



Cinema for Refugees' Social Inclusion

Ljubljana, 02/03 December 2016

KICK - OFF MEETING AGENDA

Venue: Univerza za tretje življenjsko obdobje

Address: Poljanska cesta 6, Ljubljana

tel. / fax: 00386 1 433 20 90

website: www.utzo.si

email: info@unvierzatri.si



This project has been funded with the support of the European Commission.

The document reflects the views of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Purpose

Reaching a partners' agreement as to the project brand (logo and image), the structure of the project website. The kick-off meeting will be devoted to creating a common vision of the project and discussing in detail its operational development. Outputs 1 and 2 will be detailed and decisions concerning research methods and work processes, data collection will be taken. Moreover, draft plans as to the dissemination of project results and evaluation will be discussed and decisions will be taken as to best strategies to ensure the quality of processes and products as well as the visibility of the project results. In addition the role of the External Pool of Experts (interested parties), to be formed by each partner will be clarified"
(Application, p.31)

Miscellaneous

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

To- do list

- Read the proposal and review carefully the *Intellectual Outputs*, particularly those **to be developed under your leadership** (all)
- Prepare a presentation about your organisation, highlighting relevant work related to the **RefugeesIN** project development (all)
- **Outputs Leaders:** will be discussed further:

O1/A1 – Brochure Preparation (Heike);

O2/A – Preparation of the Film Catalogue Philip);

Plan for the Dissemination, including Flyer¹ and website (Maria Helena) and Plan for Evaluation (Altheo and Johann).

Please, prepare yourselves to lead the presentations & discussions related to the above task and topics.

MARIA HELENA ANTUNES
REFUGEESIN COORDINATOR
AidLearn, Lda.

Agenda

2nd December 2016

09:15 – 09:30	Welcome	<i>Dušana Findeisen Helena Antunes</i>
09:30 – 10:00	Presentation of partners' organisations	<i>All</i>
10:00 – 10:30	Migrant crisis 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>Helena Antunes</i>
11:00 – 11:15	Coffee break	
11:15 – 13:15	O1: Brochure "Real-life stories – From Escape to Belonging" O1/A1: Brochure Preparation – detailed Plan for completing the outputs, including methodological guidelines, structure, steps, schedule and templates Conceptual Framework and Grid: debate	<i>Heike Koelln-Prisner All</i>
13:15 – 14:30	Lunch break- Južna Na plac, Main food market	
14:30 – 16:30	O2: Film Catalogue O2/A1: Film Catalogue Preparation (feature films) – detailed Plan for completing the outputs, including methodological guidelines, project structure, steps, schedule and templates for the research about migrants' social inclusion Research Methodology and Grid: debate	<i>Philip Penny All</i>
16:30 – 16:45	Coffee break	
16:45 – 17:30	Evaluation & QA Detailed Plan with Internal and External dimensions, outlining timing, responsibilities, methods and instruments	<i>Altheo Valentini Johann Leister</i>

20.00 *Dinner Mediterraneo. Ciril Metodov trg 16, Ljubljana*

3rd December 2016

10:00 – 11.15	<i>Dissemination</i>	<i>Helena Antunes</i> <i>All</i>
	Detailed Plan with regular campaigning, public visibility & online, networking Logo, general image, graphical design, Flyer 1 Website design and structure	

11:15 – 11:30 *Coffee break*

11:30 – 12:45	<i>Establishing our VISION about RefugeesIN</i>	<i>All</i>
---------------	---	------------

12:45 – 14:00 *Skuhna, Trubarjeva 56, Ljubljana*

14:00 – 16:00	WP1: Project Management	<i>Helena Antunes</i>
	Operational Plan for the development of the project 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 *Coffee break*

16:15 – 16:30	Next Steps and Review of Actions Decided during the meeting	<i>Helena Antunes</i>
16:30 – 17:00	Evaluation of the meeting	<i>Altheo Valentini</i>
17:00	Closing of the meeting	<i>Helena Antunes</i>

20.00

Dinner Café Bar in Restavracija Mediterraneo, Ciril Metodov trg 16

Participants

Name	Organisation	Phone Number
ANTUNES, Maria Helena	AidLearn	+ 351 91 402 99 90
FINDEISEN, Dusana	Slovenian Third Age University	+386041355313
KOELLN-PRISNER, Heike	VHS- Hamburg	
LAISTER, Johann	External Evaluator / MERIG	+436609487611
MEAGHER, Bernadette	IADT	
MORICI, Irene	CSF	
PENNY, Philip	IADT	+353 86 3894226
SARANTOU, Elina	GCR	
SILVA, Márcia	AidLearn	+ 351 96 632 67 43
SIRK, Karina	Slovenian Third Age University	
VALENTINI, Altheo	CSF	+393 471 299 123
VALENZUELA, Almudena	CSF	
ZENONI, Marco	CSF	