

## ***Open IT up***

*Project No. 2017-1-ES01-KA204-038085*

### ***Kick off Meeting***

*Reus (Spain) 9-10 November 2017*

#### **AGENDA**

***Thursday, 9 November 2017***

**09:15- 9:30 - Meeting and welcoming of the participants at the meeting venue**

09:30 – 09:45	Official welcome and opening of meeting	DomSpain
09:45 – 10:15	Introduction to the project: previous project, idea for the new project, official requirements and distribution of responsibilities.	All partners
10:15 –11:15	Presentation of the project partners (10-12 minutes per partner)	Nikanor, Wisamar, IDEC and Les Cultures.
<b>Coffee break</b>		
11:30 – 12:45	Presentation of the project partners (10-12 minutes per partner)	Collegium Balticum, DomSpain, Uşak University and edEUcation Ltd.
<b>Lunch time</b>		
15:30 – 16:45	<i>Open IT Up</i> activities overview: expectations, norms, description, planning, responsibilities and Gantt chart	DomSpain
<b>Coffee break</b>		
17:00– 18:30	Intellectual Output 2: planning of the 6 first months' tasks and activities, methodology and tools, analysis and reporting. Online course.	DomSpain edEUcation Ltd

**Friday, 10 November 2017**

09:30 – 10:30	<b>Budget</b> overview: description of general budget, distribution, partner agreements and payment transfers processes.	DomSpain
10.30 – 11:10	<b>Quality Assurance Strategy:</b> internal quality monitoring processes, outputs quality monitoring, etc. Presentation 30/40min- Questions to be submitted in written form	Wisamar
<b>Coffee break</b>		
11:30 – 12:30	<b>Dissemination:</b> presentation of dissemination related actions for the first 6 months and distribution of responsibilities. Presentation 30/40min- Questions 10/15 min	Collegium Balticum
12:30 – 13:00	Meeting conclusion and evaluation. Certificates.	All partners
<b>Lunch time</b>		

Collaborate:



AJUNTAMENT DE REUS

**CONTACT**

**Host organisation:** DomSpain Consulting ([info@domspain.eu](mailto:info@domspain.eu))

**Contact person:** Júlia Vilafranca, tel. 0034 877 014736

**Olena Korzhykova :** tel +34 660 115104, email : [international@domspain.eu](mailto:international@domspain.eu)

**Meeting venue:** Raval Sant Pere, 1, first floor. 43201, REUS