

1st TRANSNATIONAL MEETING - VOLEXPO

Barcelos, Portugal

19th-21th November 2019

Place and Address: Meeting room of Bagoeira Hotel -
 Av. Dr. Sidónio Pais 495, 4750-333 Barcelos

1st Day – 19/11/2019		
Agenda	Who	When
Opening session	Kerigma	9:00 – 9:15
Personal appointments between Coordinator's Members and each Partner' Members - signing of the Agreements	All	9:15 -10:00
Overview of the financial management plan	Coordinator	10:00 -10:30
Explanation of the project management procedure (internal communication tools, coordination plan, etc.)	Coordinator	10.30 – 11:00
Coffee Break		11:00-11:30
Presentation of the evaluation plan (including sustainability)	Coordinator and ALL	11:30-12:15
Presentation of the Quality Management Plan	Magdalena Tomczak	12:15 – 13:00
Lunch break		13:00 – 15:00
IO1 (Management and Supervisional Skills): presentation of output; description of the work plan for it; partners' feedback	Aspekt and ALL	15:00 – 16:00
End of the 1st Day		
Dinner - Restaurante Pérola - Av. Dom Nuno Álvares Pereira 50, 4750-324 Barcelos		19:30

2nd day – 20/11/2019		
Agenda	Who	When
State of Play – General Discussion (Review of the 1 st day meeting)	ALL	09:00 – 09:30
Dissemination strategy and plan (what is expected from each partner; what goals do we have to fulfill; feedback from the partners)	Turkey and ALL	09:30 – 10:30
Coffee break		10:30 – 11:00
IO2 (Communication and cooperation skills): presentation of output; description of its work plan; partners’ feedback	Foundation for Society and ALL	11:00 – 12:00
IO3 (Testing): presentation of the output; description of its work plan; partners’ feedback	ACTA and ALL	12:00 - 13:00
Lunch		13:00 – 15:00
IO4:VolExpo ToolBox (presentation of the output; expectations; work plan; task division; discussion among partners)	Turkey and ALL	15:00 - 16:00
End of the 2nd day		
Dinner - Ristorante Divinal - Rua Elias Garcia 179, 4750-144 Barcelos		20:00

3rd day – 21/11/2019		
Agenda	Who	When
Presentation on volunteer management tools that relate to the 4 competence categories	Each partner organization must make a small-scale research on the subject and present it	9:00 – 11:30
Break		11:30 – 12:00
Workshop Thoughts on the material presented by each partner ; What is your organization view on the project – expectations and suggestions for improvement Review of the three day meeting	ALL	12:00 -13:30
End of the 3rd day		