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**Erasmus+ KA2 project "A Step forward in Wellbeing in the field of Adult Education" (2019-KA204-02 ) kickoff meeting  
24 -25 October 2019, Tallinn, Estonia**

**Host Institution:** Estonian Non-Formal Adult Education Association

**Venue:** Estonian Non-formal Adult Education Association, J. Vilmsi 55, Tallinn

**Contact persons:**

- Ena Drenkhan, member of board at [enadrenkhan@gmail.com](mailto:enadrenkhan@gmail.com) or +372 529 1431
- Margit Düüna, chairman of ENAEA council at [mrgtdn@gmail.com](mailto:mrgtdn@gmail.com) or +372 509 3105

**AGENDA**

<b>TIME</b>	<b>TOPIC</b>	<b>RESPONSIBLE PARTNER</b>
<b>Wednesday, 23rd of October</b>		
Arrival, accommodation of the participants		
<b>Thursday, 24th of October</b>		
<b>09.30</b>	<b>Registration and welcome coffee</b>	
10.00 – 10.15	Official opening and welcome speech	Coordinator
10.15 – 10.45	General presentation of the project: <ul style="list-style-type: none"> <li>• project objectives;</li> <li>• chronogram;</li> <li>• budget plan</li> <li>• transnational meetings (TM)</li> <li>• learning, teaching and training activities</li> <li>• intellectual outputs</li> </ul>	Coordinator
10.45 – 11.10	Presentation of the previous Wellness project	PRISM
11.10 – 11.30	Working on partnership agreement <ul style="list-style-type: none"> <li>• description of partners tasks</li> <li>• quality plan</li> <li>• risk management plan</li> <li>• indicators of achievement</li> <li>• dissemination and exploitation plan</li> </ul>	All partners
<b>11.30 – 11.45</b>	<b>Coffee break</b>	
11.45 – 12.15	Working on partnership agreement <ul style="list-style-type: none"> <li>• description of partners tasks</li> <li>• quality plan</li> <li>• risk management plan</li> <li>• indicators of achievement</li> <li>• dissemination and exploitation plan</li> <li>• signatures for the contracts</li> </ul>	All partners



12.15 – 13.15	Presentation of project partners: <ul style="list-style-type: none"> <li>• organization/activities</li> <li>• experience in adult Life Long Learning activities</li> <li>• inputs and expectations for the project</li> </ul>	All partners, for each partner 10 minutes
<b>13.15 – 14.30</b>	<b>Lunch</b>	
14.30 – 15.30	Discussions about the project O1 „Map of Wellbeing in adult education”, tasks and responsibilities	Enoros Consulting LTD, all partners
<b>15.30 – 16.00</b>	<b>Coffee break</b>	
16.00 – 17.00	Discussions about the project O1 „Map of Wellbeing in adult education”, tasks and responsibilities	Enoros Consulting LTD, all partners
17.00 – 19.30	Free time	
<b>20.00</b>	<b>Welcome dinner</b>	

### Friday, 25th of October

09.00 – 09.30	<b>Registration and welcome coffee</b>	
09.30 – 11.00	Financial rules and administrative issues of the project	All partners
<b>11.00 – 11.30</b>	<b>Coffee break</b>	
11.30 – 13.00	Working on project management: <ul style="list-style-type: none"> <li>• project committees;</li> <li>• WP action plans;</li> <li>• communication strategy;</li> <li>• tasks and responsibilities;</li> <li>• next meetings and LTTs.</li> </ul>	All partners
13.00 – 14.15	Lunch	
14.15 – 15.00	Working on project management: <ul style="list-style-type: none"> <li>• project committees;</li> <li>• WP action plans;</li> <li>• communication strategy;</li> <li>• tasks and responsibilities;</li> <li>• next meetings and LTTs.</li> </ul>	All partners
15.00 – 15.30	Evaluating the meeting, closing	All partners
15.30	Free time	
	Dinner	

### Saturday, 26th of October

Departure of partners