

24.06.2014



Leonardo TOI Te.D

Therapy Dog Trainer

MINUTES OF THE MEETING IN LEIPZIG

of the

19th and 20th of June 2014

Leonardo TOI Te.D

Therapy Dog Trainer

Te.D - Project No. 2012-1-GB2-LEO05-07879



Lifelong
Learning
Programme

PRESENT AT THE 19 and 20th

Nick Platt – Growing Rural Enterprise

Marta Chrusciel – AHE

Mirna Fusaro – Associazione NET

Cristina Frugo – Associazione NET

Elena Joreiro – Bocalan

Andrea Lopez – Bocalan

Angela Maggiolo – Associazione NET

Ivano Scozzaro – ULSS4

Michela Romano – ULSS4

ACTIONS POINTS AND DEADLINES

Adaptation report

Deadline by the **30.06.2014**

- Send Angela the missing information as discussed during the meeting

Report of the piloting

Deadline by the **30.06.2014**

- Send Andrea the questionnaire called *reportWP5*
- Send Andrea the results of the pilot-evaluation *per module*

Dissemination

- Still dissemination material missing! Send NET what you have
- Amendments to the website possible till the middle of July – all partners please check if you want to change anything
- AHE, WISAMAR should try to be more active on fb
- Deadline by the **30.06.2014** for the newsletter article of the 4th gazette
- Send NET the list of contacts you send the newsletters to

Final evaluation report

- Nick will send the survey round in mid-July
- Present a draft of the evaluation report at the final event in Brussels

Final dissemination event in Brussels

- Preliminary agenda attached to this document
- Deadline for the review of the content of the invitation letter by the **30.06.2014**
- Afterwards Nick will create a nice layout.
- Deadline for the submission of the invitation letter by the **31.07.2014**
- Each partner please make a list of people to invite to the final dissemination event and send it to NET by the **30.07.2014**
- Definite decision on the meeting room by the **27.06.2014**
- by the end of August we should know how many people are coming

Financial

- Deadline **15.07.2014** to report everything up until the end of June, the meeting in Leipzig included

Bitrix

- Because ULSS4 is not present at Bitrix we can use the platform only for swift communication. All discussions and files that concern ULSS have to be send via mail as well
- Recommend all partners install the *desktop-app* to keep track of notifications easier
- Files should be uploaded directly into the *Bitrix activity stream* so everybody can see them

NOTE: All deadlines will be posted on Bitrix as well

Thank you all for the nice and fruitful meeting