



Project No: 2016-1-BG01-KA202-023703

## TRANSNATIONAL SECOND PROJECT MEETING

VIENNA,

NOVEMBER 21<sup>ST</sup> & 22<sup>ND</sup>, 2017

### OBJECTIVES OF THE 2nd PROJECT MEETING

- Review the intellectual output (IO 1 - online trainings) done so far;
- Agree on the process of attracting & selecting participants for the piloting phase;
- Intermediate progress and finance report discussion;
- Discussing the 1-st external evaluation report;
- Discuss the dissemination plan for the next project year and forward activities;

Each partner will also contribute to the meeting by providing guidance and support to the Coordinator on issues, challenges, initiatives and policies to be integrated in the scope of the project.

### PARTICIPANTS

| Partner's name                | Country            | Representative                                   |
|-------------------------------|--------------------|--|
| Assess Ltd.                   | Bulgaria, Sofia    | Evelina Lafchiyska, Tanya Dimitrova, Eli Dinkova |
| BEST Institut GmbH            | Austria, Wien      |  |
| Cises SRL                     | Italy, Padova      | Igor Vaslav Vitale, Alessandro De Carlo          |
| ZIVAC GROUP CENTRAL SRL       | Romania, Bucharest | Merlan Cerasela, Leliana Parvulescu              |
| VIP Security ltd (VET center) | Bulgaria, Sofia    | No representative                                |

### PRACTICAL ORGANISATION OF THE MEETING



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The meeting will last two days and will take place in BEST office at: **BEST** Institut für berufsbezogene Weiterbildung und Personaltraining GmbH, A-1070 Vienna, Mariahilfer Straße 8, Phone:+43 (1) 585 50 50, Mail: [office@best.at](mailto:office@best.at), Web: [www.best.at](http://www.best.at)

## MEETING PROGRAMME

EU-PROTECT Project

Vienna, 21-22 November 2017

### DAY 1, 21 November 2017

|               |   |
|---------------|---|
| 09:30 – 10:00 | Registration  |
| 10:00 – 10:15 | Welcome from hosting person<br><i>BEST, hosting organization</i>  |
| 10:15 – 11:00 | Focus on project progress – working done so far.<br><i>Coordinator's team</i>   |
| 11:00 – 11:20 | Coffee break  |
| 11:20 – 12:00 | Part 1: Focus on Intellectual Outputs (IO 1 – online training) – Assess, ZIVAC and CISES should present at least one lesson. Discussions concerning the lessons.<br><i>Discussion lead – Assess</i><br><i>Participate - All partners</i>  |
| 12:00 – 13:30 | Lunch break   |
| 13:30 – 15:00 | Part 2: Focus on Intellectual Outputs (IO 1 – online training) – Assess, ZIVAC and CISES should present at least one lesson. Discussions concerning the lessons – with focus on synchronizing of the trainings and finishing process.<br><i>Discussion lead – Assess</i><br><i>Participate - All partners</i> |
| 15:00 – 15:40 | Discussing the 1-st external evaluation report - especially the recommendations.  |



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|---------------|--|
|               | <i>Discussion lead – Assess</i><br><i>Participate - All partners</i>   |
| 15:40 – 16:00 | Coffee break   |
| 16:00 – 17:00 | Project and financial management and reporting – overview and Q&A.<br><i>Discussion lead – Assess</i><br><i>Participate - All partners</i> |

**DAY 2 Wednesday, 22nd November, 2017**

|               |   |
|---------------|---|
| 09:30 – 9:45  | Meeting at BEST office – Warm up minutes  |
| 09:45 – 11:00 | Agree on the process of attracting & selecting participants for the piloting phase<br><i>ZICAC as responsible for this action</i> |
| 11:00 – 11:30 | Coffee break  |
| 11:30 – 13:00 | Discuss the dissemination plan for the next project year and forward activities<br><i>CISES as responsible for this action</i>    |
| 13:00 – 14:30 | Lunch break   |
| 14:30 - 16:00 | Finishing tasks - upcoming report<br>Other issues   |
| 16:00 - 17:00 | Closing the day   |

*See you soon in Vienna.*

**THANK YOU!**