**Free from Gender Based Discrimination: Teachers & Parents Together (FREE)**

**Grant Agreement Number: 2019-1-UK01-KA201-062092**

**Kick-off Transnational Project Meeting**

**Tuesday, 11th December 2019**

**IARS offices, 14 Dock Offices, Surrey Quays Road, London SE16 2XU, UK**

***AGENDA***

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| **Time** | **Item** | **Partner(s)** |
| 10:00 – 10:10 | **Welcome and introductions** | IARS |
| 10:10 – 11:00 | **Presentations of partner organisations** (10 min. per partner)   * Description of the organisation * Experience in the project area | All |
| 11:00 – 11:30 | **Project Overview & Objectives** | IARS |
| 11:30 – 12:30 | **Intellectual Output 1**  Brief description of IO1: objectives, methodology, tasks, deliverables, timescale | IARS |
| 12:30 – 13:30 | ***Lunch Break*** | |
| 13:30 – 13:50 | **Intellectual Output 2**  Brief description of IO2: objectives, methodology, tasks, deliverables, timescale | IDEC |
| 13:50 – 14:10 | **Intellectual Output 3**  Brief description of IO3: objectives, methodology, tasks, deliverables, timescale | Novel Group |
| 14:10 – 14:30 | **Intellectual Output 4**  Brief description of IO4: objectives, methodology, tasks, deliverables, timescale | Symplexis |
| 14:30 – 15:30 | **Project Management**   * Grant Agreement & Partnership Agreements * Financial Issues * Quality Assurance * Risk Register for sign off * Project Management and Quality Handbook for sign off | IARS |
| 15:30 – 16:00 | **Project Implementation Evaluation** | IARS |
| 16:00 – 16:30 | **Dissemination, multiplication, sustainability**   * Dissemination and Communication Strategy for sign off | IARS |
| 16:30 – 17:00 | **Meeting Closure**   * Next steps & deadlines * Arrangement of the next transnational project meeting * Any other businesses | IARS & partners |
| 17:30 | ***Dinner*** | |

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