

**AGENDA DURHAM-SUBGROUP-MEETING 20.3.-23.3.2012**

**4. Partner Meeting**

**Location:** Durham Town Hall, Market Place, Durham City

**Participants:** Thomas Eckert, LMU (lead agency), Germany  
Jeanette Stephenson, Durham County, UK  
Fiona Fail, Durham County, UK  
Michelle Stone, Durham County, UK  
Jutta Thinesse-Demel, LRD (coordinator), Germany  
Jörg Engelmann, IHK Munich and Upper-Bavaria, Germany  
Brian Dillon, nexus, Ireland  
Gilles Trichet, Sicfor-FCF  
Helga Treiber, Sicfor-FCF  
Ruth Jermann, SVEB, Switzerland  
Craig Rowbotham, Durham County, UK

**20.03.2012** European partners arrive in Durham free evening to check in etc.

**21.03.2012**

- 09.00 **Meeting at Durham Town Hall** - Official greetings and opening by the hosting organisation, the County Council - Councillor Maria Plews
- 09.15 Short introduction for the partner meeting: Thomas Eckert, LMU  
Short review on Interim Report and general to-do-list for the last period and the final report: Jutta Thinesse-Demel, LRD
- 09.45 **Work Package Review:** what has been done and to-do-list for the WP which are left (additionally website, translation, ADAM, databank) inclusively the quality assurance (Helga Treiber, France)
- 10.30 coffee-break
- 11.00 **1. Hot spot:** Thomas Eckert and Jutta Thinesse-Demel  
evaluation of the 2nd pilot and issues raised by this:  
  
Possible sub-division into 2 workshop-groups or other methodological idea
- 12- 13.00 County Hall Town Hall lunch provided

- 14.30 Preparation of the final questionnaire: summing-up all points and going through the questionnaire in detail including discussion on the glossary: Final decision - All
- 15.00 coffee-break
- 17.00 Presentation of the glossary and possible necessary training elements for later use of EDUPLAN: Brian Dillon, Ireland and Helga Treiber, France
- 18.00 End of the 1st day – Free evening

**22.3.2012 9.00 Morning meeting at Durham Town Hall**

**2. Hot spot:** Jörg Engelmann, IHK, DE  
Business Plan: How to "sell" EDUPLAN later: discussion on the draft provided by Jörg Engelmann, Prof. Thomas Eckert und Jutta Thinesse-Demel, DE  
Discussion and final decision

- 10.30 coffee-break
- 11.00 Preparation of the final conference in Munich: invitation` and participants` list
- 11.45 Dissemination and exploitation (e.g. Regional and National conferences, EQARF-activities) incl. stakeholders` list:  
Proposals by partners from Craig Rowbotham, UK and Gilles Trichet, France
- 12.45 Financial details: Jutta Thinesse-Demel, DE
- 13.00 Closing of the partner meeting and lunch break at Town Hall
- 15.00 Durham County Council expert meeting to take place at Clayport Library: representatives from DCC Corporate Training, AWH Learning and Development and the ESF NEETS Project  
Presentation of EDUPLAN and the questionnaire  
Trialing of the questionnaire and evaluation by expert group and users  
Discussion and suggestions for improvements
- 17.30 End of the second day
- 18.30 Evening Meal with representatives from Grundtvig also joining the group  
**venue to be confirmed**

**23.03.2012** Departure of partners