



**Project Number:** LLP-LdV/TOI/2007/UK/046  
**Project Name:** PALS: Practical action learning sets for Community participation

**ACTION POINTS** **15<sup>th</sup> January 2008**

Partner information, S&B to be come a partner not sub contractor	DJO/ECOTEC
PALS web site, all information to be reviewed and updated	DE/Partners /HF
Training trainers workshops	
Recruitment forms	OAKE
EO monitoring forms	OAKE
Registration form	OAKE/Partners
Monitoring forms	OAKE
Evaluation forms	OAKE
Publicity /marketing	S&B/Partners

Workshop 1    Agreed dates 2 trainers S&B, 1 manager OAKE  
                   15 local trainers, 1 manager , 1 interpreter

Latvia	31/03-04/04
Turkey	12/05-16/05
Poland	16/06-20/06

See revised GANTT chart for lead in dates for publicity , recruitment , training materials , translation , feedback

Ongoing management reports and activities

Use of SYYPE as a tool	OAKE to set up schedule	DJO
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Recording of activities for time sheets

0.5 and whole days as units of time , see section 11 red book	ALL
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Dissemination / Valorisation – update each 6 months	ALL
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