**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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