
MEETING IN GREECE

11 - 13 January 2017

Venue: Philippos Hotel, Athens, Greece

Proposed objectives of the meeting
<ol style="list-style-type: none">1. To know each other2. To familiarize ourselves with all aspects of the project3. To adopt the work plan, evaluation strategy and dissemination plan4. To establish the communication, monitoring and reporting procedures5. To understand the financial and contractual rules6. To agree a way forwards regarding the web and social media presence of the project.7. To design the plan of the Intellectual Output no. 1 and note about the IO no.2
Proposed results
<ol style="list-style-type: none">1. PPT presentation about the project2. Presentations of the partners' organizations, resources and strategy of implementation of the project3. A Steering Committee4. Partnership agreement agreed5. Work plan, Dissemination plan, Evaluation strategy- agreed6. A quality manual and associated documents- approved7. Communication, monitoring and reporting procedures -agreed8. Website plan9. Action plans until next meeting.

AGENDA

Meeting Location
Philippos Hotel
3 Mitseon St. Acropolis, Athens

First DAY - 11 January 2017

	WELCOME & CHECK-IN
10:00-10:30	Welcoming and Check-in [PEPSAEE] Welcome message for the project HERO – Tomas Zdechovsky Member of the European Parliament (Czech Republic).
	Introductory session (IS)
10:30-11:30	Involving 5 mental health users and their families. The IS will aim to introduce participants to Housing as experienced by the Greek users.
	PROJECT OVERVIEW
11:30-13:00	PPT presentation about the project with discussion and clarification (contents: Target, objectives, methodologies, output, outcome) [ASL Roma2]
13:00–14:30	<i>Lunch Herodion Hotel</i>
	PARTNERS PRESENTATION
14:30-16:00	Presentations of the partners’ organizations, resources and their strategy of implementation of the project Croatia – Belgium – Greece – UK - Italy - Italy
16:00-16:30	Coffee break
	BREAKDOWN OF WORK/PROJECT SCHEDULE
16:30-17:30	Detailed Presentation of the Work plan and updated project schedule [ASL Roma2]
	PROJECT MANAGEMENT
17:30-18:00	Presentation of the Grant agreement and Financial rules (I) [ASL Roma2]
19:30	Greek Day Center <i>Study Visit and Dinner</i> together Specialized Day Center “Social Dialogue Center”, PEPSAEE 41, Ipirou St., Athens (Metro Station “Larissa Station”)

AGENDA

Second DAY – 12 January 2017

	PROJECT MANAGEMENT
9:30-10:00	Presentation of the Grant agreement and Financial rules (II) [ASL Roma2]
10:00 -11:00	Partnership agreement. Steering Committee. Project management and administration. Internal Reporting - [ASL Roma2]
	WRAP-UP SESSION
11:00-11:30	Questions/remarks. - <i>ALL</i>
11:30-12:00	Coffee break
	THE PROJECT OUTPUTS
12:00-13:00	Workshop - Action plan for Output no. 1: Key functions
13:00-14:00	<i>Lunch</i> Acropolis Museum Restaurant
14:30-15:30	Workshop - Action plan for Output no. 2: Key functions
	DISSEMINATION
15:30–16:30	Workshop - Action plan for Output no. 1 and 2 for Output no. 1.
	WRAP-UP SESSION
16:30-17:30	Questions/remarks. - <i>ALL</i>
20:00	<i>Dinner</i> Traditional Greek Tavern (Optional)

Third DAY - 13 January 2017 (session 4)

	QUALITY ASSURANCE
9:30 - 10:30	Reflections on previous days
10:30 - 11:30	Presentation of the Quality Manual and its associated documents. Monitoring procedure. Evaluation strategy. Communication procedure - [ASL Roma2]
11:30 - 12:00	Coffee Break
12:00 - 12:30	Presentation of the Dissemination plan [ASL Roma2]
12:30 - 13:30	The project website [Fondazione Di Liegro] and social media presence of the project. Logo of the project [All]
13:30 - 14:00	<i>Lunch</i> Restaurant “Yard”, 17 Makrigianni St., Athens
	NEXT STEPS
14:00 - 14:15	Planning for the second meeting, <i>ALL</i>
14:15 - 14:30	Meeting minute. Next steps and actions [ASL ROMA2]
	CLOSING SESSION
14:30-15:00	Closing remarks, <i>ALL</i>
15:00-15:20	Evaluation of the two days, <i>ALL</i>
15:20-16:00	Final remarks. Certificates. [PEPSAEE]
16:00	End of meeting.