# Workshop in Belfast September 7th to 11th 2015

N.B. Remember to keep your boarding passes / original travel documents, and receipts.

**Meeting place: The Boardroom, University of Ulster, Belfast Campus, York Street, Belfast, BT151ED**

**Main items for the workshop are**:

* Project progress overview
* Evaluation of pilot courses
* Walkthrough of project outcomes
* Dissemination and exploitation activities
* The Final Report
* Quality control and monitoring

**Please bring a laptop computer and iPad. The meeting room will have plenty of sockets in the floor, please bring your own adaptors.**

## Agenda

***N.B. The schedules are only indicative as the agenda should be flexible and other items may be included. Where needed / possible we may also break into groups.***

## September 7th Monday

Arrival of teams during the day/night

***September 8th Tuesday***

10.00 Welcome by Archie and Caoimhín

10.20 Presentation of the participants

10.50 Walkthrough of the workshop agenda items (Archie)

11.30 Each team presents their activities since the Barcelona workshop / project status

13.00 Lunch

14.00 Walkthrough of information needed for the Final Report (content part): Archie / Ian?

19.00   \* Dinner @ The Potted Hen, assemble at the University (outside Santander).

***September 9th Wednesday***

10.00 Financial management and financial documentation needed for the Final Report (also in case of an audit): Archie/Ian?

13.00  \* Lunch

14.00 Evaluation of pilot courses and lessons learned

15.00 Each team presents the plans for final courses, remember the target numbers of teachers .

19.00   \* Dinner @ Robinson and Cleaver, assemble at the University (outside Santander).

***September 10th Thursday***

10.00 Quality Management, check on milestones met. Quality control of achievements. Feedback to the partnership from the external evaluator. (Gareth): Archie

12.00 Sustainability of the outcomes. Proposals for ensuring the future exploitation of the TOOLS results: Caoimhín and Kent

13.00 Lunch

14.00 Compilation of a list of national and international dissemination events or methods that will be implemented in the partner countries to ensure a cross country dissemination and impact on target groups: Caoimhín and Kent

15.00 Meeting evaluation (based on evaluation forms)

19.00   \* Dinner @ House of Zen, assemble at the University (outside Santander).

## September 11th Friday

Departure and travel.

\* Please note that meals, drinks etc. due to the EU regulations set out in the financial handbook have to be paid by each participant / national team (the cost is of course covered by the per diem).