>Review of the previous meeting minutes from Timisoara, Romania</i>	All the partners
4) <i>Overview of the last 5 months activities within the Apitherapy project (5 – 10 minutes per partner):</i> <ul style="list-style-type: none">- Short PPT presentation (template developed by CPIP, which is mandatory for the partners to use) containing:- activities carried out by each partner related to Apitherapy project;- dissemination activities developed for the promotion of Apitherapy project;- problems encountered in the last 5 months of project development and implementation.	All the partners
5) <i>Development of the project output O1 – APITHERAPY Implementation Strategy:</i> <ul style="list-style-type: none">- presentation of the activities, tasks and responsibilities; discussion on the Apitherapy calendar, including achieved tasks, and tasks yet to be done;- defining the upcoming activities and deadlines.	CPiP& All the partners
13:00 – 14:30 / Lunch	
14:30 – 17:00 / II session(including coffee break)	

<p>6) <i>Development of the project output O2 – Sector Analysis ,Trends and new Curricula</i></p> <ul style="list-style-type: none"> - PPT presentation of the activities, tasks and responsibilities accomplished for this Output; discussion on the Output O2 calendar; - PPT presentation by the lead organization for this Output, COMU, regarding the collection of information in developing the Transnational Need Analysis Report. - PPT presentations by all the partners (10 minutes per partner), about the Apitherapy Checking Workshop and national results, using a template developed by CPIP, mandatory for all the partners to use. 	<p>CPIP & CANAKKALE ONSEKIZ MART UNIVERSITESI& All the partners</p>
<p>Project Dinner / 19:00</p>	

<p>2nd day of the project meeting: 21/05/2015</p>	
<p>09:00 – 14:00 (including coffee break)</p>	
<p>1) <i>Development of the project output O3 – APITHERAPY course and web-portal:</i></p> <ul style="list-style-type: none"> - presentation of the activities, tasks and responsibilities related to this Output; - short discussion concerning the implementing of the Apitherapy course on the web-portal; - defining upcoming activities and deadlines. 	<p>Balikesir Universitesi & All the partners</p>
<p>2) <i>Development of the project output O4 – Validate APITHERAPY package as European model:</i></p> <ul style="list-style-type: none"> - presentation of the activities, tasks and responsibilities related to this Output; - short discussion about the Apitherapy Handbook, Validation Workshops,etc.; - defining the upcoming activities and deadlines. 	<p>Tudás Alapítvány & ARID "Lacjum"</p>
<p>3) <i>Quality control, monitoring and evaluation:</i></p> <ul style="list-style-type: none"> - assumption of the Quality and Evaluation Plan, tools and mechanism; - short discussion concerning the calendar for this activity, including achieved tasks, and tasks yet to be done; - defining the upcoming activities and deadlines. 	<p>CPIP</p>
<p>4) <i>Administrative/financial obligatory regulations:</i></p> <ul style="list-style-type: none"> - Short discussion about: financing rules / eligible costs; payments; submission of the reports; changes in the project budget; agreements between the CPIP and the partners. 	<p>CPIP</p>
<p>5) <i>Schedule of the upcoming activities</i></p>	<p>All project partners</p>
<p>Summary of the meeting</p>	
<p>14:00 – 15:30 Lunch</p>	