*10072-EPP-1-2019-1-LV-EPPKA2-CBHE-JP*

Development of a flexible, innovative and practical framework for work-based learning in higher education of Armenia and Russia (FLEXWBL)

**Agenda for FLEXWBL project kick-off meeting**

National University of Architecture and Construction of Armenia (**NUACA**), Teryan Street 105, Yerevan

December 16-20, 2019

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| **Date** | **Time** | **Activity** |
| *December 15, 16* | Arrival in Yerevan | |
| *December 16, Monday (NUACA)* | 14:00 - 14:30 | Registration of participants |
| 14:30 – 14:45 | Opening ceremony at NUACA  *Opening speeches:*  Rector of NUACA  Lana Karlova, National Erasmus+ Officer in Armenia |
| 14:45 – 15:30 | Prof. Vitaly Kopnov, TvSU   * Introduction to the philosophy behind FLEXWBL * Overview on the project goals and objectives and workplan * Questions on the objectives and workplan |
| 15:30 – 15.45 | *Coffee break* |
| 15.45 - 17.30 | Short presentations of partner organisations:  *LIEPU, Klaipeda University, TvSU, DSTU, PSU, ATI, YSULS, GSU, NUACA* |
| *December 17, Tuesday (YSULS)* | 09:30-10:00 | Visit to YSULS, meeting with administration of YSULS |
| 10:00 – 11.15 | Review of the project plan:  - WP1. Preparation. Partner country Framework for the project development – Patriks Morevs  - WP2.1 WBL Framework Development – Vitaly Kopnov  - WP2.2 Implementation of the WBL Framework: Knowledge and Competence – Klaipeda University  - WP2.3 Implementation Support - DSTU  - WP2.4 Evaluation - PSU  - WP3 Quality - YSULS  - WP4 Dissemination - Vitaly Kopnov  - WP5. Management - Patriks Morevs |
| 11.15 – 11.45 | *Coffee break* |
| 11.45 – 13:30 | Review of the project plan  - WPs |
| 13:30 – 15:00 | *Lunch* |
|  | 15:00 – 17:30 | Patriks Morevs, LIEPU  Project management and financial reporting  - Communications among project consortium  - Budget  - Partnership agreements  - Individual Travel Report (ITR), unit cost of travel and stay  - Staff cost, time sheet and employment contract  - Activating Steering and Technical Committees |
| *December 18, Wednesday*  *NUACA* | 9.30-12.30  (15 minutes coffee break) | Project management at partner universities  - Roles of local coordinators  - Local project Team (LPT)  - Attendance list with signature  - Internal activity report to Project coordinator |
| 12.30 – 14 | *Lunch* |
| 14 – 16 | Meeting of local/national/project coordinators |
| 19 – 21 | *Project dinner* |
| *December 19, Thursday*  *(YSULS)* | 9.30-12.30  (15 minutes coffee break) | Planning of project activities in 2020 (what, who, when, where) |
| 12.30 – 14 | *Lunch* |
| 14 – 16 | Finalization of kick-off meeting  Questions, Answers |
| *December 20,*  *Friday* |  | Departure from Yerevan |