



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

Meeting in Hódmezővásárhely / Hungary

Hotel Ginkgo Sas (<http://www.ginkgohotel.hu/en>)

03/12/2015 - 06/12/2015

Task description	Responsible project partner
03/12/2015 –Partners arrivals day	
1st day of the project meeting: 04/12/2015	
10:00 – 13:00 / 1 session (including coffee break)	
1) <i>Official welcome and organizational issues by the host partner</i>	TUDAS
2) <i>Presentation of the meeting agenda</i>	TUDAS
3) <i>Review of the previous meeting minutes from Canakale, Turkey</i>	CPIP+All partners
4) <i>Overview of the last 6 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 6 months of project development and implementation. 	All partners
5) Development of the project output O2 – Sector Analysis ,Trends and new Curricula <ul style="list-style-type: none"> - PPT presentation of the activities, tasks and responsibilities accomplished for this Output; discussion on the Output O2 calendar; - Curriculum modules for the test phase, 	Canakkale Onsekiz Mart Universitesi

13:00 – 14:30 / Lunch	
14:30 – 17:00 / II session(including coffee break)	
<p>6) <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. 	Balikesir Universitesi
<p>7) <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; - Discussion about the Apitherapy Handbook, Validation Workshops, etc.; - defining the upcoming activities and deadlines. 	Tudás Alapítvány & ARID "Lacjum"

2nd day of the project meeting: 05/12/2015	
09:00 – 14:00 (including coffee break)	
<p>8) <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. 	CPIP
<p>9) <i>Administrative/financial obligatory regulations:</i> 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
10) <i>Schedule of the upcoming activities</i>	CPIP & All partners
11) <i>Preparation for the final meeting</i>	ARID Lacjum
Summary of the meeting	
14:00 – 15:30 Lunch	
06/12/2015-partners departure day	