

# Transnational meeting

## 6<sup>th</sup>& 7<sup>th</sup> May in London

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### AGENDA

#### DAY ONE: Friday 6<sup>th</sup> May 0845hrs – 1730hrs

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| <b>0845</b> | <b>Welcome and sign into the meeting</b> <ul style="list-style-type: none"> <li>○ Review of Agenda 6<sup>th</sup> May</li> <li>○ Welcome and introduction to the National Autistic Society</li> </ul>  | NAS  |
| <b>0915</b> | <b>Project overview</b> <ul style="list-style-type: none"> <li>○ Situation about the team – readjustments to validate</li> <li>○ Results of the expectations for TM2</li> <li>○ Results of the first interim report (communication from SAMO and comments from NA)</li> <li>○ Situation about the GANTT chart</li> <li>○ Identification of gaps and risks</li> <li>○ Round table with partners for feedback on the present situation</li> <li>○ Feedbacks about BASECAMP</li> </ul>  | SAMO |
| <b>1015</b> | <b>- Comfort break -</b>   |      |
| <b>1030</b> | <b>03 – Comparative Survey</b> <ul style="list-style-type: none"> <li>○ 03 GANTT/timescales and link to project GANTT</li> <li>○ Reminder about the objectives - link with 04</li> <li>○ Survey 1 – Feedback from partners and agree delivery timescales</li> <li>○ Survey 2 – Feedback from partners and agree delivery timescales</li> <li>○ Target groups – panels and way to get them involved (networks, contacts, tools)</li> <li>○ Use and role of social media (professionals – young adults with autism)</li> <li>○ Review of each partners actions</li> <li>○ Agree actions</li> </ul> | NAS  |
| <b>1200</b> | <b>- lunch-</b>  |      |

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| <b>1330</b> | <b>04 - Innovation guide</b> <ul style="list-style-type: none"> <li>○ 04 GANTT/timescales and link to project GANTT</li> <li>○ First frame to be discussed</li> <li>○ Use of social media but not only</li> <li>○ Identification of what is required from which partner</li> <li>○ Agree actions</li> </ul>  | PE                    |
| <b>1400</b> | <b>C1 - Lyon</b> <ul style="list-style-type: none"> <li>○ Feedback from each partner as requested</li> <li>○ Agree next steps and actions</li> </ul>   | APAJH<br>All partners |
| <b>1500</b> | <b>C2 - Sweden</b> <ul style="list-style-type: none"> <li>○ C2 GANTT/timescales and link to project GANTT</li> <li>○ Purpose of the mobility</li> <li>○ Location, dates and start and end times</li> <li>○ Outline agenda</li> <li>○ Requirements of attendees; before, during and after the mobility</li> </ul>   | TP                    |
| <b>1600</b> | <b>- Comfort break -</b>   |                       |
| <b>1615</b> | <b>01 - Website and Platform</b> <ul style="list-style-type: none"> <li>○ 01 GANTT/timescales and link to project GANTT</li> <li>○ Showcase website – how it works, how to navigate</li> <li>○ Identify information needed from partners (frame for each action such as mobility, TM...)</li> <li>○ Social media – requirements/actions</li> <li>○ Ideas and suggestions</li> <li>○ Agree actions</li> </ul>   | IMKT                  |
| <b>1645</b> | <b>Valorisation and dissemination</b> <ul style="list-style-type: none"> <li>○ Validation of the valorisation team</li> <li>○ Valorisation area on BASECAMP</li> <li>○ Presentation of SWOT tool – Marie Claude</li> <li>○ Dissemination strategy</li> <li>○ Events (XI Autism-Europe International Congress &amp; Edulearn – Imma)</li> <li>○ Detection of other events : who? When?</li> <li>○ Procedure to validate posters</li> <li>○ Agree actions</li> </ul> | All partners          |
| <b>1730</b> | <b>- Meeting Ends-</b>   |                       |

**DAY 2 : Saturday 7th May 0900hrs – 1530hrs**

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| <b>0900</b> | <b>Welcome and sign into the meeting</b><br><ul style="list-style-type: none"> <li>○ Review of Agenda 7<sup>th</sup> May</li> </ul>  | NAS   |
| <b>0915</b> | <p><b>Workshop 1<br/> Mobility (C1 and C2)</b><br/> Objectives : to provide the best qualitative frame possible for the implementation and evaluation of mobilities but also for the transfer of each innovation</p> <ul style="list-style-type: none"> <li>○ Qualitative frame (evaluation process and reporting)</li> <li>○ Mobility tool to complete</li> <li>○ Situation about evaluation for Lyon (expectations/satisfaction)</li> <li>○ Transfer frame in each country (what is needed, how to proceed, contacts to take, professionals' feedback)</li> <li>○ Required documentation</li> </ul> <p><b>Workshop 2<br/> Valorisation</b><br/> Objective : to set up the basis of the valorisation activities in order to achieve the impact objectives (see application)</p> <ul style="list-style-type: none"> <li>○ Animation – moderation of the social media per country and of the general one</li> <li>○ Completion of the WEBSITE – update procedure and frequency</li> <li>○ Listings for target groups per country (searchers, decision-makers, professionals involved in transition phase, groups of young adults with autism)</li> <li>○ Communication tools :What? Who? When?</li> </ul> | <p>1 person per partner organisation<br/> FTF as coordinator of the W1</p> <p>1 person per partner organisation (valorisation team)<br/> REKTORATE as coordinator of the W2</p> |
| <b>1015</b> | <b>- Comfort break -</b>   |   |
| <b>1030</b> | <b>Synthesis of W1 and W2</b><br><ul style="list-style-type: none"> <li>○ Discussions - Decisions - Roadmaps</li> </ul>  | W Coordinators and partners   |
| <b>1130</b> | <b>05- Course</b> (Develop an addition to the HIPE training course specific to teenagers and online part to be built)<br><ul style="list-style-type: none"> <li>○ GANTT/timescales and link to project GANTT</li> <li>○ What each partner needs to do</li> <li>○ Agree actions</li> </ul>  | SAMO  |

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| <b>1200</b>                | <b>- lunch -</b>  |              |
| <b>1330</b>                | <b>Project management and administration</b> <ul style="list-style-type: none"> <li>○ Results about the first interim report</li> <li>○ Preparation of the second interim report :<br/>Design and agree format for June report</li> <li>○ Financial situation of each partner : <b>please make an estimation of what has been spent since the beginning</b></li> <li>○ Qualitative implementation report to complete : presentation of the template</li> <li>○ Evaluation frame and procedures</li> <li>○ Next meeting : date and location</li> <li>○ Discussion about the final report in order to anticipate</li> <li>○ Payment schedule</li> </ul> | SAMO         |
| <b>1500</b>                | <b>Recap actions agreed and next steps</b>  | Steffi<br>PE |
| <b>1530</b><br><b>1600</b> | <b>- Meeting ends -</b>   |              |