

Tasks for the last Transnational project meeting in Faro, Portugal from 1 April to 5 April 2019

Tasks to be done:

- Shared and individual work on "Final Beneficiary report in Mobility tools
- Shared work on final update of Twinspaces
- Issuing of Europass.

The Final Beneficiary report:

In Mobility Tool it is already possible for you to have a look at the final report

The image shows two screenshots of the Mobility Tool interface. The left screenshot shows the 'Reports' tab selected in the top navigation bar, with a blue arrow pointing to it. The right screenshot shows the 'Final Beneficiary Report' section, with a blue arrow pointing to the 'Edit Draft' button. A box with the text '1) Enter Mobility Tool' and '2) Press: "Report"' is positioned above the left screenshot. A box with the text '3) Go to "Edit draft"' is positioned above the right screenshot.

1) Enter Mobility Tool
2) Press: "Report"

3) Go to "Edit draft"

I have also made a copy in to a google docs:

https://docs.google.com/document/d/1YZIWkKyJnZH06bJOBngLcDyLS6B_mwkg-gLw2o2e94/edit?usp=sharing

We will be working on this report at the meeting.

Suggestion for program in Faro

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 to "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 1-4 in "Final beneficiary report" in coordinator version
1) Context 2) Project summary 3) Description of project 4) Project management

12.30 – 13.30: Lunch break

13.30-16.00: Project work and general discussion – insert in the national report for participants.
Finishing part 1-4

Wednesday 3 April

9.00: Status

9.30: Work in groups with section 5-8 in "Final beneficiary report" in coordinator version
5) Implementation 6) Follow up 7) Budget 8) Annex

12.30 – 13.30: Lunch break

13.30 -16.00 Project work and general discussion – insert in the national report for participants.
Finishing part 5.-8.

Thursday 4 April

9.00: Status

Kl. 9.30: Last tasks

- Finishing the reports in Mobility tools (National groups)
- Updating Twinspace

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 😊

Friday: Travel home