



***AT WORK- ICT based evaluation methodology
To assess the social impact of work-linked training***

KICK-OFF MEETING AGENDA

22-23.02.2018

AGENCIA PARA EL EMPLEO DE MADRID
PASEO DE PONTONES 10
28005 MADRID

Day 1, 22.02.2018

Time	Subject	Coordinator
9.30 - 9.40	Opening and welcome	AEM -ES
9.40 -10.40	Brief presentation of partners (10 minutes per partner) following this structure: - Introduce your organization, - Expectations about the partnership and the participation on AT WORK. - What will be the partner's contribution to ATWORK, the added value from the partner to the project?	All partners
10.40 -11.15	Overview of the project.	Dramblys -ES
11.15-11.45	Coffee-break	
11.45 -14.00	Intellectual output (IO) 1 – AT WORK evaluation framework to assess the social impact of the work-linked training. Task 1: Statement of the methodology for the comparative analysis of the existing evaluation on work- linked learning.	Dramblys -ES
14.00 -15.30	Lunch	
15.30-16.00	Intellectual output (IO) 1 – AT WORK evaluation framework to assess the social impact of the work-linked training. Task 2: Statement of ATWORK theoretical framework for evaluation.	Dramblys -ES



16.00-16.45	<p>Dissemination and exploitation of project results:</p> <ul style="list-style-type: none"> - Elaboration of dissemination strategy - Development of dissemination tools and channels. - Implementation of dissemination and communication activities - Definition of strategy for exploitation, capitalization and sustainability - Reporting <p>Dissemination strategy, Project website, Social networks, Newsletters</p> <p>Multiplier events:</p> <ul style="list-style-type: none"> - National conferences: definition, guidelines, calendar, speakers, audience 	Dramblys – ES AEM-ES
16.45-17.00	Partners' questions and issues about the project	All partners
17.00	<i>End of the first working session</i>	
<p><i>Cultural visit around Madrid Austrias at 7.30 p.m.</i></p> <p><i>Informal dinner at 8.30 p.m.</i></p>		

Day 2, 24.10.2017

Time	Subject	Coordinator
10.00 - 11.30	<p>Coordination and Project management:</p> <ul style="list-style-type: none"> - Bilateral agreements & Grant Agreement: key contractual aspects - operational dimension - Calendar of activities and project meetings - Deadlines and deliverables for the IO - Organizational chart: role of each partner within the project - Partners general coordination (Communication) - Financial guidelines and administrative management: eligible costs, report system (interim and final reports) deadlines and features 	AEM -ES
11:30 -12.00	<p>Monitoring and Quality Management:</p> <ul style="list-style-type: none"> - Elaboration of guide lines for monitoring evaluation - Implementation of evaluation and monitoring activities - Appointment of the external evaluators 	36,6 COMPETENCE CENTER -PO
12:00	Partners' questions and issues about the project	All partners
12:30	End of the meeting	