



VET21001

Meeting Agenda

Transnational Project Meeting

Venue: IPTRANS - Loures, Portugal

2 – 3 – 4 August 2022

1st Day of the meeting – 2022/08/02

09:00 – 10:00

Welcome notes and registration of participants (MCAST/ERIFO)

Introduction of the meeting agenda and overview of foreseen activities

10:00 – 13:00

IO5 Workshop Day 1 – Introduction (MCAST)

Tools development and testing

- Status of the IO5 Output activities.
- To take stock of tools submitted and tested by partners
- Partners to go through 'Tools Testing Forms'
 - Discuss feedback / any changes proposed (for each Form)
 - Decide which feedback will be incorporated in final version of Tools
 - Decide which tools are to be included in the E-book

Tools presentation on website with user guidance

- Presentation of sample tool with comments to facilitate use of tools by stakeholders' sample tool refers

13:00 – 14:00

Lunch Break

14:00 – 16:00

Continuation of above



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2nd Day of the meeting – 2022/08/03

09:00 – 1300

IO5 – Workshop Day 2 (MCAST)

Status of E-BOOK and toolkit / Discussion of contents and format.
Hands on work towards the finalization of the project deliverables.
To finalise the first Chapter of the E-book

13.00 – 14.00

Lunch break

14:00 – 16.00

IO5 Workshop Day 2 – Plenary Discussion (MCAST. All Partners)

Partners to discuss the work done as part of the IO5 workshop and establish action plan and timeline for way forward

3rd Day of the meeting – 2022/08/04

09:00 – 11:00

Dissemination plan, strategies and activities (ERIFO, KIC, All partners)

Organization, timing and reporting of Multiplier Events;
Involvement of stakeholders and associated project partners;
How to reach target groups: possible tools, channels and other activities to be implemented – special focus on IO5;

Financial and administrative reporting (ERIFO, All partners)

Presentation of the financial status of the project;
Scheduling and sharing of documentation for final reporting;

11:00 – 13:00

IO1 – IO4 – Status of the Intellectual Output 4 (AEVA, KIC, All partners)

- Review of what has been produced, presentation of the results of the external consultation;
- Discussion and possible improvements;
- Integration and possible reviews in view of the contents of IO5 Toolbox;
- **Arrangements for finalizing the outputs, timing and final format;**

13.00 – 14.00

Lunch break



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14.00 – 15.30

Conclusion

- Finale remarks and way forward
- Schedule of next meetings

Group Dinner