

1st Transnational Meeting

**MULTITRACES**

**Multidisciplinary training in circular economy and smart valorisation of the rural area for new business models**

**Project ID:**

**2019-1-RO01-KA203-063870**

Universitatea Vasile Alecsandri din Bacău Romania

15th, 16th, 17th January, 2020

**MEETING AGENDA**

Place: Council Room of Engineering Faculty, Building B

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| **WEDNESDAY 15th January 2020** | |
| **9:30 -10:00** | **Departure from Hotel to Vasile Alecsandri** **Universit**y  Place: Hotel Hall  **Coordinated by: Liliana Topliceanu** |
| **10:00 – 10:45** | **Welcome and participants introduction**  Place: Council Room of Engineering Faculty, Building B  **Coordinated by: Liliana Topliceanu** |
| **10:45 – 11:00** | **Collaboration agreement**   * last questions * handing the original documents to partners   **Coordinated by: Liliana Topliceanu** |
| **11:00 – 11:30** | **General presentation of the project**   * objectives; * activities; * expected results * financial reports * template of timesheets * teams of the project * participation certificate to the intellectual outputs   **Coordinated by: Liliana Topliceanu** |
| **11:30 – 12:00** | **Coffee break** |
| **12:00 – 13:30** | **Intellectual output O1**   * defining the structure of the product * defining the names of chapters * type of indicators used for countries evaluation * defining the questionnaires for subchapter 3.2.5 * establishing the format of the intellectual product * indicators of the product * template of the summary for stakeholders in national language and proof of handing over the document * other questions: publication, etc.   **Coordinated by: Liliana Topliceanu** |
| **13:30 – 14:30** | **Lunch**  Place: Restaurant of Vasile Alecsandri University of Bacau |
| **14:30 – 15:00** | **Intellectual output O2 - Visual identification of the project**   * logo of the project * banner of the website and Facebook * flyers   **Coordinated by: Amina Perono and Chiara Battistoni, Polito** |
| **15:00 – 16:30** | **Intellectual output O2**   * dissemination ways and materials * newsletter structure and template * brochure for the public * website of the project * private space of the partners for hosting and sharing documents * other dissemination channels: twitter, research gate * video presentation of the project   **Coordinated by: Puiu Gabriel, Iulian Furdu, UBc and Oana Driha, UA** |
| **16:30** | **End of the first day of the meeting** |
| **19:30** | **Join dinner** |

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| **THURSDAY 16th JANUARY 2020** | |
| **9:00 – 11:00** | **Intellectual output O2**   * + defining the structure of the product;   + defining the names of chapters;   + presentation of the structure of the questionnaire: three sections are proposed ;   + discussions about the questions and expected answers;   + template of the questionnaire;   + way to distribute the questionnaires;   + indicators of the product;   + template of the summary for stakeholders in national language   + other questions: publication, etc.   Place: Council Room of Engineering Faculty, Building B  **Coordinated by; UBc, Polito, IHU and UA** |
| **11:00 – 11:30** | **Coffee break** |
| **11:30 – 12:30** | **Intellectual output O2 – collaboration network**   * + template of the agreement;   + the signing of the collaboration agreement.   + protection of the personal data   **Coordinated by: UBc** |
| **12:30 – 13:00** | **Dissemination plan of the MULTITRACES project**   * + structure, the frequency of notes to the media   + EU logo in the project   + disclaimer note.   **Coordinated by Puiu Gabriel, UBc** |
| **13:00 – 13:30** | **Monitoring and evaluation plan**   * what is being monitored? * frequency of monitoring activities; * quality and quantity indicators * template of the internal interim reports   **Coordinated by : Liliana Topliceanu, UBc** |
| **13:30 – 14:30** | **Lunch**  Place: Restaurant of Vasile Alecsandri University of Bacau |
| **14:30 – 15:30** | **Intellectual output O3**   * + defining the structure of the product   + defining the names of chapters   + template of the document   + type of indicators to evaluate the intellectual product   **Coordinated by Liliana Topliceanu, UBc and Amina Pereno, Polito** |
| **15:30 – 16:00** | **Planning the C1 activities**   * + date of the short training activity for teacher and SMEs staff –April 2020   + organisation   **Coordinated by Liliana Topliceanu, UBc and Amina Pereno, Polito** |
| **16:00 – 16:30** | **Planning the next transnational meeting in Kavala**   * estimated date, May 2020 * duration |
| **16:30** | **End of the second day of the meeting** |

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| **FRIDAY 17th January** | |
| **9:30 – 10:00** | **Handing original documents**  Partner give to host institution staff:   * Mandate letter: * Declaration relationship   UBc handles to partners:  Certificate of participation  **Coordinated by : Liliana Topliceanu, UBc** |
| **10:00 – 11:00** | **Risk and sustainability plans**   * presentation of the plans; * discussion concerning the prevention of risks and measures to diminish it; * sustainability measures.   **Coordinated by UBc** |
| **11:00 – 11:30** | **Coffee breack** |
| **11:30 – 12:00** | **Measures for project sustainability**   * + collaboration among partners;   + new projects   + new activities   **Coordinated by UBc** |
| **12:00 – 12:30** | **Planning the next activities**   * + activities of thefollowing next six months;   + planning the monthly Skype meetings |
| **12:30 – 13:00** | **Meeting evaluation and final conclusion** |
| **13:00 – 14:00** | **Lunch** |
|  | Place: Restaurant of Vasile Alecsandri University of Bacau |
| **14:00** | **Closing of the meeting** |