

ECLIPSE kick-off meeting

Universidad La Laguna (Tenerife)

January. 16-18, 2012

Schedule

1st day – Jan. 16th 2012

Arrival of the participants

16:30 Meeting in the hall of the Hotel Nivaria in order to reach together the conference place in Faculty University Economics. Guajara Campus

17:00 **1. Welcome** – Rodrigo Trujillo, Vicechancellor of Internationalization and Excellence of ULL and Lidia Santana Vega

Chairwoman – Lidia Santana Vega

17:30 **2. Introduction - What is ECLIPSE - Olga Bombardelli**

Short summary of the project: aims, structure, tasks, organization, according to the Project description, within the LLP advices.

18:15 **3. We know each other**

Each one introduces him/ herself and their own Institution (15 minutes) within their own school system, paying attention to the civic education; exchange of documentation, curricula and statistic data, exchange of publications, and personal information are welcome.

20:30 **Dinner**

2nd day – Jan. 17th 2012

Chairwoman – Josephine Cole

9:00 **4. WPs Concept, planning, deliverables**

Each one of the partners gives a short presentation (20 minutes) about his/ her workpackage and his/ her planned role in the project:

conceptual clarification,

goal and contents of the work package,

partners involved and their tasks,

how the WP will be managed by the responsible partner, problems foreseen, what the requirements for a smooth collaboration within the WP are, next steps, time schedule and deadlines.

- WP 1: Project Management: P1 – UoT
 - WP 2: Implementation I P2 – ULL
 - WP 3: Implementation II P3 – ILRC
 - WP 4: Implementation III P4 – UoL
- Discussion.

11:15 **Coffee break**

Chairwoman – Olga Bombardelli

11:30 **4 continues. Concept, planning, deliverables**

- WP 5: Quality assurance I P3 - ILRC
- WP 6: Quality assurance II P1 – UoT
(feedback, evaluator, rules, monitoring and evaluation, reporting),
Constitution of the ECLIPSE Coordinating Team (ECT)

Discussion

13:30 **Lunch**

Chairman – Jaroslav Kundera (?)

15:00 **4 continues. WPs Concept, planning, deliverables**

- WP 7: Dissemination I P5 – LUH
- WP 8: Dissemination II P2 – ULL
newsletter (Email), database with addresses of educational
institutions, information brochure, scientific and popular articles
- WP 9: Exploitation P6 – UoW

16:45 **Coffee break**

Chairwoman – Olga Bombardelli, Minutes - Doreen Huget

17:00 5. Finances – EACEA Agreement

Financial administration of the project. Requirements of the EACEA. Instalments.

18:30 6. ECLIPSE logo (someone hands in suggestions in the aftermath of the meeting, and we'll vote the best logo) and the website (UoT prepares the structure in advance)

20:30 Dinner

3rd day - Jan. 18th 2012

Chairwoman - Helena Salema

9:00 7. Partner agreement (partners will receive the text in advance) – Olga Bombardelli

10:00 8. Reminder of tasks and detailed coordination of the working steps (distribution of tasks, cooperation forms, procedures and responsibilities).

11:45 Coffee break

12:00 9. Planning of the next Conference to be held in Lisbon in April (16-18) 2012.

14:00 Lunch

16:00 some partners will meet again for the WP's Implementation

Departure