



**Science Education
European Platform**



Education and Culture DG
Lifelong Learning Programme

SEEP 2nd MEETING Malta 26th -27th of April 2010

Venue : c/o

AGENDA



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**26th of April 2010
9,30-17,00**

09.00 Gathering at the hotel hall

09.15 Partners Welcome Coffee

09.30 General introduction to the meeting agenda

Mr Antoine Gambin OAF Malta

09.45 Project process and status: problems and solutions

Ms. Francesco Fedele USGM

11.00 Coffee Break

11.15 Round table among partners: how to work together and use SEEP website to collaborate

12.00 Workpackage 9 - European Consortium enlargement:

- Plan and definition main issues
- Introduction to new networks partners
- Identification of common strategies for consortium enlargement

Ms. Francesco Fedele USGM

12.30 Lunch

14.00 Internal round table among the 3 thematic groups: planning and defining main issues for the next semester

14.45 Feedback from discussion and final agreement on working groups tasks and its composition in terms of members staff

Mr Antoine Gambin OAF Malta

15-30 Workpackages 11-12-13 Schedule, preparatory work and next activities

Mrs. Maria Teresa Miletta USGM

16.00 Workpackage 12 - European Training activities:

- Preparatory work for 3rd Training Session
- Introduction to the 2nd Training Session on Learning Styles

Mr Antoine Gambin OAF Malta

16.30 Workpackage 13 - European Discussion Forums:

Feedback on Discussion Forums A and B

Round table for suggestions

Mr Antoine Gambin OAF Malta

Mrs Maria Teresa Miletta USGM

17.30 End of first day of meeting

20.00 Project dinner



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**27th April 2010
9,30-16,30**

09.00 Gathering at the hotel hall

9.15 Welcome Coffee

09.30 Workpackage 2 - Project management and coordination:

- Management procedures, partners commitments and main deadlines
- Questions from partners

Mr. Francesco Fedele USGM

10.15 Financial and administrative financial issues: (via web conference)

Mrs. Michela Ornis USGM

11.00 Coffee Break

11.00 Workpackage 3 - Dissemination, Communication and Visibility Strategy/ Plan:

Planning and defining main issues

Introducing partner channels of disseminations

Presenting 1st draft of the Plan

Mrs. Maria Teresa Miletta USGM

11.00 WP 7: Planning and defining main workpackage issues: find new strategies for communication among the partnership

Mrs. Maria Teresa Miletta USGM

11.45 Workpackage 8 - The Internal evaluation process

The Internal evaluation Plan

Mrs. Tanja Wehr BUPNET

14.00 Workpackage 9 – Introduction to SEEP platform Website (public and private areas)

Ms. Francesco Fedele USGM

14.30 Workpackage 14 - European Resources Generator

Set-up starting process and integration in the SEEP platform

Mr Markus Lemke, BUPNET

15,00 Next semester Work Plan and deadlines

Mr. Francesco Fedele USGM

15.15 Workpackage 17 - 1st Annual European workshop: Preparatory work and content proposals

Mrs Maria Teresa Miletta USGM



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15.30 Last round of discussion

16.15 WP 8- Submission of the self-assessment tool to all the participants and of kick-off meeting evaluation report

Mrs. Tanja Wehr BUPNET

16.30 End of second day meeting

1st of May 2010

10.00-11-00 (or earlier, in the previous days, if it is possible) In-depth discussion among USGM, OAFMalta and BUPNET for a final approval of duties and responsibilities of each one.