**PROJECT MANAGEMENT MEETING ITALY 11-15 NOVEMBER 2018 NOVARA**

Draft Agenda

|  |  |  |  |
| --- | --- | --- | --- |
| Dates  |  | notes | “Food” |
| 11 November, Sunday | **Partners’ Arrivals****Welcome meeting** | Partners will be picked up at Novara railway station – please let us know asap the planned time of arrival + flight details(please tell us if you need assistance for info about train or bus from/to the airport)Lina and Katerina arrive in Bergamo at 18:10 flight fr5775 . On sunday 11/11. | Dinner at “home”Please tell us what you can bring from home to share (easy things – nothing to cook please ☺ ) |
| 12 November, Monday | Morning: 1st working sessionChecking and updating the common WEBSITE// double-checking the content of the Google DriveAfternoon: 2nd working sessionFINAL REPORT – checking the items, filling in parts |  | Lunch and dinner at “home” |
| 13 November, Tuesday | Morning: 3rd working sessionFilling in the FINAL ReportGetting ready for the afternoon presentationsAfternoon: GEOCACHING DISSEMINATION EVENT AT SCHOOLH 15.00 – 17.00Evening-night: Milan | The event at school will be modeled on the event we held in Kielce. After the presentations (computer, screen, internet connection will be available) participants will experiment the Food and Countryside Trail.Lithuanian partners will bring advertising material and gadgets (as agreed in previous meetings).Polish partners will bring the video. | Lunch at “home”Dinner in Milan (“Apericena on the Navigli” – cost can vary between 15 and 30 euro) – we will drive to the outskirt of the city and then take the underground (tickets 3 euro return) |
| 14 November, Wednesday | Morning: 4th working sessionChecking all the official docs to be made available to the NAsAmendments and/or additions if necessaryAfternoon: 5th working sessionFINAL version of the Final Report Signature Form(s) |  | Lunch and dinner at “home”Dinner can also be planned at a restaurant on the lake (average prices are around 30-40 euro) |
| 15 November, Thursday | **Partners’ Departures**  | please let us know asap the planned time of departure + flight details |  |

Please note that the house has been rented for the whole period (11-15 Nov), assuming all partners will stay for the same number of nights. Since the price is already a very good one, the price **per partner** will be **128 euro**, no matter the number of nights spent there. The house is not available on the night before or after the planned dates.

If any partner is coming earlier or leaving later, we can help them to find accommodation in town (Novara).

As agreed we will be waiting for **2 participants per country**, a Coordinator + an Assistant or Expert. The room allocation will be done once we know for sure the names of the participants.

Lucia will buy food for the main meals and we will then share expenses, please calculate about **80 euro** per person.

**List of breakfast items:** please tick what you’d like to have at breakfast ☺

* milk
* tea
* coffee
* juice
* fresh fruit
* ham
* salame
* cheese
* yogurt
* eggs
* cereal
* biscuits
* bread
* chocolate spread
* jam
* butter
* honey
* würstel
* others …………………………………

Please let us know if you have any allergies or dietary restrictions: ……………………………………………………………………………………………………………………………………………

All partners should **bring** their own **portable computer** and all the documents they might need (electronic version).

**Before the meeting all partners should:**

* Go back to the original project (submitted to our NA) and check if all main issues have been tackled.
* Fill in the summary chart related to the number and types of caches created.
* Send a screenshot from [www.geocaching.com](http://www.geocaching.com) of all the caches created – better to send both the map and the list from the “hides” section.
* Revise their website and put things in right evidence
* Double check signature forms and attendance certificates
* Prepare a List of ALL the dissemination events done in each country (at any level); list of events planned in the near future to disseminate the project
* Bring the Calendar of Activities performed during the life of the project
* Bring the List of participants to the project (both students and teachers)
* Prepare a List of ideas on how they will assure the life of the project after the official ending. We must prove that what we have done will continue being used at least inside our schools (for example Spain is going to establish afternoon Clubs at their school – one of the clubs will be on Geocaching)
* If possible, bring a stamp from your school, in case we might need to print again some documents

**please reply by October 26**