

## Agenda

Centro San Viator 26 & 27 November 2014

### Main issues for the kick-off workshop are:

- Project start
- Common understanding
- Quality control and monitoring
- Roles and responsibilities
- Dissemination

### Tuesday 25

20:30 we meet at reception and walk for dinner at Restaurante El Puerto.

### Wednesday 26

8:30 Pick up at hotel  
9:00 Welcome by Alfredo Garmendia and Alberto Laza + practical matters  
9:15 Presentation of the partners + expectations  
10:00 Summary of the project.  
10:30 Contracts, roles and responsibilities. Name: Steering committee (one person per partner), financial responsible, technician  
11:00 Coffee break  
11:30 Review of the chronogram/timing  
11:45 Quality plan, control and monitoring  
12:30 Lunch  
14:00 Financial matters  
16:00 End of the day

### Thursday 27

8:30 Pick up at hotel  
9:00 List of LO and responsibilities (Alberto)  
Activities and responsibilities  
Next steps:  
    Course design  
    Train the trainers  
    Web + Platform  
11.30 Coffee break  
12:00 Dissemination  
12:30 Lunch  
14.30 Review, next steps, milestones and evaluation