

CREDIBLE I Transnational Meeting, Athens 20-21 November 2019

Day 1

- **From 9:30: to 10:00** → Participants reception. Some people is coming the same day, so it is convenient to leave some period waiting to all of us.
- **From 10:00: to 10:30** → A 30 minutes presentation that will summarize the aspects of the project. It will be made by the Universitat de Valencia team. It will be a good time to ask any questions regarding planning, budgeting, outreach, transnational meetings, virtual meetings to be held, or any other issues that you may propose at that time.
- **From 10:30 to 11:00** → Coffee break
- **From 11:00 to 12:30** → There will be a brief presentation (10 min) of each partner so that we all know our main characteristics and capabilities. The description of the main activity, the motivation to participate in this project and its antecedents and abilities related to the tasks that have been given to all of us, will be key points of this presentation.
- **From 12:30 to 13:00** → Brief summary about all presentations, doubts, etc.
- **From 13:00 to 14:30** → Lunch
- **From 14:30 to 16:00** → Another presentation and group work, dealing about the exact way each partner has planned to carry out the task for which it is responsible (according to the final report we signed to apply for a grant to the European Commission). Some key points of this presentation that should be clearly stated are: definition of milestones in the evolution of their task, planned control reports, budget needs to develop the task, support needs claimed by partners (already considered in the project) in order to meet the quality criteria established in the project, important dates related to the development of the specific task and the establishment of joint working groups among the partners. (**Note:** Please note that the project has already begun, so **we should all have begun to carry out the tasks** entrusted to us according to the report and the mandate that we have signed to request the project. We do not need to wait for the start-up meeting to begin these tasks..)

This part will also include all the possible suggestions for the Intellectual Output 1 performance (Platform)

- **From 16:00 to 17:00** → Summary and questions of the whole day content.

Day 2

- From 9:00 to 9:30 → Participants reception
- From 9:30 to 10:30 → We will have a specific workshop of around one hour to explain some administrative and control issues:
 - all obligations with which we are committed as an official partners of this project will be clearly defined and signed, such as a project control report.
 - Structure of monthly activity reports,
 - electronic platforms for information sharing (moodle, drive, slash, etc),
 - planning virtual meetings and other ways of communication.
 - Documents required by Spanish National Agency in order to follow properly Erasmus+ rules.
- From 10:30 to 11:00 → Coffee break
- From 11:00 to 12:00 → One-hour talk to make clear all budgetary control and accountability of each partner. The plan of action if potential risks occur will also be included in the speech.
- From 12:00 to 13:00 (approx) → We are planning to record a 5-minute interview of a representative from each partner, explaining the role of his/her organization in the development of the project. This would mean some control and dissemination of the project. A questionnaire will be sent to you in mid-October so you have time to prepare this interview.