



Kick-off meeting in Kuldiga
Sports together, active forever
Thursday 22nd - Friday 23rd February 2018

21st February

Arrival of participants

Day 1, Thursday 22nd February 2018

Place: Kuldiga, Hotel Metropole, Conference Hall

9:30 – 9:40	Welcome of participants	Mayor of Kuldiga district Municipality Inga Bērziņa
9:40- 9:55	Introduction of the agenda	Special Sports Center Nadija Strazdina Elviss Strazdina
9:55 – 10:20	Introductions of participants <ul style="list-style-type: none"> • Present yourself with an object (remember to bring it) • Which will be your role in the project • How you can add value to the project 	All partners
10:20- 10:30	Pause	
10:30- 10:45	Presentation of National University of Physical Education and Sport, Bucharest, Romania	Valeria Balan
10:45- 11:00	Presentation of Sport Club Alba, Tàrrega, Spain	Anna Balp
11:00- 11:15	Presentation of Down Plus Bucharest Association, Romania	Georgeta Bucur Andreea Larisa Bucur
11:15- 11:50	Project overview <ul style="list-style-type: none"> • Objectives • Results • Activities and work plan • Project Roles of partners (project development) Management and coordination Set up of the Steering Committee <ul style="list-style-type: none"> • Dates of next transnational meetings • On-line: choice of the software (Adobe Connect, Webex, Skype) – 1 every 2 months • Face to face • Questions from partners 	Valeria Balan Ana Maria Mujea
12:00- 13:20	Lunch	Kuldiga



13:20-14:20	Financial and administrative management <ul style="list-style-type: none">• Short presentation of reporting rules• Questions and doubts about contracts and annexes	Valeria Balan Carmen Liliana Gherghel
14:20-15:10	Dissemination <ul style="list-style-type: none">• Dissemination & Exploitation strategy• links with national and local organizations• links with other websites including partner websites• project material requirements• round table – ideas for dissemination: press releases, events and presentations	Valeria Balan Carmen Liliana Gherghel
15:20	Excursion in Kuldiga Town Hall	
16:10-17:00	Quality Management Plan <ul style="list-style-type: none">• Questionnaires, interviews, meetings• Formative Evaluation Reports	Valeria Balan Ana Maria Mujea
17:00	End of the 1st day session	
19:00	Dinner in Kuldiga	