

Climate Awareness-Creation Strategies Project - 2021-1-PT01-KA220-SCH-000027680
TPM-1 Meeting Program 06-07-08 / JULY 2022

TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	08:30 : Arrival to school *Introduction of partner organizations	08:30: *Arrival to school	08:30: *Arrival to school	
	09:30 : Coffee break	09:00 : *Presentation by the coordinator about the financial and administrative requirements of the project. *Project finance, budget management, eligible costs and project payment contract terms by the coordinator.	09:00 *Multiplier events program, detailed review, division of tasks and organization. *Prepare the evaluation plan, and plan how the impact will be measured. *Active use of the eTwinning project by partner institutions.	Return to countries
	10:30 : *Project overview (goals, objectives, results) *Communication channels and frequency among partners *Roles and responsibilities of partners, selection and task descriptions of measurement and evaluation commission, dissemination commission, quality monitoring commission *Project timetable, tasks, milestones, roles	10:30 : Coffee break 11:00 : *Deadlines for project monitoring and progress reports, required report content and deadlines for regular reporting to the coordinator	10:30 : Coffee break 11:00 : *Requests and suggestions.	
	12:00 – Lunch (all partners)	12:00 – Lunch (all partners)	12:00 – Lunch (all partners)	
	14:00 *Methods to be used for implementation and monitoring *Reviewing the 24-month work plan and the dissemination plan step by step, revising if necessary. *Using of dissemination tools. *To clarify communication channels with stakeholders and cooperation with them.	14:00 *Review and discussion of the methodology for the implementation of PPR 1; *Review and discussion of the methodology for the implementation of PPR 2; Quality of the outputs	14:00 *Results of the meeting and evaluation. *Certificate ceremony. *Signing of the meeting minutes by all participants and delivering a copy to each group.	

	*The considerations in preparing learning, teaching, training activities program			
	16:00 Back to hotel	16:00 Back to hotel	16:00 Back to hotel	
	20:00- Dinner (all partners)	20:00- Dinner (all partners)	Free time	
	Free time	Free time		

Agrupamento de Escolas do Forte da Casa – Lisboa – PORTUGAL

The legal representative

José Alberto da Silva – Director