

EGS Project Team Meeting No 8 (Actual)

Venue: Murcia, ES

Date: Tuesday 22nd and Wednesday 23rd September, 2015

Time: 9:00am Tuesday – Wednesday 2:00pm

Attendees: See below

Agenda:

Time/Day	Item	Content/aim	Lead (Chair DC)
Tues 22nd Sept			
9:00am – 9:15am	1. Arrival		All
9,30am-10,00am	2. Welcome		Authorities
10:00am –10:30am	Coffee/Tea*		
10,30am –11,00am	3. Introduction	3.1 Review of agenda 3.2 Action points from last meeting incorporated into agenda 3.3 Overall aim of meeting 8	DC
11,30am – 12,00am	4. WP 4 Emp Toolkit and WP 5 HEI toolkit	4.1 Production of toolkits	MG
12,00am – 1,00pm	5. WP 3 Networking meetings	5.1 Update from meeting 3 reports 5.2 Final meeting/launch – update from FR, ES, UK, DE, GR, CZ	MK All
1,00pm – 2,00pm	6. WP 7 Dissemination update	6.1 Update of dissemination activities from each country 6.2 Web site – review of content and updating required prior to end of the project 6.3 Conference attendances/update 6.3.1 UK ENSSEE 6.3.2 GR 6.3.3 FR 6.3.4 DE 6.3.5 ES 6.3.6 CZ	ALL CB AA/All DC MG LP JS AA MK

2:00pm – 4:00pm	Lunch		
4:00pm – 5:00pm	5. WP 8 Exploitation	5.1 Update of exploitation plans from partners 5.2.1 UK 5.2.2 GR 5.2.3 FR 5.2.4 DE 5.2.5 ES 5.2.6 CZ	All CB MG LP JS AA MK
5:00pm – 6:00pm	6. WP 1 Project coordination	6.1 Final WP report timescales 6.2 Final report requirements for EC 6.3 Financial reporting requirements	GC
6:00pm	Finish	Free time!**	All
9:00pm	Dinner	Casa del Reloj – San Pedro del Pinatar	All
<u>Wednesday 23rd September</u>			
10:00am – 10:30am	7. WP 6 Quality Assurance on Work Update	7.1 Evaluation of Meeting 4/5 – update 7.2 Meeting 6 evaluation – timescales for completion	MG
10:30am – 11:00am	8. Advisory group update	8.1 Update on any comments/feedback from Advisory Group to date re project 8.2 Update on ERASMUS Conference May – 8.3 Update on Action plan for advisory group role in dissemination and launch of toolkits	RI/LG
11:00am – 12:00pm	9. Action planning	9.1 Reporting 9.2 Dissemination 9.3 Timescales 9.4 Sustainability 9.5 Future plans of project/partners	

12:00pm – 12:30pm	Coffee/tea*		
12:30pm – 1:30pm	10. EGS II – Project discussion		MG/DC
1:15pm – 1:45pm	11. Any other business		DC
1:45pm – 2:00pm	12. Close of meeting and lunch	11.1 Thanks to all partners	DC
2:00pm	Lunch		All
<u>EVENING OPTIONS</u>			
<u>OPTION 1</u> 5:30pm – 6:15pm	Travel to Cartagena	Cost for the trip to Cartagena and Roman Theatre visit will be approximately 14 Euros	
6:15pm – 8:00pm	Guided visit to the Roman Theatre		
8:00pm – 9:30pm	Visit the Harbour and City Centre		
9:30pm	Dinner at the Harbour then return to hotel		
<u>OPTION 2</u> 4:00pm – 9:30pm	Free time and San Pedro town visit		
9:30pm	Dinner in San Pedro/ Hotel		