LEONARDO DA VINCI PROGRAMME

Understand IT project

Project Meeting 4

3.-4. May, 2012 Rome, Italy

AGENDA

Participants: all partners

Thursday 03/05/2012

09.00-09.10	**Welcome to Rome**	**Marco**
09.10-09.20	Plan for the meeting	**Bjørn**
09.20-10.00	Minutes from the M3-Copenhagen Reminder of the deliverables	**Thorleif**
10.00-10.20	WP 5 - Vitae course Italy - Experiences from running the pilot	**Marilena**
10.20-10.40	WP 5 - Vitae course Lithuania - Exp. from the pilot	**Julita**
10.40-11.00	Coffee Break	
11.00-11.20	WP 5 - Vitae course Portugal - Exp. from the pilot	**Rita**
11.20-11.40	WP 5 - Vitae course Norway - Exp. from the pilot	**Geir**
11.40-12.30	WP4 - Language and Cultural adaptations Examples of good practices from running the Vitae courses, using the cultural adaptation guidelines. Planned upcoming activities.	**Thomas/Marcus**
12.30-14.00	Lunch	
14.00-15.00	WP8 – A generic business model Input from the national implementation of Vitae courses	**José**
15.00-15.30	WP6 - A CoP for VET teachers - Activities in the CoP	**Marco/Andrea**
15.30-16.00	WP9 - Dissemination and Exploitation	**Torhild**
16.00-16.30	WP 7 – Evaluation	**Anne**
16.30 - 16.40	Coffee Break	
16.40-17.00	Conclusions for Day 1	**Thorleif**
19.00	Evening Program / Dinner	**All partners**

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Friday 04/05/2012

09.00-11.00	2 parallel sessions including a coffee break.		
	The Vitae, CoP & Social media workshop **Marcus / Thomas**	The development of the Generic Business Plan for the Vitae Courses **José/Rita**	
11.00 – 11.15	Coffee Break		
11.15-12.00	WP 10 - Project administration • The deliverables • Economy • Online meetings • Input to final report		**Thorleif/** **Magnhild**
12.00-12.30	• Evaluation of this meeting and AOB		**All partners**
12.30-14.00	Lunch		