



**Science Education
European Platform**



Education and Culture DG

Lifelong Learning Programme

SEEP KICK OFF MEETING

Rome 25-27 November 2009

**Venue : c/o Università Telematica Guglielmo Marconi
Via Plinio 42**

Aula Magna

AGENDA



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25th November 2009
9,30-18,00

09.30 Partners Welcome Coffee

10.00 **Welcome opening remarks**

Ms. Ilaria Mascitti, Head of International Project Office USGM

10.15 **Partnership presentations**

1. **USGM & Introduction of SEEP project team** - *Ms. Ilaria Mascitti, Head of International Project Office USGM*
2. **OAF MALTA** - *Mr Antoine Gambin*
3. **Gozo College** - *Ninu Cremona Lyceum Complex (Malta) -Mr. Robert Vella*
4. **University of Malta**- *Ms. Deborah Chetcuti*
5. **Sabancı Anadolu Teknik Lisesi** (Turkey) -*Mrs Emel. Sardas*
6. **Bursa İl Milli Eğitim Müdürlüğü** (Turkey) *Ms. İlknur Akgul*
7. **Kocaeli Valiligi AB Projeler Koordinasyon Merkezi** (Turkey)-*Mrs. Elif Erdem*
8. **IDEC S.A.** (Greece)-*Mrs. Sofia Spiliotopoulou*
9. **Technical College , Mihai Bacescu** (Romania) -*Mrs. Magdalena Constanta Grigoras*
10. **Asociatia Pro Educatie si Formare** (Romania)- *Mrs. Tatiana Marandici*
11. **The Cracow Centre of the Improvement of Educational Personnel** (Poland)- *Ms. Maria Francuz*
12. **Cece - Confederación Española de Centros De Enseñanza** (Spain)- *Mrs. Marian De Villanueva*
13. **BUPNET GmbH** (Germany) - *Mrs. Sabine Wiemann*
14. **"Gheorghe Asachi" Technical College** (Romania) - *Mrs. Rodica Dromereschi*
15. **University of Nicosia** (Cyprus)- *Mr. Panayiotis Angelides*

11.30 **Coffee Break**

11.45 **SEEP introduction: project background, aims and results** - *Mr Antoine Gambin OAF Malta*

12.30 **Lunch**

14.00 **WP1 and general project scheduling-** *Ms. Francesco Fedele EU project coordinator, International Project Office USGM*

14.30 **WP2 - Project Management : general issues, budget** *Mr. Francesco Fedele USGM*

15.30 **WP2 - The contract between the Main Contractor and the Partners** *Mr. Francesco Fedele USGM*

16.00 **Coffee Break**

16.15 **WP 2 - Financial and administrative rules: partners commitments and main deadlines**

Ms. Michela Ornis , Administrative Assistant Manager, International Project Office USGM

18.00 **End of first day of meeting**

20.00 **Project dinner**



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26th November 2009 9,30-18,00

- 9.30 **Welcome Coffee**
- 9.45 **WP3/4 - Dissemination plan & implementation**
Mrs. Maria Teresa Miletta Project Manager, International Project Office -USGM
- 10.00 **WP5/6 - Exploitation plan & implementation** *Mrs. Sabine Wiemann BUPNET*
- 10.10 **WP 7: Planning and defining main workpackage issues**
WP7: Monitoring methodologies and procedures
Mrs. Maria Teresa Miletta USGM
- 10.20 **WP 8 - Quality plan -** *Mrs. Sabine Wiemann BUPNET*
WP 8.1 - Evaluation methodologies, tools and procedures
- 10.40 **WP 8.2 - External evaluator and external evaluation process** *USGM*
- 11.00 **Coffee Break**
- 11.20 **WP 9 - Launching European Platform and establishing Platform Website - planning and defining main issues**
Mr Antoine Gambin - OAF Malta
- 11.45 **SEEP WEBSITE -** *Mrs. Maria Teresa Miletta USGM*
- 11.50 **WP 9.1/9.2 Establishing and developing SEEP portal -** *Mrs. Sabine Wiemann BUPNET*
- 12.00 **WP 9.3 - European Consortium enlargement -** *Mr Antoine Gambin OAF Malta*
- 12.10 **WP 10 - Organising thematic working groups: general planning -** *Mr Antoine Gambin OAF Malta*
- 12.20 **WP 10 - Definition of training working groups tasks and its composition in terms of members staff**
Mr Antoine Gambin OAF Malta
- 12.30 **Lunch**
- 14.00 **WP 10 Discussion time for each working group to identify among themselves the necessary tasks and topics -** *Mr Antoine Gambin OAF Malta*
- 16.00 **Coffee Break**
- 16.15 **WP 10 Feedback from discussions -** *Mr Antoine Gambin OAF Malta*
- 17.00 **WP 10 Round of discussion -** *Mr Antoine Gambin OAF Malta*
- 18.00 **End of second day meeting**



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**28th November 2009
9,30-16,00**

- 09.30 Welcome coffee**
- 09.45 WP 11 - European research, comparative analyses and case studies**
Definition of workpackage plan and schedule, preparatory work of research activities
Mr Antoine Gambin OAF Malta
- 10.45 WP 12 - European Training activities**
Presenting the 1st Training session on Foresight methodologies.
Mr Antoine Gambin OAF Malta
- 11,00 Coffee Break**
- 11.15 WP 12 Discussing training sessions contents through partners participatory approach**
- 11.45 WP 12 - Planning and defining main issues of next training activities**
Mr Antoine Gambin OAF Malta
- 12.20 WP 13 - Discussion Forums**
Mr Antoine Gambin OAF Malta
- 12.30 Lunch**
- 14.00 WP 14 - EU Resource Generator**
Mrs. Sabine Wiemann BUPNET
- 14.15 WP 15 – Policies**
Mr Antoine Gambin OAF Malta
- 14.25 WP 16 - European Science Days**
Mr Antoine Gambin- OAF Malta
- 14.45 WP 17/18/19/20 - Annual workshops and Final Seminar**
Mrs. Maria Teresa Miletta USGM
- 15,05 Next semester Work Plan and deadlines**
Mr. Francesco Fedele USGM
- 15.20 Last round of discussion**
- 15.50 WP 8- Submission of the self-assessment tool to all the participants and of kick-off meeting evaluation report**
Mrs. Sabine Wiemann BUPNET
- 16.0 End of the third day meeting**
- 16.00 -17.30 In-depth discussion among USGM and OAFMalta for a final approval of duties and responsibilities of each one.**