

NSB

No One Stays Behind

(Erasmus+ Project n° 2021-1-PT01-KA220-VET-000034845)

AGENDA of NSB In-Presence Kick-off Meeting

23rd – 24th of November, 2022
Brussels (BE)

Host: EfVET European Forum of Technical and Vocational Education and Training

Venue: Rue d'Arlon 40, B-1000 Brussels

DAY 1 – November 23rd, 2022		
Time	Topic(s)	Partner
09:00	Partners' Registration Welcome coffee	EfVET & All Partners
09:20	Welcome words by Susana Nogueira and Valentina Chanina	EfVET
09:30	Welcome message by NSB Coordinator	EPATV
09:40	Ice breaking activity	EfVET & All Partners
10:15	Presentation of each NSB Partner organisation	All Partners
11:00	Coffee Break	
11:15	Presentation of the project and expected results (overview)	EPATV
11:30	Presentation of project Results with the participation of each respective leading partners (incl. partners' roles and responsibilities and workplan) – Part I	Coordinator- EPATV
12:30	Luch (on a restaurant next to EfVET Office)	
14:00	Presentation of project Results with the participation of each respective leading partners (incl. partners' roles and responsibilities and workplan) – Part II	Coordinator -EPATV
15:00	Approval of communication channels between partners and ways of sharing tasks	EPATV & All Partners
15:15	Coffee Break	
15:30	Communication and Dissemination Plan: Presentation and discussions	EfVET & All Partners
16:00	AOB	
17:00	Closing of first day	
Partners will gather later for dinner, at 20:00, on a Restaurant to be defined		

Hosted by NSB Project Partner

In collaboration with NSB Project Coordinator

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DAY 2 – November 24th, 2022		
Time	Topic(s)	Partner
09:30	Partners' Registration	All Partners
09:45	Clarification of information provided in the previous day	All Partners
10:00	Approval of project management and administration documents to be used	EPATV & All Partners
10:20	Quality Assurance: Approach, Questionnaires, Risk assessment and Quality Indicators	EPATV
11:00	Coffee Break	
11:15	Discussion of administrative and financial aspects of the project	EPATV & All Partners
12:00	Visit to the European Parliament¹	
13:00	Luch (on a restaurant next to EfVET Office)	
14:30	Discussion of next steps on the project and next NSB Meetings	EPATV & All Partners
15:00	Approval of the questionnaire for meeting evaluation	EPATV & All Partners
15:45	AOB	
16:00	Certificates Ceremony Family picture & Closing of the Meeting	EfVET & All Partners

¹ Depending on the availability of the European Parliament. In case this visit is not possible, EfVET will try to find an alternative activity.

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