



Project title:

**CONOCO: “COPing with NO mobility during COrona Virus times:
Learning from each other”**

Reference number: 2020-1-CY01-KA204-066035

Implementation period: October 2020 – May 2022

Meeting One, Physical

04-05 September 2021, Athens, Greece

Venue of meeting: Head quarter: 1, Veranzerou Str., Athens – 10677, Greece - H2 room (8th floor)

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Version 2 date: 20 August 2021

Topic: CONOCO Meeting One, Physical (Hybrid)
Time: September 04 – 05, 2021

Agenda

Saturday, 04 September 2021

Time	Action	Presenter – Comments
All day	Arrivals	
11:30-11:45	<p>Meeting at EUROTRAINING head quarters</p> <p>P0. EAEC, Cyprus (Gregoris Makrides, Diamando Zisimopoulou, Monika Tsartsali)</p> <p>P1. VHS, Germany (Jana Gerstmair, Milena Gerstamair, Ludwig Forchhammer, Maria Hermann)</p> <p>P2. University of Aegean, Greece (Apostolos Kostas)</p> <p>P3. Liceul Teoretic “Tudor Arghezi”, Romania (Christina Radu, Simona Rosu, Daniela Florescu)</p> <p>P4. ASSOCIAZIONE ADA, Italy (Angela Panzarella, Francesca Mori)</p> <p>P5. ITIS PALEOCAPA, Italy (Valentina Persico, Gaetana Diglio, Flora Ravelli, Mariarosa Savoldi)</p> <p>P6. UPG, Romania (Irina Gabriela Radulescu, Catalin Popescu, Mirela Panait, Andrei Jean Vasile)</p>	<p>Welcome by the host organisation and project coordinator: UAEGEAN and EAEC respectively.</p> <p>Partnership – meeting each other</p>
11:45- 13:00	<p>Discussion of Deliverables</p> <p>D1: Online Survey implementation and result</p> <p>D2: Focus groups and interviews to produce the national Reports</p> <p>D3: C1 Short Learning, Teaching Training content</p> <p>D5: Preparation, editing and finalization of the video testimonials</p> <p>D6: E-book comprehensive collection of results</p> <p>D7: Dissemination Strategy and Plan</p> <p>D8: Quality Assurance Strategy and Plan</p> <ul style="list-style-type: none"> - Progress of D2, D3 - Plan of action for D5, D6 (presentation of plan by Deliverable leaders for D5, D6) timetables, activities <p>Discussion / Decisions</p>	<p>D1: University of Aegean</p> <p>D2: VHS</p> <p>D3: Uni of Aegean+EAEC</p> <p>D5: Liceul Teoretic "Tudor Arghezi"</p> <p>D6: EAEC</p> <p>D7: ADA + Paleocapa</p> <p>D8: EAEC + UPG</p>
13:00-13:15	Break (Bring sweets form home)	

Saturday, 04 September 2021		
Time	Action	Presenter – Comments
13:15-14:30	Presentation and Discussion of Deliverables Plan of Action (Presentation of plan by Deliverable leaders D5, D6), timetables, activities Some discussion for D6 in conjunction with D5, D3 and D2	D5: Liceul Teoretic "Tudor Arghezi" D6: EAEC
14:30-15:00	TO - DO LIST, Discussions/ Decisions Planning the work for Sunday	
15:00-17:00	Optional joint lunch	
Sunday, 05 September 2021		
Time	Action	Presenter – Comments
10:00 –13:00	FINILAZATION OF DOCUMENTS & PLANNING: 1. Management and Reporting 2. Quality assurance statement (Signed by all partners) 3. Risk & Contingency plan 4. Indicators and monitoring 5. Dissemination plan, web site 6. Promotion activities and tools (creation of 4 newsletters, Press Releases etc.) 7. Publication of results, IPR Issues 8. Planning meeting 2 in Italy or Cyprus 9. Partnership Agreements to be signed. 10. Review Management plan/ Workflow 11. TO DO LIST	
	Questions, concerns, clarifications	ALL
11:00	Coffee during work	
	Departures	
Monday, 06 September 2021		
Time	Action	Presenter – Comments
All day	Departures	

PROJECT TIMETABLE

	MONTHS	M1 10 2020	M2 11 2020	M3 12 2020	M4 01 2021	M5 02 2021	M6 03 2021	M7 04 2021	M8 05 2021	M9 06 2020	M10 07 2021	M11 08 2021	M12 09 2020	M13 10 2021	M14 11 2021	M15 12 2021	M16 01 2022	M17 02 2022	M18 03 2022	M19 04 2022	M20 05 2022
Project activity*																					
A1: Project Management																					
D8:Quality Assurance and project Evaluation - Strategy and Plan																					
D7: Dissemination of project results, Strategy and Plan																					
D1 : Survey Preparation and Implementation																					
D2: National Reports - Focus groups, Interviews and Testimonials Recording													EX	EX							
D5: Interviews/ Focus Group Analysis, Reporting , Translations, Upload of testimonial in the website																					
D6: Finalization of the e-Book, and Video Testimonials																					
A5: Mini Conference																					CY
M1: Kick off Meeting			CY	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	CY	
M2: 2nd Partners Meeting									GR	EX	EX	GR									
M3: 3rd Partners Meeting															IT						
D3(C1: Learning Teaching Activity)									GR	EX	EX	GR									
D4 not approved																					