



Cinema for Refugees Social Inclusion

Ljubljana, 02/03 December 2016

KICK-OFF MEETING AGENDA

Venue: Univerza za tretje življenjsko obdobje (classroom number 7, first floor)

Address: Poljanska cesta 6, Ljubljana

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Purpose

“Agreement of the project brand (logo and image), well as the website structure. Time for create a common vision about the project and detail its operational development. Outputs 1 and 2 will be detailed and taken concrete decisions on research methods and work, data collection and reporting. Also the plans for dissemination and evaluation will be on the Agenda and discussed the best strategies to ensure the quality of processes and products as well as the visibility of the project results. Also should be made clear the role of the External Pool of Experts (interested parties), to be formed by each partner”. (Application, p.31)

Miscellaneous

- Meeting language: English
- Technical equipment available: flipchart, laptop, projector, internet

To do list

- Read the proposal and review carefully the *Intellectual Outputs*, very particularly those that will be **developed** under your leadership (all)
- Prepare a presentation about your organisation, highlighting relevant work related with the **RefugeesIN** project development (all)
- **Outputs Leaders:** we will deepen especially O1/A1 – Brochure Preparation (Heike); O2/A1 – Film Catalogue Preparation (Philip); Plan for Dissemination, including Flyer1 and website (Maria Helena) and Plan for Evaluation (Altheo e Johann).

Please prepare yourselves to lead the presentations & discussions related to.

Agenda

02 DECEMBER 2016

09:15 – 09:30	Welcome	<i>Dusana Findeisen</i> <i>M^a Helena Antunes</i>
09:30 – 10:00	Presentation of partners' organisations	<i>All</i>
10:00 – 10:30	<i>Migrant crisis</i> Migration to Europe: situation analysis	<i>Elina Sarantou</i>
10:30 – 11:00	RefugeesIN Project overview Objectives, Methodologies and Products The External Pool of Experts	<i>M^a Helena Antunes</i>
11:00 – 11:15 <i>Coffee break</i>		
11:15 – 13:15	<i>O1: Brochure "Real-life stories – from escape to belonging"</i> O1/A1. Brochure Preparation – detailed Plan for completing the output, including methodological guidelines, structure, steps, schedule and templates Conceptual Framework and Grid. debate	<i>Heike koelln-Prisner</i> <i>All</i>
13:15 – 14:30 <i>Lunch break at Na plac, Main food market Ljubljana</i>		
14:30 – 16:30	<i>O2: Film Catalogue</i> O2/A1. Film Catalogue Preparation (feature films) – detailed Plan for completing the output, including methodological guidelines, structure, steps, schedule and templates for the research about migrant's social inclusion Research Methodology and Grid. debate	<i>Philip Penny</i> <i>All</i>
16:30 – 16:45 <i>Coffee break</i>		
16:45 – 17:30	<i>Evaluation & QA</i> Detailed Plan with Internal and External dimensions, outlining timing, responsibilities, methods and instruments	<i>Altheo Valentini</i> <i>Johann Leister</i>
20:00 <i>Dinner</i>		

3 DECEMBER 2016

10:00 – 11.15	<i>Dissemination</i>	<i>M^a Helena Antunes</i> <i>All</i>
	Detailed Plan with regular campaigns, public visibility & online, networking Logo, general image, graphical design, Flyer 1 Website design and structure	
11:15 – 11:30	<i>Coffee break</i>	
11:30 – 12:45	<i>Establishing our VISION about RefugeesIN</i>	<i>All</i>
12:45 – 14:00	<i>Lunch break at SKUHNA, Trubarjeva 56, Ljubljana</i>	
14:00 – 16:00	WPI: Project Management	<i>M^a Helena Antunes</i>
	Operational Plan for Project Development Internal communication: The WIGGIO tools for the management of the project. Useful links and documents; face to face and virtual meetings	
	Financial and administrative issues Reporting: periods, templates and deadlines	<i>Márcia Silva</i>
16:00 – 16:15	<i>Coffee break</i>	
16:15 – 16:30	Next Steps and Review of Actions from Meeting	<i>M^a Helena Antunes</i>
16:30 – 17:00	Meeting Evaluation	<i>Altheo Valentini</i>
17:00	Closing	<i>M^a Helena Antunes</i>
20:00	<i>Dinner (meeting at 20.00, Druga violina, Stari trg 21, Ljubljana)</i>	

Participants

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