



Lifelong
Learning
Programme



Management guideline

HEARTS Project

Bucovina Guides Association
BHEG ve Destekleme Derneği

AIM Network
Computer house



Heritage Empowering Affectivity and Revaluing Traditions and Solidarity



Partners:

Romania: Bucovina Guides Association

Turkey: Bolu Halkın Eğitimini Geliştirme ve Destekleme Derneği

Italy: AIM Network

Greece: Computer House





Action plan – Hearts Project

To be prepared for HEARTS meetings and project:

FOR THE MEETINGS:

(available for all partners)

- Info Pack
- Agenda
- Certificates
- Study visits or workshops
- Evaluation forms
- Minute after meeting (should contain information about: no of participants from each country, about what was discussed, about study visits or workshops and Deadlines establish)
- Report of Evaluation forms of the meeting
- Newsletter (should contain information about the meeting, no of attendees, about study visits or workshop, photos and testimonial of one person per country, some important remarks during meeting)

IMPORTANT!

- in the project we need to have 3 types of evaluations;
Evaluation of the meeting- after report;
Internal Evaluation – (that we will implement in the end of the project in all our staff involved in the project: in local activities or/and the one involved in mobilities) – after Report per each partner country in English publish in Blog and pdf material; - Romanian Partner Responsible offer the questionnaire.
External Evaluation of products (of the products created in the frame of the project)
This activity we will do in the end of the project when we will finish all the products (deadline June 2014) we need to disseminate them and then to ask though our external evaluations the one who access our products for their impression Romanian Partner Responsible offer the questionnaire.

To be produced in the project HEARTS:

- Logo (was created) – Romanian partner
- Blog or website (was produced) – Romanian partner
- Social network (was produced facebook) – Romanian partner
- A group (was produced- yahoo group) – Romanian partner
- Questionnaires for research (was produced) – Italian partner

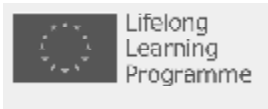
Till here all its done!!!

To be implemented:

- National Reports (to be produced by each partner country till END of JUNE 2013 and be send to Maria/Italian Partner)
- FIRST INTERIM REPORT – to be send till end of June to NA



- I. Common Comparison Report – Italian Partner (First common product) END of AUGUST 2013 /before meeting in Turkish
 - Learners Report (reports of learners involved: where to be write about their impression during mobilities, collaboration with youngsters during meeting and mobility, common discussion points they have and photos or videos) / this report should be from each learner involved in the project from each partner country in English. we will have one E-Portfolio/per country all upload in the blog.
 - if we have already some report from our involved learners done, please send to Italian partner to start prepare Learners Report
- II. Learners report in English to be send to Ialian Partner to create the final version with all; For this activity Greek Partner should present first draft in Turkish meeting – SEPTEMBER 2013 ; (second common product)
- III. Guide line about Creative heritage sapience workshops (third common product) responsabil Turkish partner to create design and collect from all partners material for Guide line ;
 - About what should contain will be in the separated document;
- IV. Dissemination about the project: National forum - Aging creatives-European Heritage memories and sapience: local, global reportage (Fourth common product) – responsabil Turkish partner ;
 - this activity should run , during all period of the project in all partner country-during meetings, local activities, national forums and participation/involved in other events; Structure for this activity will be prepared and collected from all partners by Turkish partner
 - in the end of the project we will have Final Dissemination material/Mass-media material with all links, articles from news paper. Online, video,TV, photos from Events where our project where disseminated;
 - All partners, should send a package, where project was disseminated in national level to Turkish partner;
 - In the Next meeting to be presented First draft of Dissemination this Common material; SEPTEMBER 2013;
- V. Manual in digital literacy for beginners – responsible Greek Partner (fifth common product)
 - Should contain the methodology-how to be implemented for beginners, to be interactive and attractive;
 - 2 Example of good practices in digital literacy from all partner countries to be send to Greek partner till END of AUGUST 2013
 - First draft to be presented in SEPTEMBER 2013 in Turkish meeting;
- VI. Management guideline – Greek partner – will contain all the agenda from the international meetings and other action plan establish by the partners.
 - Every partner should do a report with activities during National Forum – JUNE 2013 and present in Turkish meeting



Brochure about Creative heritage sapience workshops (third common product)

SHOULD CONTAIN

Logo of the project and Title of the project

GUIDE OF Creative heritage sapience workshops

Draft guide will be defined as putting best practices together and how we can implement them under the HEARTS. The topics will be the following and each topic will have a responsible partner:

2 Examples Italia, 2 from Turkey, 2 from Romania, 2 for Greece, 2 for Portugal,

- **Guide** - Creative heritage sapience workshops -

PROJECT LLP Grundtvig Partnership.

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This publication is the final outcome of

....., a project by LLP Grundtvig Partnership.

Based on an idea of, written during her/his.....

The project has been funded with support from the European Commission, trough Grundtvig Programme

This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained there in.

This publication has been supported by the Europe Commission, LLP Grundtvig Partnership.

The Council of Europe is not responsible for the contents of this publication.

Editors

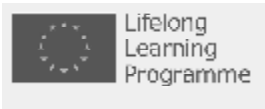
Name/surname –

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Coordination

Name of who coordinate this publication



Graphic design

.....name/ surname

Introduction

max 10 lines about the topic of the project

The idea on which the project HEARTS was based on was to make
Four/Five European partners, during two years have met together, discussed, and planned a common guide on different aspects related to the topic of HEARTS in Europe.

In five countries have done research, ...meetings in the frame of the project for sharing experiences. This guide contain information and good practises creative heritage sapience workshops in different 5 countries and others countries what can be a good practice for us;

We can't properly say we found a conclusion, but we can assert, at the end of the project that our initial need was concrete and justified.

We only wanted to make a picture, made by people committed in their everyday life in civil society organizations, and that's what we did. Nevertheless we worked on some reccomandations that we hope will be useful for European Institutions
Not a conclusion, a foreword instead.

Good practices should contain

Nationality and flag

Name of institution\firm\local authority responsible of the best practice

Description including text, photo, link

Max 2 best practices for each topic and from each partner

Max 1 page of text and 1 page of other contents

Extensibility to other countries- if possible to apply

We have: gastronomy receipies, how to make traditional products (liquers, cheese, bread, jams, etc), arts and crafts, traditions, landskpe, monuments, folclore, tourism products, etc

Romania will take: 1 example from crafts and 1 about traditional products (sirop , jam or cosmetic cream)

Concerning the target group (seniors + youngters) members you will in start up approach try to receive information about each one sapience (skills, competences, informal knowledges) which could be anyway related to valorize one's national, local our social groups cultural values, the territory heritage. For exemple: gastronomy receipies, how to make traditional products (liquers, cheese, bread, jams, etc), arts and crafts, traditions, landskpe, monuments, folclore, tourism products, etc

In each country you choose some of this sapience and organize open workshops where this sapience will be transfered among the members and may bei open to thecommunity interested participants.



As a result people would learn from each other.

This national activities will be shared by media products in the partnership and also could be practiced during the transnational workshops for learners.

1st European Coordination Meeting 13th – 16th December 2012 Ferrara - ITALY



AGENDA

Venue: 14th December 2012 Centro Sociale "IL MELO" via del Melo 60, Ferrara

15th December 2012 Sala della Musica, Chiostrò S. Paolo, via Boccaleone 19, Ferrara

13th December 2012 - Arrival day

19:45 - Hotel Touring

20:00 - Dinner restaurant at Ferrara's center

21:30 - Meeting to the restaurant's meeting room

23.00 - End of day

14th December 2012

9:00 Hotel Touring departure for a walking tour to Ferrara's historic city centre, through stalls of the weekly Open Market

10.30 - Welcome drink and welcome address by Aim Network President Ms Maria Kavouri

- Short presentation of partners organizations (Romania, Greece, Turkey, Italy)

11:30 - Presentation of the project "HEARTS" by coordinator/Romanian partner

- Objectives, tasks and roles distribution according the mission

- Presentation of 5 different project logos by Romanian Partner

- Presentation of web site by Romanian Partner

13:00 - Presentation of Social Center "IL MELO" by President Mr. Luciano Federici and other members

13.30 - Lunch and networking activity
15:00 - Tour of centre "IL MELO" and presentation its activities
15:30 - Transnational workshop
Local studies and background ; mind up of target groups characterization and self assessment tools
17:30 - Presentation of e-newsletter example, first newsletter will be created after first meeting by Italian partner
17:45 - Discussion and end of works
18:00 - Walking tour of Ferrara's historic city centre (Castle)
20.30 - Dinner
23:00 - Ferrara by night

15th December 2012

9:00 - Welcoming drink
9:30 - Welcoming address by Ms M.Cristina Turola and introduction guests
9:45 - Address by vice Mayor of Ferrara Dr. Massimo Maisto
10:00- Address by coordinator of Foreigners office of Municipality of Ferrara Dr. Laura Lepore
10:15 - *Intergenerational transmission of values and abilities: the mediation's role of Associacionism* by Prof. Tiziano Telleschi - *University of Pisa*
Discussion
10:55 - Official presentation of HEARTS
11:00 - Break and networking
11:15 - Partners' presentation ppt
11:50 - Internal evaluation questionnaire
12:00 - Certificates ceremony
12:20 - Departure to Venice, lunch during the trip (sandwiches or similar)
14:03 - Arrival to Venice - *Vaporetto to piazza S.Marco*
19:43 - 21:08 Return to Ferrara
21:20 - Dinner in Ferrara
23:00 - Ferrara by night



2nd Project Meeting in Suceava – Romania
 GRUNDTVIG Learning Partnerships - project HEARTS- HERITAGE EMPOWERING
 AFFECTIVITY, REVALUING TRADITIONS AND SOLIDARITY GRU-12-P-LP-41-SV-PT
 17-20 May 2013

MEETING PROGRAMME

17 May 2013-Arrival day (till 23.59)

18 May 2013 - Meeting day

19 May 2013-Meeting day

20 May 2013- Depart day

HEARTS

PROGRAMME OF THE 2nd PROJECT MEETING

Date / Time	Programme	Where	Remarks
Friday 17 May 2013			
<i>Whole day</i>	Participants arrival in Suceava		Travel and accommodation
Please let me know if you need dinner for 17 May 2013			
Saturday 18.05.2013			
till 09:15	Breakfast at Hotel	Hotel	
09:30	Leave hotel, go to meeting place	Walking few meters to the meeting room (in the hotel or DJT)	Somebody of staff member meet at hotel (Bucovina Guides staff)
09:45	Welcome to Suceava and presentation		During all the meeting <u>Italian Partner</u> will realise the minute
10:00-10.30	Short presentation of Romania: Bucovina Guides- administrative staff and logistic Short presentation of partner from Portugal (10 minutes)	Meeting room	Please prepare some PPT presentation of your organisation (for Portugal)



10.30	Presentation of the project "HEARTS"	Meeting room	Short presentation of the objectives and the tasks of each partner into the project by the Coordinator/Romanian Partner
11:00	Coffee break	Bar near the office or in the meeting few things (water, coffee, tea,...)	
11:20-12:00	Updates of project implementation Presentation of the questionnaires		Presentation of national report of the research through questionnaires (every partner will present a short national report/narrative or graphics)
12.00-12:20	Redefinition of activity plan and establish next meetings(when and aprox when) and next task for each partner – all concerning project	Meeting room	All partners should come with proposals of dates and ideas
12:45 13:00 14:30	Going for lunch Lunch	Restaurant in the centre of the town or close to the meeting room	Walking together to the restaurant and have a lunch
15:00 - 17:30	Workshop creative heritage sapience		Concerning the target group (seniors + youngsters) members you will in start up approach try to receive information about each one sapience (skills, competences, informal knowledges) which could be anyway related to valorize one's national, local our social groups cultural values, the territory heritage. (arts and crafts, traditions, landskpcpe, monuments, folclore, tourism products, etc)
17:30-19:00 20:00	City visit Free time	Suceava city centre	Somebody of the host organisation staff member will show as the town (if its possible)
20:00 21:00	Dinner	Restaurant in the centre of the town	
Sunday 19.05.2013			
till 08:30	Breakfast at Hotel	Hotel	
09:00	Study visits Social and cultural visits	Meeting room	Romanian Partner staff will present an example
09.10	Departure for the city visit of Surrounding Suceava County	around Suceava	Will booking a bus or a car which will stay with us all the day
13.30.	Starting visit UNESCO World Heritage Lunch		
20:00	Dinner in the city centre of Suceava		



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21:00 21:30	Departure to Suceava Suceava by night		
Monday 20.05.2013			
	Departure of participants taking part in the optional activity		

*Notes:

- All partners should prepare for meeting: printed version of the project for all his group; last agenda for all group;
 - Host organisation will prepare evaluation form/electronic(survey monkey) or in paper, for evaluate meeting;
- Best wishes to all and please don't hesitate to contact as for anything;

Coordinator, Bucovina Guides Team



3rd Project Meeting in Bucharest – Romania
 GRUNDTVIG Learning Partnerships - project HEARTS- HERITAGE EMPOWERING
 AFFECTIVITY, REVALUING TRADITIONS AND SOLIDARITY GRU-12-P-LP-41-SV-PT
 22-24 June 2013

MEETING PROGRAMME

22 June 2013 - Meeting day

23 June 2013-Meeting day

24 June 2013- Depart day

HEARTS

PROGRAMME OF THE 3rd PROJECT MEETING

Date / Time	Programme	Where	Remarks
Saturday 22.06.2013			
till 11:00	Arrival & Accomodation	Hotel	
12,00	Leave hotel, go to meeting place	Calea Mosilor, 95	Somebody of staff member meet at hotel (Bucovina Guides staff)
12.10 - 13.30	Lunch time	Restaurant from Bucharest close to the place meeting	
-13.30- 13.40	Going to the meeting place	National Museum from Bucharest	
13.40 – 14.00	Welcome to Bucharest		During all the meeting Romanian Partner will realise the minute
14:00 14:20	Short presentation of Romania: Bucovina Guides- administrative staff and logistic Short presentation of partner from Greece (10 minutes)	National Museum from Bucharest	
14:20- 16:00	Updates of project implementation & visit museum	National Museum from Bucharest	Will be explain the most important task of each partner, information about the next meeting, etc
16:00- 16:30	Coffee Break		In the meeting room

16:30 17:20	Going to Tradional Costums National Fair	Tradional Costums National Fair	Will be presented the most important type of IA from Romania regions, will be explaining the symbols from IA and the transmition from a generation to another one.
17.20 18.30			
19:00 - 20.30	Dinner time	Restaurant from Bucharest close to the place meeting	
20:30	Free time		
Sunday 23.06.2013			
till 08:30	Breakfast at Hotel	Hotel	
09:00	Study visits Social and cultural visits	Meeting room	
09.10	Departure for the city visit of Surrounding Bucharest County	Around Bucharest	
	Starting visit UNESCO World Heritage Lunch		
13.30. 20:00	Dinner in the city centre of Bucharest		
Monday 24.06.2013			
	Departure of participants taking part in the optional activity		

***Notes:**

- All partners should prepare for meeting: printed version of the project for all his group; last agenda for all group;
 - Host organisation will prepare evaluation form/electronic(survey monkey) or in paper, for evaluate meeting;
- Best wishes to all and please don't hesitate to contact as for anything;

Coordinator, Bucovina Guides Team



The 4th Project Meeting in Bolu – Turkey
 GRUNDTVIG Learning Partnerships - Project *HEARTS- HERITAGE EMPOWERING AFFECTIVITY, REVALUING TRADITIONS AND SOLIDARITY*
 2012-1-PT1-GRU06-12113-5
 18 – 21 October 2013

MEETING PROGRAMME

18 October 2013 -Arrival day (till 23.59)

19 October 2013 -Meeting day

20 October 2013 -Meeting day

21 October 2013 -Departure day

“HEARTS” PROJECT

PROGRAMME OF THE 4th PROJECT MEETING

Date / Time	Programme	Where	Remarks
Friday 18 October 2013			
Whole day	Participants' arrival in Bolu		Travel and accommodation
Saturday 19 October 2013			
till 09:00	Breakfast at Hotel	Hotel	
09:20	Leave hotel, go to meeting place	Walking to the meeting room (Izzet Baysal Community College)	Somebody of staff member meet at hotel (The staff of the Association)
09:40	Welcome Speech to Bolu and presentation of the programme	Meeting room	During all the meeting Turkish Partner will realise the minute
10:00 10:20	Talking about tasks by The Romanian Coordinator		The Coordinator gives a speech about what have been done so far and what will be done.
10:20	The Greek partner's presentation about dissemination	Meeting room	The Greek partner will give a presentation about his country's dissemination activities and testimonial portfolio
10:50	Coffee break and looking on the handcrafts	Bar near the office or in the meeting few things (water, coffee, tea etc.)	The partners will look on the handcraft products made by the old people in the Association
11:30 12:00	The Turkish partner's presentation about dissemination and portfolio	Meeting room	The Turkish partner will give as presentation about dissemination activities and portfolio
12:00 12:30	The Romanian coordinator's presentation about the dissemination and the report	Meeting room	The Romanian coordinator will give a presentation about the dissemination activities and the evaluation report from the last meeting.



12:30 13:00	The Italian partner's presentation about the dissemination and portfolio	Meeting room	The Italian partner will give a presentation about the dissemination activities and portfolio
13:00 15:30	Visit to a sport centre for old people in Atatürk park and Having Lunch there	Atatürk park	The host organisation staff will show the sport centre for old people and we will have lunch together there
15:30 19:00	Visit to Lake Gölcük and Photo Safari Dinner in Gölcük Restaurant	Lake Gölcük	The host organization will take the project group to Gölcük Lake for Photo Safari and dinner
19:00	Return to the town and free time	Town centre	

Sunday 20 October 2013

till 08:30	Breakfast at Hotel	Hotel	
09:00 09:30	The Greek partner's presentation about digital manual	Meeting Room	The Greek partner will give a presentation about digital manual and the draft
09:30 10:00	The Turkish partner's presentation about the guide and first draft Future activities and deadlines and establish next meetings(when and where)	Meeting Room	The Turkish partner will talk together about the final form and the project group will establish a deadline and come with proposals of dates and ideas .
10:00 11:00	Visit to Bolu museum	Town centre	The project group will see a collection of artifacts and other objects of artistic, cultural, or historical importance.
11:00 14:30	Go to Mudurnu district and Have lunch there	Mudurnu	The project group will see Mudurnu town, historical buildings and good practices of handcrafts in Mudurnu and altogether have lunch in Mudurnu
14:30 17:00	Visit to Abant Lake on the return way to Bolu city centre	Abant Lake	
18:00	Dinner in the city centre of Bolu	Bolu city centre	

Monday 21 October 2013

	Departure of participants taking part in the optional activity		
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***Notes:**

- All partners should prepare for meeting: printed version of the project for all his group; last agenda for all group;
- Dissimination activities and the portfolio with testimonials are better to be in printed form.
- Host organisation will prepare evaluation form/electronic(survey monkey) or in paper, for evaluate meeting;

Best wishes to all and please don't hesitate to contact as for anything;

Bolu Halkın Egitimini Gelistirme ve Destekleme Dernegi

Phone No: +90 374 215 13 87

Mail Address: publiceducation14@gmail.com

Web Address: <http://www.boluhegd.org>

Address: Tabaklar Mh. Ali Rıza Tekemen Cd. Siteler Cami Karşısı 14100 Merkez / Bolu / Turkey



The 5th Project Meeting in Tripolis– Greece
 GRUNDTVIG Learning Partnerships - Project *HEARTS - HERITAGE EMPOWERING AFFECTIVITY, REVALUING TRADITIONS AND SOLIDARITY*
 2012-1-PT1-GRU06-12113-5
 27- 30 March 2014

MEETING PROGRAMME

27 March 2014-Arrival day (till 23.59)

28 March 2014 -Meeting day

29 March 2014 -Meeting day

30 March 2014-Departure day

“HEARTS” PROJECT

PROGRAMME OF THE 5th PROJECT MEETING

Date / Time	Programme	Where	Remarks
27.03.2014			
Whole day	Participants' arrival in Tripolis, Greece		Travel and accommodation
28.03.2014			
till 09:00	Breakfast at Hotel	Hotel	
09:20	Leave hotel, go to meeting place	Walking to the meeting room (Computer House)	Somebody of staff member meet at hotel (The staff of the Association)
09:40	Welcome Speech to Tripolis and presentation of the agenda	Meeting room	During all the meeting Greek Partner will realise the minute
10:00-10:20	Talking about tasks by The Romanian Coordinator		The Coordinator gives a speech about what have been done so far and what will be done.
10.20-10:35	The Greek partner's will prepare to be presented final version of the manual of Digital literacy	Meeting room	The presentation of DigiABBC manual
10:35-10:50	E-learning platform for our digital literacy		Itakian partner
10:50	Coffee break	Bar near the office or in the meeting few things (water, coffee, tea etc.)	To be prepared in the meeting room or somewhere close to the meeting room



11.15	The Turkish partner's presentation of the final version of E-portfolio (dissemination activities)		The Turkish partner will present final version portfolio
11:30 12:00	Turkish partner will present final version of the guide of good practices in arts and handcrafts	Meeting room	The Turkish partner will present the guideline
12:00 12:15	Italian partner will present final version of the research common report	Meeting room	Italian partner will present final version of the common report of the research
12:15	The Romanian coordinator's presentation about the evaluation report (last meeting)	Meeting room	The Romanian coordinator will give a presentation activities and the evaluation report from the last meeting.
12:30 12:45	The Italian partner's presentation about the dissemination of the project	Meeting room	The Italian partner will give a presentation about the dissemination of the project (to be prepared a list of multimedia materials)
12:45 13:00	The Greek partner's presentation about the dissemination of the project		The Greek partner will give a presentation about the dissemination of the project (to be prepared a list of multimedia materials)
13:00 14:10	Visit to a Traditional Pastry Lab Lunch	Restaurant	Greek partner will suggest a restaurant in the city centre close to the meeting room
14:10 14:25	The Romanian partner's presentation about the dissemination of the project	Meeting room	The Romanian partner will give a presentation about the dissemination of the project (to be prepared a list of multimedia materials)
14.25 14.45	The Turkish partner's presentation about the dissemination of the project	Meeting room	The Turkish partner will give a presentation about the dissemination of the project (to be prepared a list of multimedia materials)
14:45 15.15	Romanian coordinator will talk about the evaluation of the internal staff involved in the mobility's and about the evaluation of the materials created in the frame of the project	Meeting room	Should be done till the end of the project a evaluation of the materials and internal staff involved in the project (should be created 2 questionnaires with no more then 5 questions per one, concerning to each topic)



			Traditional museum, arts & crafts from Greece
15.15	Study visit at some cultural center	Visit	<p>3 suggested visits:</p> <ul style="list-style-type: none"> -Visit at the Folk Art Museum (1/2 hour) - -Meeting with an Athletic Club and discussion for future cooperation in the sports sector (1/2 hour) -Watch a Workshop with Traditional dances (1/2 hour)
21:00	Dinner	restaurant	Common dinner in the city
29.03.2014			
till 09:00	Breakfast at Hotel	Hotel	
09:00 10:30	Coordinator will fix all the details about the Final report of the project What should be done, uploaded in European Sheared Treasure and put in final report from each partner New tasks for partners	Meeting room	Romanian Coordinator
10:30 13:00	Starting cultural visit	Visit	Tripolis or around the town
13:00 14:30	Lunch	restaurant	
14:30 18:00	Cultural visit	Visit	Tripolis or around the town
18:00	Dinner	Restaurant	
, 30.03.2014			
	Departure of participants taking part in the optional activity		



***Notes:**

For meeting we need:

- A laptop with connections to the internet;
- Some things for coffee breaks;
- Flipchart, paper and markers;
- All partners should prepare for meeting: printed version of the project for all his group; last agenda for all group;
- Host organisation should prepare evaluation form/electronic(survey monkey) or in paper, for evaluate meeting;

Best wishes to all and please don't hesitate to contact as for anything;
Coordinator, Bucovina Guides Team

Best wishes to all and please don't hesitate to contact as for anything;



The 6th Project Meeting in Tripolis– Greece
 GRUNDTVIG Learning Partnerships - Project HEARTS - *HERITAGE EMPOWERING AFFECTIVITY, REVALUING TRADITIONS AND SOLIDARITY*
 2012-1-PT1-GRU06-12113-5
 20-23 April 2014

MEETING PROGRAMME

20 April 2014-Arrival day (till 23.59)

21 April 2014 -Meeting day

22 April 2014 -Meeting day

23 April 2014-Departure day

“HEARTS” PROJECT

PROGRAMME OF THE 6th PROJECT MEETING

Date / Time	Programme	Where	Remarks
20.04.2014			
Whole day	Participants' arrival in Tripolis, Greece	Arrival	Travel and accommodation
21.04.2014			
till 09:00	Breakfast at Hotel	Hotel	
09:30	Leave hotel, go to meeting place	Walking to the meeting room (Computer House)	Somebody of staff member meet at hotel (The staff of the Association)
09:50	Welcome Speech to Tripolis and presentation of the agenda	Meeting room	During all the meeting Greek Partner will realise the minute
10.15-10:45	The Greek partner's will prepare to be presented final version of the manual of Digital literacy	Meeting room	The presentation of DigiABBC manual
10:50	Coffee break	Bar near the office or in the meeting few things (water, coffee, tea etc.)	To be prepared in the meeting room or somewhere close to the meeting room
11:15-12:15	Italian partner will present the “e-learning DIGITAL PLATFORM “ATHENA E-LERNING”	Meeting room	Presentation of “ATHENA” DIGITAL PLATFORM



12:15 14:15	Visit to a Traditional Pastry Lab Lunch	Restaurant	Greek partner will suggest a restaurant in the city centre close to the meeting room
14:15 16:15	Study visit at some cultural center	Meeting room	-Visit at the Folk Art Museum (1/2 hour) - -Meeting with an Athletic Club and discussion for future cooperation in the sports sector (1/2 hour)
21:00	Dinner	restaurant	Common dinner in the city
22.04.2014			
till 9:00	Breakfast at Hotel	Hotel	
9:00 10:00	Discussion for future cooperation, progress of "Hearts" project/ Evaluation reports	Meeting room	Partners discussion tasks
10:30		Trip/visit	Partners visited Ancient Mycenaeas
19:00		Dinners	Dinner in Nafplio
23.04.2014			
9:00	Departure Day	Departure	

***Notes:**

For meeting we need:

- A laptop with connections to the internet;
- Some things for coffee breaks;
- Flipchart, paper and markers;
- All partners should prepare for meeting: printed version of the project for all his group; last agenda for all group;
- Host organisation should prepare evaluation form/electronic(survey monkey) or in paper, for evaluate meeting;

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The project has been funded with support from the
European Commission, trough Grundtvig Programme
This publication reflects the views only of the author, and the
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This publication has been supported by the
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