

SWOT Transnational Partner meeting

Lyon March 27th & 28th, 2023

Location: Hotel Campanile Lyon Centre – Gare Perrache – Confluence, 17 place Carnot – 69002 LYON

Participants:

REEP	Pierre Troton Jean-Marc Hetsch Ivan Rosel
VIL	Rima Bačiulytė Marius Ignatonis
MUSEV	Levent Hidir Neslihan Turan Solmaz
PROMETEO	Francesca Pastorino Smaldone Villani Carlo Smaldone Villani

Draft Agenda

Monday March 27 th , 2023	
9h00	1. Introduction and welcome (logistics on place and transport, meals, meeting room, timings of meetings, social activities, etc.)
	2. Agenda review
	3. Project overview and Evaluators report
	4. Project objectives and Work Packages
	5. Project management plan <ul style="list-style-type: none"> a. Steering committee? b. Deliverables c. Tasks d. Timetable and milestones
	6. Quality Management plan by PROMETEO
	7. Sharing and Promotion plan <ul style="list-style-type: none"> a. Project page on each partners website b. Project logo and visual identity c. Project website d. Partners logos e. Partners social media tags f. Reporting
	8. Project internal communication
17h00	9. Meetings and project calendar <ul style="list-style-type: none"> a. Second TPM in Rome b. Third TPM in Vilnius c. Online meetings
19h00	Dinner at Brasserie Georges

Tuesday March 28 th , 2023	
	10. Financial management <ul style="list-style-type: none"> a. General financial information b. Rules c. Timesheets d. Reporting
	11. Risk management
	12. Impact evaluation and environmental sustainability
	13. WP2 work methodology. <ul style="list-style-type: none"> a. Online questionnaire
	14. WP2 action plan
	15. WP3 content definition
	16. WP4 content definition <ul style="list-style-type: none"> a. Online course and/or MOOC? b. History movie
	17. Meeting evaluation
	18. End of the meeting