

Leonardo da Vinci Learning Partnership Project  
**Supporting PLAcement Companies in European Training**  
**2013-1-IT1-LEO04-04235 3**

**AGENDA Kick-off meeting PLACET**  
 Assen, The Netherlands, 28-29 October 2013

**Sunday, 27<sup>th</sup> of October 2013**

Arrival of the participants

**Monday, 28<sup>th</sup> of October 2013**

<b>Venue: Hotel De Jonge (Assen)</b>		
09:00 – 09:30	<b>Welcome of the participants; presentation of the agenda; organizational matters</b>	
09:30 – 10:00	<b>Presentation of Quarter Mediation, The Netherlands</b>	
10:00 – 10:30	<b>Presentation of IDEUM Arvidsjaur Kommun, Sweden</b>	
10:30 – 11:00	<i>Coffee break</i>	
11:00 – 11:30	<b>Presentation of ALFMED, France</b>	
11:30 – 12:30	<b>General presentation of the project</b> (project coordinator). <b>Discussions</b>	
12:30 – 14:00	<i>Lunch break</i>	
14:00 – 14:30	<b>Project meetings. Discussions and decision about the dates for the next meetings</b>	
14:30 – 15:00	<b>Communication process. Proposal for communication tools. Wiggio platform</b>	
15:00 – 15:30	<i>Coffee break</i>	
15:30 – 16:00	<b>Dissemination and evaluation process</b>	
16:00 – 19:00	Free time activities (e.g. bike trip)	
19:00 – 21:30	<i>Dinner</i>	

**Tuesday, 29<sup>th</sup> of October 2013**

<b>Venue: Wind mill “De Wachter” (Zuidlaren) &amp; Hotel De Jonge (Assen)</b>		
09:30	Departure from the hotel	
10:00 – 12:30	<b>Visit the Wind Mill “De Wachter” in Zuidlaren.</b> Good practice example of promoting the potential of hosting an European trainee of the hosting companies by involving volunteers. <b>Workshops</b>	
12:30	Departure to the hotel	
13:00 – 14:30	<i>Lunch break</i>	
14:30 – 15:30	<b>Repartition of the tasks in the project</b>	
15:30 – 16:00	<b>Discussion and conclusion</b>	
16:00	<i>End of the kick-off meeting</i>	

**Wednesday, 30<sup>th</sup> of October 2013**

Departure of the participants