

**Erasmus+**  
**Cooperation for innovation and the exchange of good practices**  
**Strategic Partnership for vocational education and training**

**Kick off meeting**

**PROJECT DURATION**

**01<sup>st</sup> September 2014 – 31<sup>st</sup> August 2016**

***“Certified VET trainer in the construction sector (CertiVet)”***  
**2014-1-PL01-KA202-003624**

13<sup>th</sup> – 14<sup>th</sup> October 2014

Institute for Sustainable Technologies – National Research Institute  
Pulaskiego 6/10  
26-600 Radom, Poland

## SUNDAY, 12<sup>th</sup> October 2014

Arrival independently,  
Accommodation: **Hotel Europejski**  
Organizational matters

## MONDAY, 13<sup>th</sup> October 2014

- |               |   |
|---------------|---|
| 09:30 – 10:00 | Assemble: iLab at the ITeE-PIB<br>Registration, coffee & mingle   |
| 10:00 – 11:00 | Welcome and introduction of the Partner institutions and Partner Countries – PowerPoint Presentations (Each organization presents:: origin/background/nature, resources, membership/clients/networks, expertise/activities/interests of the organization and of the individual representative)<br><br>Review of meeting program<br>Aims and objectives of the meeting |
| 11:00 – 11:30 | Coffee break  |
| 11:30 – 13:00 | Overview CertiVet: Objectives, Methodologies and Products<br>Presentation of the application form and the project process<br>Planning, distribution of tasks, working method  |
| 13:00 – 14:00 | Lunch at the Institute  |
| 14:00 – 17:00 | Overview CertiVet: Objectives, Methodologies and Products<br>Presentation of the application form and the project process<br>Planning, distribution of tasks, working method<br>Financial and management issues   |
| 17:00         | Free time/cultural activities   |
| 19:00         | Dinner  |

**TUESDAY, 14<sup>TH</sup> October 2014**

09:00 – 11:00	Assemble: iLab at the ITeE-PIB Dissemination activities - rules Creation the Logo/Website of the project – initial arrangements Distributing duties of the partners
11:00 – 11:15	Coffee break
11:15 – 12:30	Recognize of the mobility dates Agenda items and allocation of tasks for the next meeting Discussion on expected results. Identification of areas for further development Evaluation of the meeting Certificates
12:30 – 13:30	Lunch at the Institute
13:30	Free time/cultural activities

In the evening:  
**Departure of the Participants**