**"E-Volunteering – Key to be active" Project**
**3rd Transnational Project Meeting**
**24. and 25. November 2022**
**8/10 Prezydenta Gabriela Narutowicza st. , 1st floor**
**90-001 Łódź, Poland**

**AGENDA**

| | |
|---|---|
| **Day 1 – 23.11.2022** | |
| … | Arrival of participants |
| **Day 2 – 24.11.2022** | |
| **8.00 – 8.30** | Breakfast at the hotel |
| **9.00 – 9.30** | Setting work schedule and order, introduction of the representatives |
| **9.30 – 10:30** | Indicators to evaluate the effect of implemented project activities<br>*TPMs, JSTs - evaluation of the meetings and training*<br>*3 x IO - evaluation of the quality of the outputs* |
| **10.30 – 10.45** | **Coffee break** |
| **10.45 – 12.00** | Promotional activities in the project<br>Each organization will sum up their own promotional activities during the project:<br>*-indicators achieved by each partner*<br>*-checking out the documents, photos on GD uploaded by the partners*<br>*20 min per organization to sum up* |
| **12.00 – 13.00** | **Lunch break** |
| **13.00 – 14.30** | Dissemination and multiplier events on the national level<br>*Results presented by each partners* |
| **14.30 – 14.45** | **Coffee break** |
| **14.45 – 16.00** | Partner's obligations till the end of the projects<br>*Discussions, consultations, planning* |
| **19.30 - …** | **Dinner** |

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| **Day 3 – 25.11.2022** | |
|---|---|
| **8.00 – 8.30** | Breakfast at the hotel |
| **9.00 – 10:30** | Meeting at the venue<br>Discussing the budget, final tranches<br>*Discussions, consultations, planning* |
| **10:30 - 12:00** | Reporting (partners and leader's obligations, important deadlines for the final report)<br>Discussing implemented activities in the project and its effectiveness - qualitative indicators<br>*Discussions, consultations, planning* |
| **12:00-13:00** | **Lunch break** |
| **13:00-15:00** | Follow up of the project - ideas for developing partner's organisations<br>*Bain storm, discussions* |
| **15:00-15:15** | **Coffee break** |
| 15:00-16:30 | Sum up of the meeting and all discussions<br>*Sum up* |
| **Day 4 – 26.11.2022** | |
| **8.00 – 8.30** | **Breakfast at the hotel** |
| **8.30-…** | **Farewell of participants** |