



Lifelong Learning Programme

Agenda – project workshop

December 3 – 5, 2010

Location: University of Economics, Prague, CZ

Organizers: Wisdoma Ltd. and University of Economics, Prague

Objectives for the initial team meeting

As stated in the application: The program (goal) of the meeting is to establish communication, procedures, project website and start work on first outputs. Also we should discuss expectations and clarify roles.

Suggested objectives:

So we suggest we should:

- get to know each other,
- set rules for communication, documentation, progress monitoring,
- clarify understanding of project goals, outputs,
- verify project plan and feasibility,
- discuss project threats and opportunities, changes (some are obvious result of not funding our PL partner),
- set responsibilities,
- discuss future opportunities for new call of LLP,
- confirm schedule for next meetings and other activities.



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Please prepare (little homework)

A brief presentation of yourself and your institution. 10-15 minutes per institution, please. Also limit discussion of generalities (we do not need the whole history of the institutions), suggest your strengths, focus on current activities (related to project theme), current projects and initiatives which can serve as inspiration, possible ideas for collaboration beyond current proposal.

Feel free to bring some sweets, drinks etc. from your country to share.

Please look at the project application before coming here. Look for areas where you can contribute. Try to understand the structure, goals, outputs and work programme. Think about what you want and could get from the joint project.

Draft agenda

December 3, 2010 (Friday)

18:00	Welcome by organizers Short orientation to Prague /presentation/ Short introductions of participants /presentations/ Agenda for next day /discussion/ Walk to dinner site	University of Economics Rajska budova (Rajska building) 3rd floor, room RB 359 Nam. W. Churchilla 4 Praha 3
20:00	Dinner	TBA

December 4, 2010 (Saturday)

09:00 – 10:30	Discussion of project goals and outputs (documents: Proposal and Project product breakdown structure) /facilitated discussion/ Conclusions	University of Economics Rajska budova (Rajska building) 3rd floor, room RB 359* Nam. W. Churchilla 4 Praha 3
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10:30 – 11:00	Coffee break	RB 359
11:00 – 11:45	Short introduction of project management approaches, framework /mini-lecture/	RB 359
11:45 – 12:30	Work programme and roles Activities and responsibilities	RB 359
13:00 – 14:00	Lunch on site (brown bag)	RB 359
14:00 – 15:30	Team operating norms /joint discussion/ Procedures, documentation, communication /joint discussion/ Further collaboration /discussion/	RB 359
15:30 – 16:00	Coffee break	RB 359
16:00 – 17:00	Tasks till next meeting, conclusions /joint discussion/	RB 359

*If the 3rd floor is closed, please call Lukas Pomahac.

December 5, 2010 (Sunday)

09:15	Meeting at University of Economics (in front at the Churchill statue)	Lukas Pomahac, phone +420606854578
10:00 – 12:00	Sightseeing tour of Prague (walking)	Prague Castle, Martin Belohradsky, phone +420723414565



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Some practicalities

- Bring walking shoes. A walking tour of the city is included in the programme.
- It is cold (around 0 centigrade) and snowy here.
- If you like, we can pick you up from the airport (let us know). Otherwise it is not very difficult. We usually use Prague Airport Transfers ourselves (<http://www.prague-airport-transfers.co.uk/>)
- Czech Republic is not on EUR. ATMs are widely available.
- **If you have not done so, please tell us the name of your participants, flight and hotel info.**

Your team

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Lukas Pomahac, phone +420606854578 (project assistant, contact first)

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