



KICK OFF MEETING

Alicante, 18th and 19th December, 2012

Meeting Objectives:

Meeting participants: All GADGET project partners

Meeting responsible: Michelle Grindle / Spike Tang (UA) technical matters. Virginia Ferrer (UA) administrative and financial matters.

Objectives: The kick-off meeting shall give a brief overview of both technical and financial aspects of the GADGET (Lifelong Learning Programme, Erasmus) project, ensuring the conformity and understanding of all partners of the project's aims and objectives, activities, and roles of each participant. In particular, the meeting will focus on the upcoming activities of the first project year to discuss working methodologies and pending questions.

Expected Results: Following the meeting it is hoped and expected that:

- partners understand fully their obligations within the project;
- partners may provide feedback and suggestions to the project methodologies;
- all doubts and pending issues (technical and administrative) may be resolved;
- a rapport and working atmosphere between partners can be built up with a first face-to-face contact.



DAY ONE

18/12/2012 (Tuesday)			Venue: Rectory Edifice, ground floor
From	To	Duration	
08.30	09.00	30'	Pick-up at the NH Cristal Hotel lobby and transfer to UA (Virginia Ferrer)
09.00	09.30	30'	Welcome and Meeting Objectives / Programme Michelle Grindle, Deputy Director and GADGET Coordinator, UA
09.30	11.00	90'	Partner Presentations. <i>Each project partner will present their institution and their expectations / competences for the project. 10 mins each.</i>
11.00	11.30	30'	COFFEE BREAK Collection of travel documents / information for those requiring per diem payment.
11.20	12.00	40'	The GADGET Project. <i>A brief but comprehensive look at the project objectives, Workpackages and activities. In detail look at specific commencing WPs tomorrow.</i> Spike Tang, UA
12.00	12.30	30'	Role per Partner. <i>The role of each partners will be given in detail per activity / Workpackage</i> Michelle Grindle, UA
12.30	13.00	30'	Questions / Discussion
13.00	13.30	30'	<i>OGPI staff will take those collecting per diem to the bank to cash cheques. The remaining partners may remain in the room or take a short walk before lunch.</i>
13.30	14.30	60'	LUNCH BREAK <i>Venue: To be confirmed</i>
14.30	15.30	60'	Project Management Procedures. <i>Reporting, Financial and Administrative Issues.</i> Virginia Ferrer, UA
15.30	16.00	30'	Presentation of project calendar, working methodologies & Spike Tang, UA
16.00	16.15	15'	Wrap-up: Questions about general project activities. Facilitated by Michelle Grindle, UA
16.30			Return to Alicante city centre
20.30			Dinner <i>Venue: To be confirmed</i>



DAY TWO

19/12/2012 (Wednesday)			Venue: Rectory Edifice, ground floor
From	To	Duration	
08.30	09.00	30'	Pick up at the NH Cristal Hotel and transfer to UA (Virginia Ferrer)
09.00	10.30	90'	Workpackage 1: <i>An overview of the intended methodological approach to the analysis exercise. General discussion regarding sticking points / questions.</i> FHJ
10.30	11.00	30'	COFFEE BREAK
11.00	11.30	30'	Workpackage 5: <i>Some ideas for dissemination of the project and project image. Discussion of key messages for target groups.</i> GCU
11.30	12.00	30'	Workpackage 5: <i>Makeup and functioning of the Quality Board.</i> FHJ
12.30	13.00	30'	Workpackage 6: <i>Dissemination – logo, website, dissemination package & strategies, café</i> GCU
13.00	14.00	60'	Project Management Issues <i>Set-up of the Project Steering Board</i> <i>Questions and Answers. Closing.</i>
FREE AFTERNOON			
Tour of Alicante if interested.			



List of participants:

INSTITUCIÓN	NOMBRE
AppleGreen Homes	Alan Wallace
FH Joanneum Gesellschaft mbH (FHJ)	Lisa Mahajan
FH Joanneum Gesellschaft mbH (FHJ)	Rene Wenzel
Glasgow Caledonian University	Davena Rankin
Gründer- und Servicezentrum Fürstenfeld Ems KG	Ingrid Kienberger
Gründer- und Servicezentrum Fürstenfeld Ems KG	Jaqueline Egger
Scottish Chambers of Commerce (SCC)	Cameron Liz
University of Alicante	Michelle Grindle
University of Alicante	Spike Tang
University of Alicante	Virginia Ferrer
University of Alicante	Juan Antonio Ferriz Papí
University of Alicante	Raúl Prado

