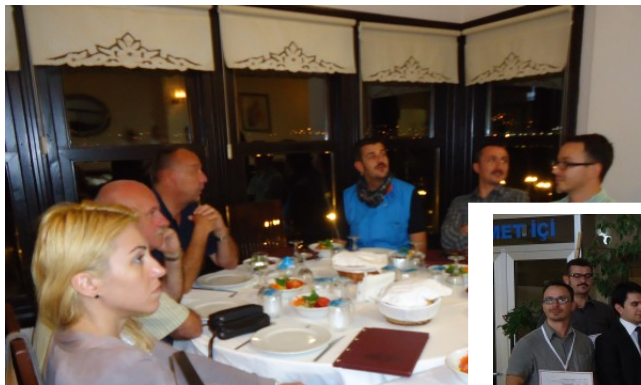


## Kick-off Meeting Report



26-29 September 2011

Istanbul, Turkey

# Minutes of the meeting - 1

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## 1. Participant Organizations

**Organization Name:** Hrvatska Obrtnička Komora Obrtnička Komora Zagreb

**Country:** Croatia

**Contact Person:** Darija Čukelj

**Web Site:** [www.okz.hr](http://www.okz.hr)

**Organization Name:** Kroatische Wirtschaftsvereinigung e.V.

**Country:** Germany

**Contact Person:** Mario Šušak

**Web Site:** [www.kwvd.de](http://www.kwvd.de)

**Organization Name:** Klaipėdos Turizmo Mokykla

**Country:** Lithuania

**Contact Person:** Daiva Baltmiskiė

**Web Site:** [www.ktm.lt](http://www.ktm.lt)

**Organization Name:** Lubelska Izba Rzemieslnicza

**Country:** Poland

**Contact Person:** Justyna Nowosadzka

**Web Site:** [www.lir.com](http://www.lir.com)

**Organization Name:** Grupul Școlar de Prelucrarea Lemnului, Constantin Brâncuși

**Country:** Romania

**Contact Person:** Alexandru Diță

**Web Site:** <http://gsbrancusibraila.licee.edu.ro/>

**Organization Name:** Tuzla Technical and Vocational High School

**Country:** Turkey

**Contact Person:** Hakan Karakaş

**Web Site:** [www.tuzlaatl.k12.tr](http://www.tuzlaatl.k12.tr)



# Minutes of the meeting - 1

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## 2. Project Meetings' Agenda

### Schedule for next meeting

Venue	Arrival Date	Departure Date
Frankfurt, GERMANY	29 <sup>th</sup> January 2012	2 <sup>nd</sup> February 2012

### General rules for all meetings

- Arrival day will be Sunday for all meetings. Monday will be organized for group meeting; Tuesday will be organized for study visit and city tour.
- Study visit will include vocational schools (mechatronics, gastronomy, wood processing) and industrial organisations if it is possible.
- Travel, hotel and food cost are paid by participants.
- Welcome dinner and break snacks/drinks during workday are offered by host organization.
- The host organization will try to organize free local transportation (shuttle, metro, bus etc.)
- The host organization proposes sightseeing visit of the city.
- The host organization's leader should send practical information-pack two weeks before the activities.
- The host organization's leader should send invitation letter to get official permission and visa easily.
- Minutes of the meeting will be written by host organization's leader.

## 3. Communication Platforms

- Two e-mail addresses from each organization (at least one official e-mail)
- Contact list with photo & e-mail will be prepared/updated and sent to all participants at the end of project meetings
- “Europeek” facebook group was created by Turkish coordinator.

## 4. Project Tasks

- Turkish partner will get a domain name for project web site.

## 5. Evaluation Plan

1. Project process evaluation with check list
2. Project outcomes evaluation with check list

## 6. Dissemination Plan

- Project web site will be designed by Turkish partner. First page should be more attractive than just flags. All partners will help to design PowerPoint presentations of partner organizations, minutes from meetings, photo albums etc.
- Minutes of meetings
- Press release on national level, press conference in each country, if it is possible.
- e-Newsletter (it will be designed after each meeting by host organisation and include details of the national VET system)
- Project interactive disc should contain all the existing files used for presentations, meeting agendas, photographs, minutes and every existing output.

**RESPONSIBLE:** All partners