

Topic: Professional use of ICT-based solutions for social integration**Agenda****Day 1: Thursday 21.11.2019**

Start	Item	Partner
11:30-12:00	Reception of participants	Maria
12:00-12:15	Welcome speech	Renata
12:15-13:00	Getting to know each other. Presentation of partner institutions	Partner leaders: INBIE, SHEM, FUE-I, ITC
13:00-13:45	Project overview. Adjust the activities timeline. Implementation Plan (each partner present their activities done before the meeting)	moderated by Luis SHEM, FUE-I, ITC, INBIE,
13:45-14:00	Summary / Comments / Discussion	Renata
14:00-14:30	Coffee break	Magda
14:30-15:30	Discussing roles and responsibilities for preparation of the first six months	Luis
15:30-17:30	Monitoring and Evaluation. Tools and techniques to assess the quality of deliverables and of the processes	Luis
17:30-19:00	Integration / activities	Ewa

Day 2: Friday 22.11.2019

Start	Item	Partner
09:00-10:30	Communication strategy. Dissemination and exploitation of results	Work discussion moderated by Luis. Input from Partners
10:30-10:45	Coffee break	Magda
10:45-12:00	Project budget and Financial rules. Project reports.	Renata
12:00-14:00	Summary Comments / Discussion	Luis

Meeting location:

Registry Office [Urząd Stanu Cywilnego]
<https://goo.gl/maps/qTvt8YLUC5Y4jiLo7>
Focha 19/21, 42-217 Częstochowa

Host institution headquarters:

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