Detailed plan for tasks

**Monday 1 April:** Travel day, arrival and dinner in the evening

**Tuesday 2 April: Project work**

8.30: Welcome and introduction of the work schedule (Peter & Anders)

9.00: Introduction ”Final beneficiary report”.

- The differences and similarities between the version for the coordinator (Denmark) and participants (Germany, Portugal, Norway, Finland)

- Suggestion on how to integrate the two versions. (group work in Google docs)

9.30 – 12.30: Work in groups with section 1-8 in ”Final beneficiary report” in coordinator version

1) Context (DONE)

2) Project summary ”Denmark” (all together)

3) Description of project: Portugal 1 + Finland 1 + Germany 1 + Denmark 1

4) Project management: Portugal 1 + Finland 1 + Germany 1 + Denmark 1

5) Implementation (including updating section: C1, C2, C3, C4, C5 & M1 in mobility tool):
Norway 1, Germany 2, Denmark 2, Portugal 2

6) Follow-UP: Portugal 1 + Finland 1 + Germany 1 + Denmark 1

7) Budget (all together)

8) Annexes (all together)

12.30 – 13.30: Lunch break

13.30-16.00: Project work and general discussion - Finishing part 1-8

16.00: The coordinators will copy & paste from google docs to Mobility tools.

19.00: Join Dinner.

**Wednesday 3 April**

9.00: Status and reading part 1-8 for discussing last question in ”Final beneficiary report” in coordinator version. Finishing this part.

10.30: Project work and general discussion – working with the national report for each participant. (hope to finish this part)

12.30 – 13.30: Lunch break

13.30 -16.00 Project work and general discussion – insert in the national report for each participant. (hope to finish this part)

**Thursday 4 April**

9.00: Status and final check of the reports.

Kl. 9.30: Last tasks

* Updating Twinspace with last information etc.

Kl. 12.30: All the work is done – time for celebration!

14.00: We would like to suggest spending an afternoon and evening together a nice place ☺

 Time to say good bye.

**Friday 5. Th April: Travel home**