

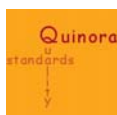
Agenda of the 4th project meeting of QUINORA

Where? FASE.net, Anselmo Clavé Av, 55, Zaragoza 50004, Spain

When? 03-15-2007 09.00-18.00
03-16-2007 09.00-12.00

March 15, 2007

<i>Check-in, welcoming</i>	<i>08.30-09.00</i>
Overview on the project status tasks finished so far, tasks on the project meeting, future tasks (time schedule) Karin Steiner, abif	09.00-09.30
Short report by all partners on the organization of the test training in each partner country (<i>Please send or bring filled out test training sheets!</i>) All partners	9.30-10.00
Group discussion on the on-going blended learning curriculum (face-to-face workshops and e-learning) plus audio recording (will be documented and analyzed in the evaluation report of the test training) All partners	10.00-11.00
<i>Coffee Break</i>	<i>11.00-11.30</i>
Online presentation of the e-learning platform, discussion forum and virtual classroom and its different functionalities + questions + discussion Radosveta Draveka, Znanie	11.30-12.30
Presentation of the e-library and its functionalities, discussion of the entries so far done (ideally 50 per partner country) Karin Steiner, abif	12.30-12.45
Discussion of the CD-Rom production Radosveta Draveka, Znanie (+all partners)	12.45-13.15
Presentation of the evaluation tools for the test training + excel sheets where the gathered data have to be inserted Karin Steiner, abif	13.15-14.00
Conclusion and programme for next day Karin Steiner, abif	14.00-14.15
<i>Lunch Break</i>	<i>14.15-15.15</i>
Social programme: Visit of the "C.C.O.O. General Trade Union of Workers, Department of professional orientation in Aragon Santa Lucia St. Zaragoza" – "Centro de orientación profesional de Comisiones obreras Aragón." All partners (optional)	15.15-18.00
Last dinner together – QUINORA project team (at usual Spanish dinner time ☺) Hopefully all partners	21.00-??



March 16, 2007

Important remarks according the final reporting Karin Steiner + Manuela Andiel, abif	9.00-9.30
Valorisation and dissemination activities to be presented by each partner (powerpoint presentations) + discussion: a) What was done when, by whom and for which target group? (Specify in detail!) ¹ b) How can the project outcomes be used in my country after the project has ended? c) Which activities were carried out in order to transfer the project results/products in terms of partner countries and target groups/target sectors? Please also specify the results of this activity. All partners	9.30-10.30
Subgroup work for the final report: a) innovative aspects of the project b) contribution of the transnational work c) the project's impact on existing employment & vocational education & training (VET) systems/strategies? d) sustainability of project partnership and activities beyond the project e) activities planned by the partnership to further develop the project results → aspects to be specified per partner organization + country! All partners	10.30-11.00
<i>Coffee Break</i>	<i>10.45-11.00</i>
Presentation of subgroup work	11.00-11.30
Summarisation of all necessary documents for the final report Handouts with open tasks to all partners and discussion (missing translations + tasks for the final report) Manuela Andiel, Karin Steiner, abif	11.30-12.00
Sightseeing in Zaragoza All partners (optional)	12.00-???

¹ Please no general comments like "yes I did this and that". There are no further project meetings and you will only receive the last installment from the Austrian agency if there are any specific activities you have documented with "what, when, who, for whom" and with actual materials (hard-copy or electronic)

