



**Third Transnational Meeting
Nykoping, Sweden
7th, 8th and 9th December 2011**

Project CEV – NGOs

Day 1 – 7th December

14:00 – 18:30 Informal meeting of partner to discuss the activities carried out till now

Day 2 – 8th December

09:00 – 09:15 Welcome and administrative info from the meeting host.
09:15 – 09:30 Welcome from project management and review/agreement of the meeting agenda
09:30 – 10:00 PLAN OF ALL ACTIVITIES THAT MUST BE DONE AND AN OVERVIEW ON THE FINANCIAL SITUATION (MODAVI)
10:00 – 10:30 Short partner reports on latest news and achievements made (approx.. 5 min/partner)
10:30 – 10:45 Break
10:45 – 12:15 Session 1: THE E-LEARNING PLATFORM: HOW TO USE IT (IED)
12:15 – 13:30 Lunch
13:30 – 15:00 Session 2: PROCESS OF CERTIFICATION: METHODS, TIME, ACTIVITIES TO DO ETC... (STKC)
15:00 – 15:15 Break
15:15 – 16:45 Session 3: PAN-EUROPEAN DATABASE: WHAT TO DO TO COMPLETE THE WP (YEU)
16:45 – 17:00 End of Day 1 and info on evening arrangements by the meeting host

Day 3 – 9th December

09:00 – 09:30 Review and summary reflection on Day1
09:30 – 10:15 Session 4: PROMOTION OF THE PROJECT AND DISSEMINATION OF RESULTS: SUGGESTED FORM FOR POSTER OR BROCHURE ETC.... INFORMATION TO ADD ON THE WEBSITE... SCHEDULE OF ACTIVITIES OF PROMOTION AND DISSEMINATION (UEK)
10:30 – 10:45 Break
10:45 – 12:15 Session 5: End of Day 2 and closing of the meeting: RECOMMENDATIONS, LAST TRANSNATIONAL MEETING ARRANGEMENTS (MODAVI) AND ANY OTHER BUSINESS (ALL)
12:15 – 13:30 Lunch

