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AGENDA
5th TRANSNATIONAL MEETING 17-18 /9/2017
Portalegre - Portugal

Project title: Empower Active Ageing- EmpAct

Agreement Number: 2015-1-BG01-KA204-014316

Arrival day: 16.11 Departure day: 19.11

Implementation period: 01 January 2016 – 31 December 2017

EmpAct - 5th Meeting

Friday, 17/11/2017	
09:30 – 09:45	<i>Welcome coffee</i>
09:45 – 11:45	Finalization of the One Stop Shop Portal Draft all the pending issues about the Portal Comments and presentation of the main 3 events of each country (University of Piraeus, All Partners)
11:45 – 12:15	Coffee Break
12:15 – 13:30	Project management, reporting and national Erasmus+ project monitoring (Step by Step, All partners)
13:30- 14:30	Lunch Break
14:30 – 15:30	Financial and administrative aspects of reporting - Time sheets, Supporting documents (Step by Step, All Partners)

15:30 – 16:00	Coffee break
16:00 – 17:00	Dissemination Plan - Dissemination activities by partners - Dissemination activity list - Newsletters (Step by Step, All Partners)
19:30	Dinner

Saturday, 18/11/2017	
09:00 – 09:15	<i>Welcome coffee</i>
09:30 – 10:45	QA Plan – indicators Discussion: Evaluation of the financial situation, preparation for the final reporting (rules, justification documents, etc.) Discussion: Agreement on the tasks and deadlines to the completion of the final report (Step by Step, All partners)
10:45- 11:00	Coffee Break
11:00: 13:00	Discussion: exploitation and sustainability steps of the project (Hosting of the tools) Meeting Evaluation, Further Developments, New Projects, Future Plans (Step by Step, All partners) Closing the Meeting