



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

“Kick Off” meeting 14/15 January 2007

R I S C , 35-39 London Road , Reading, tel : 0118 958 6692

Day 1 14 January

09:00	Welcome and introductions	Dave Osborne / Dave Ellis
	Meeting Aim and Objectives	
	Meeting arrangements	
10:00	Partner presentations	Dave /Ali ,/Margaret / Ieva
11:00	PALS, Project overview	Dave Ellis/ Bill Fryer
12:00	PALS, Training Overview	Bill Fryer / Don Burrows
13:00	Lunch	
14:00	Review of morning activities	
14:30	Partner stakeholders – presentations and discussion	
15:30	ECOTEC the UK national LdV agency	
	Role and responsibilities	
16:00	Review	
17:00	End of day 1	

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Day 2 15 January

- 09:00** Introduction to the days agenda
- 09:30** Project “Red Book”
OAKE Contract, partner contracts
- 10:00** Finance
Eligibility, Staff costs, time sheets
- 11:00** Project management
LdV guidelines , Administration /finance/reporting
Communications , Virtual meetings
- 12:00** Review of morning activities
- 13:00** Lunch
- 14:00** Reporting arrangements
Progress reports , Interim reports and Claims
- 15:00** Dissemination and Valorisation
External evaluation, dissemination action plan , valorisation action plan
- 16:00** PALS web site
Site structure , national language versions , training materials, delivery of resources,
site protocols
- 16:30** review of afternoon activities
- 17:00** Key dates and Key activities
- 17:30** end of Meeting