



## READY...GO Project


Application n° 2016-1-FR01-KA204-023846

**Kick-off Meeting (M1) - Bordeaux (FR)**

**November 28-30, 2016**

Sunday, November 27	Activity
<i>Various times</i>	<b>Arrival of Project Partners.</b> Partners make own way to Hotel
<b>19:00 pm</b>	<b>Opening Dinner</b> Will meet in the lobby of the hotel
Monday, November 28	
<b>10:00 am</b>	Opening of the kick-off meeting Quick "Get to know each other" What is READY...GO project? Partnership Agreements and Annexes READY...GO Budget review Project Steering Group
<b>12:30 pm</b>	Lunch
<b>14:00 pm – 18:00 pm</b>	Presentations of partners (2 hours/partner)  BULLSEYE evaluation on flipchart paper before ending of the day
<b>19:00 pm</b>	Will meet in the lobby of the hotel to go out for dinner
Tuesday, November 29	
<b>8:30 am</b>	Presentations of partners (continued)
<b>12:30 pm</b>	Lunch
<b>14:00 pm – 18:00 pm</b>	Presentations of partners (continued and end)
<b>19:00 pm</b>	Will meet in the lobby of the hotel to go out for dinner
Wednesday, Nov. 30	
<b>8:30 am</b>	Project Work Schedule Agreement on dates for Subsequent Meetings, Conferences, Activities Intellectual Outputs – Roles and responsibilities of Partners Intellectual Outputs – Format, Content and Layout
<b>10:00 am</b>	Feedback on READY...GO evaluation by NA independent experts



<b>11:00 am</b>	<b>FI</b> : Introduction of the 2 draft questionnaires (to sport instructors, to inmates) and debate with partners before their final validation.  Development of work plan with outputs and timescales between November 2016 and M2 next project meeting. Progress and next steps.
<b>12:00 pm</b>	Review of the work plan and associated tasks & deadlines <ul style="list-style-type: none"><li>• Forms for financial feedbacks</li><li>• Monthly reporting for pedagogical tasks</li></ul>
<b>12:30 am</b>	Lunch
<b>14:00 pm – 16:30 pm</b>	Evaluation <ul style="list-style-type: none"><li>• Local guests and “Critical friends”</li><li>• Self-evaluations (meetings, progress evaluation)</li></ul> Communication and Dissemination <ul style="list-style-type: none"><li>• Monthly SKYPE  meetings (day to be decided)</li><li>• Information to professional networks (internal and stakeholders)</li><li>• Project LOGO</li><li>• Digital Platform</li><li>• List of electronic contacts for READY...GO periodic newsletter</li><li>• Glossary</li></ul> BULLSEYE evaluation on flipchart paper before closing the kick-off
<b>19:00 pm</b>	Dinner with partners? Free dinner?
<b>Thursday, December 01</b>	
	<b>Departures</b> – Partners make their own way to Airport

### Useful Contact Information

Dominique ANTONY

Mobile +33 6 11 72 92 54

Link to WEATHER information

<http://fr.euronews.com/meteo/europe/france/bordeaux>

Link to HOTEL

<http://dauphin-arcachon.com/>

Booking to confirm

[hotel@dauphin-arcachon.com](mailto:hotel@dauphin-arcachon.com)

Tel. +33 5 56 83 02 89 – Fax. +33 5 56 54 84 90