

Housing: an educational European ROad towards civil rights
Project Meeting in Belgium
Project ID: 2016-1-IT02-KA204-024078

28th February – 2nd March 2018

Venue: Antwerpen - Belgium

Pegode Head office - Noeverseweg 34, 2845 Niel
Pegode daycenter day 2 - Staf van Elzenlaan 5, 2550 Kontich
Antwerp Elzenveld Hotel & Seminarie (third day)
Lange Gasthuisstraat - 2000 Antwerpen
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Sat nav: 51.21367, 4.40505

PROPOSED OBJECTIVES OF THE MEETING

1. To meet users and their families (Belgium Partner) in order to take part in co-production activities
2. To monitor and discuss the content of the IO2, Curriculum (contents and learning tools)
3. To evaluate the Curriculum Contents
4. To familiarize with the project's IO2 activities
5. To discuss the overall Curriculum structure
6. To discuss and planning the C1 [*Short-term joint staff training event*] meeting in Liverpool [July 2018]
7. To update the work plan and the dissemination plan
8. To discuss the communication, monitoring and reporting procedures
9. To remind partners about the financial and contractual rules and reporting deadlines
10. To discuss the web and social media presence of the project.
11. To verify the work plan of the Intellectual Output no.2
12. To update the dissemination, communication and evaluation activities before the C1 Meeting in UK

PROPOSED RESULTS

1. Report: Introductory session with local users and their families as experts by experience
2. PPT Curriculum's contents and learning tools by each partner – monitored and approved
3. IO2 Curriculum contents – evaluated
4. Project's IO2 activities - discussed
5. Overall Curriculum structure – approved
6. C1 training meeting planning – set up and approved
7. Work plan and dissemination plan until next meeting in Liverpool, UK - up to date and approved
8. Communication, monitoring and reporting procedures – discussed
9. Financial and contractual rules and reporting deadlines - discussed
10. Web and social media presence of the project - discussed
11. Work plan of the Intellectual Output no.2 - approved
12. Communication, monitoring and reporting plan, until next meeting – updated and approved
13. Action plan until next meeting – approved

AGENDA

First DAY – 28th February 2018

	WELCOME & CHECK-IN
8.30	Transfer to headoffice Pegode (by bus)
9.30-10.00	Welcoming and Check-in - PEGODE
10.00-11.30	<i>Introductory session (IS)</i>
	It is led by the hosting partner with users and their families (3-5) from its local community. ((<i>The IS aims to get information, by the user point of view, on the ongoing co-production concerning the Curriculum textual contents and learning material.</i>))
11.30-12.00	COFFEE BREAK
	PROJECT OVERVIEW
12.00-13.00	Ppt Reports by each partner on the already completed activities and the products - each partner (10m, each)
13.00- 13.30	Ppt presentation about the achievements and the progress of HERO with discussion and clarification: what we have done, what we still have to do - ASL Roma2
13.30 – 14.30	Visit and lunch in a daycenter Pegode
	OUTPUT PRESENTATION and discussion
14.30-15.00	Curriculum textual contents and learning tools (a) - 3 partners (10m each)
15.00-15.30	Curriculum textual contents and learning tools (b) – 3 partners (10m each)
15.30-16.00	COFFEE BREAK
16.00-17.00	From Curriculum textual contents and learning tools to the VIDEOS - Workshop – working group activities ALL
17.00-17.30	VIDEOS – reporting by each working group ALL
	QUALITY ASSURANCE
17.30-18.00	Information on: Monitoring data - Monitoring procedure. Evaluation strategy. Communication procedure - ASL Roma2
	PROJECT MANAGEMENT
18.00-18.30	Timesheets and financial reports; Internal Reporting - ASL Roma2
18.30	Transfer and dinner to social restaurant Pegode
21.00	Transfer to the hotel

Second DAY – 1st March 2018

	THE PROJECT OUTPUTS
8.30	Transfer to another daycenter Pegode (by bus)
9.00-9.30	Visit project
10-11	presentation housing projects prepared and presented by users
11-11,30	Coffee break
11.30-12.30	An overview - Action plan for Intellectual Output no. 2 Modules and units' contents for each target (goals, methods, assessment tools, valorisation strategy). MEH IO2 Videos activities and their contents MEH C1 meeting: goals and methodology ASL ROMA 2
	WRAP-UP SESSION
12.30-13.00	Questions/remarks. - <i>ALL</i>
13,00 -14,30	Lunch in Pegode bistro
	PROJECT MANAGEMENT
14.30-15.30	Action plan for Intellectual Output no. 2: - Contents/learning tools (final version and translation in each partner language); - Videos. - C1 planning Detailed activities, key functions, tasks will be assigned to each partner. MEH / ASL ROMA2
	DISSEMINATION
15.30-16.00	Workshops - working group activities on dissemination - <i>ALL</i> Dissemination plan for Output no. 1 and 2 <i>ALL</i>
16.00-16.30	Presentation of the Dissemination activities for the next months before next meeting (C1) in Liverpool - Pegode/Pepsaee
16.30-17.00	Coffee break
	COMMUNICATION
17.00-17,30	The project website and the newsletter- Di Liegro
18.00-19.30	Social media presence of the project - Pepsaee
19.30	Transfer to hotel
20.30	Dinner in town

Third DAY - 2nd March 2018 – at Antwerp Elzenveld Hotel & Seminarie

	BREAKDOWN OF WORK/PROJECT SCHEDULE
9.00-9.30	Updating of the partners' team, resources and strategy of implementation of the project (IO2) - <i>ALL</i>
9.30 - 10	Detailed Presentation of the Work plan and updated project schedule till the next meeting in Liverpool UK - MEH
	WRAP-UP SESSION
	Questions/remarks. - <i>ALL</i>
	NEXT STEPS
10.00-10.30	Activities and objectives to be included in the C1 (Liverpool) and IV meeting in Rome- <i>ALL</i>
	Next steps and actions. Meeting minute. - ASL ROMA2
	CLOSING SESSION
10.30-11.30	Closing remarks - <i>ALL</i>
11.30-12.00	Evaluation of the three days - <i>ALL</i>
12.00-12.30	Final remarks. Certificates - Pegode
13.00	End of meeting