

## AGENDA

### Quality Qualification for VET – Kick off Meeting

**Dates:** 12 – 13 of January 2018

**Venue:** European Economic and Social Committee, Rue Belliard, No.99, Room JDE 3252, Brussels (BE)

DAY 1, 12 <sup>th</sup> January 2018, 09.00 – 17.00	
Welcome of participants	Esmovia, Alphabet Formation
Presentation of the Agenda	Esmovia
Presentation of the project partners	All partners
<i>Coffee Break</i>	
Introduction to the project context and background	Esmovia
Introduction to the 2 Intellectual Outputs of the QQVET project	Esmovia
Intellectual Output 1: <i>Impact Study on the WBL experiences</i> <ul style="list-style-type: none"> <li>• Presentation of the Output: tasks and activities</li> <li>• Partners’ discussion, Questions and Answers</li> </ul>	Esmovia, All partners
<i>Lunch Break</i>	
Intellectual Output 2: <i>QQVET Documentary Series</i> <ul style="list-style-type: none"> <li>• Presentation of the Output: tasks and activities</li> <li>• Partners’ discussion, Questions and Answers</li> </ul>	Esmovia, All partners
<i>Coffee Break</i>	
Presentation of the Multiplier Events <ul style="list-style-type: none"> <li>• Events at national level</li> </ul>	Esmovia
End of Day 1	
Social programme and dinner	

DAY 2, 13 <sup>th</sup> January 2018, 09.00 – 17.00	
Presentation of Project Management activities	Esmovia
Presentation and analysis of PM1: Coordination of Activities	Esmovia
Presentation of the Financial reporting of the project	Esmovia
<i>Coffee Break</i>	
Presentation and analysis of PM2: Dissemination activities	Esmovia
Presentation and analysis of PM3: Exploitation activities	Esmovia
Presentation and analysis of PM4: Evaluation activities	Esmovia
<i>Lunch Break</i>	
Contractual issues and partners’roles	Esmovia
Calendar of the activities and Project Deadlines	Esmovia
Scheduling next meetings	Esmovia
Open discussion	All partners
Meeting Evaluation and Certification	All partners
End of Day 2	All partners

