



Funded by the
Erasmus+ Programme
of the European Union



Program Kick off meeting CL4L

2022 November 23

Online

Goals for the meeting are:

- Project partners (participants of the meeting) understand the content, design, role, and responsibilities, expected outcomes and planning of the CL4L project.
- Project partners (participants of the meeting) are aware of the financial and administrative guidelines and regulations (a document with information about finances, payments, and project administration (e.g., time sheets)).
- Project partners agree on the content of the Consensus Document: a document with information about the content (goals, objectives, results (deliverables), expected outcomes and planning) of the project, including all tasks and responsibilities of the partners.

Start at 09.00 CET

09.00 - 09.10 Opening and Welcome

Birgit Grimbergen, Project manager

09.10 - 09.30 Short introduction of all participants in the meeting

09.30 - 10.00 Project overview: Aims, Impact & Project Results

Guus van Beek, expert



10.00 -10.20 Consensus document, Project design: Work-packages, Planning,
Transnational Meetings, Roles & Responsibilities

Giulia Sergiampietri, member of the Project Management Team

10.20 - 10.35 Questions and Answers about the Consensus document

Giulia Sergiampietri, member of the Project Management Team

10.35 - 11.00 Break

11.00 - 11.45 Finances & administration

Birgit Grimbergen, project manager

11.45 - 12.00 Questions and Answers about the Finances & administration

Birgit Grimbergen, project manager

12.00 -12.20 Presentation of logos and election

Birgit Grimbergen, project manager

12.20 - 12.30 Debriefing and closure

Birgit Grimbergen, Project manager