



NNN-NEtnotNEET

Agreement N. 2013-3972

Project n. 543229-LLP-1-2013-1-IT-KA1-KA1NW

Meeting Agenda

16th of December

in Rome

in Santa Prisca Hotel, Largo Manlio Gelsomini, 25

From 9.30 pm until 6 pm

- 1. Last Final Conference arrangements (CIOFS-FP)**
- 2. Budget & financial issues (CIOFS-FP)**
 - a. Reporting for final report
 - b. Financial audit of the project
 - c. Documents checking
 - d. Deadline

Coffee break

- 3. Final report (CIOFS-FP)**
 - a. Documents to be provided
 - b. Deadlines

Lunch 1pm-2pm

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4. Dissemination activities (CIOFS-FP)

- a. website and online strategy
- b. dissemination events

5. Training & information sessions (all)

- a. Next planning
- b. First feed-back and results

Coffee break

6. Project evaluation results (Ballymun)

- a. Feed-back from Internal evaluation and External evaluation
- b. Reports

7. Any other business

7.30 pm social dinner