

ERASMUS +

“School Programme for Children Well-Being and Outdoor Learning”

Project Reference Number

2020-1-FR01-KA226-SCH-095420

Kick-Off Meeting

The meeting was implemented in Paris France in the premises of CAH. The meeting was carried out in August 9th and 10th.

The agendas and goals of the meeting:

Discussion and approval of project Partnership Agreement

Discussion and approval of Project Management Plan (PMP)

Discussion and approval of project Quality Plan (QP)

Discussion and approval of project Procurement Plan (PP)

Defining the composition of project Committees.

Planning of project research

Discussion and approval of project Dissemination Plan.

Discussion and approval of Communication Strategy.

Discussion and approval of Risk Management Plan (RMP)

Discussion and approval of Memorandum of Understanding (MU)



1st Meeting (First Meeting) Agenda

9 August 2021

- 09.30 – 09.45** Welcome Cercle Augustin d’Hippone
- 09.45 – 10.00** Visual Presentation of Paris Cercle Augustin d’Hippone
- 10.00 - 11.00** Presentation of partner associations All Partners
- 11.00 – 11.30** **Coffee Break**
- 11.30 – 12.30** Establishing partners' tasks and responsibilities (signing the additional contract) Presentation of activities - setting deadlines
Discuss administrative arrangements All Partners
- 12.30 – 14.00** **Lunch**
- 14.00 – 15.00** Reviewing the calendar and key activities to implement at the Beginning of the project's lifetime. All partners
- 15.00 – 15.30** **Coffee Break**
- 15.30 – 16.00** Establish working plans for the following TNMs and LTTs
Discuss the implementation of the first intellectual output. All Partners
- 16.00 – 16.30** Risk Management-Risk Plan Development All Partners
- 16.30 – 19.00** **Free Time**
- 19.00** **Dinner** All Partners

10 August 2021

- 09.30-11.00** Financial Management (budget / payment terms / contract preparation) All Partners
- 11.00-11.30** **Coffee Break** All Partners
- 11.30-12.30** The establishment of:
1. Dissemination plan
 2. Sustainability Plan
 3. Measures of impact measurement
 4. Models of communication and document transmission
 5. Target group selection strategies
 6. Terms for internal reports All Partners
- 12.30-14.00** **Lunch** All Partners
- 14.00-15.30** Visiting Paris All Partners
- 15.30-16.00** **Coffee Break** All Partners
- 16.00-17.30** **Visit the city of Paris** All Partners





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| Time | Order of Agenda | Partner Presenting |
|---------------|--|---------------------------|
| 09.30 – 09.45 | Welcome | Cercle Augustin d'Hippone |
| 09.45 – 10.00 | Visual Presentation of Paris | Cercle Augustin d'Hippone |
| 10.00 - 11.00 | Presentation of partner associations | All Partners |
| 11.00 – 11.30 | Coffee Break | |
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| 15.00 – 15.30 | Coffee Break | |
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| | Free Time | |



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| | | |
|---------------|--------|--------------|
| 16.30 – 19.00 | | |
| 19.00 | Dinner | All Partners |

Day 3: 10 August 2021

| Time | Order of Agenda | Partner Presenting |
|-------------|--|--------------------|
| 09.30-11.00 | Financial Management (budget / payment terms / contract preparation) | All Partners |
| 11.00-11.30 | Coffe Break | All Partners |
| 11.30-12.30 | The establishment of: 1. Dissemination plan 2. Sustainability Plan 3. Measures of impact measurement 4. Models of communication and document transmission 5. Target group selection strategies 6. Terms for internal reports | All Partners |
| 12.30-14.00 | Lunch | All Partners |
| 14.00-15.30 | Visiting Paris | All Partners |
| 15.30-16.00 | Coffe Break | All Partners |
| 16.00-17.30 | Visit the city of Paris | All Partners |