



Erasmus+

Istituto *Tecnico Economico e Tecnologico* “Girolamo Caruso”

SCHOOL MOBILITY MANAGER – SMM

Erasmus + Programme
Strategic Partnership for School Education
n. 2016-1-IT02-KA201-024701

KICK OFF MEETING – 12TH AND 13TH JANUARY 2017

ALCAMO (IT) – ITET G. CARUSO

VENUE:

via John Fitzgerald Kennedy 2 - 91011 - Alcamo (TP)
Tel +39 0924507600 - Fax +39 0924507607

PROGRAM

DAY 1 – 12th January 2017

MORNING – ENTERING THE PROJECT

09.00-9.30 : A few words of welcome & coffee

Ms. Vincenza Mione Director –HeadTeacher - Mr Enzo Munna ITET G. Caruso

9.30 – 11.00 : Session n°1 – Presentation of the partners

For this session, we would like to ask you some work of preparation.

Pictures and a few words about all the members who are engaged in SMM PROJECT.

Your organization's logo

A picture of your site and your website address

A short presentation (PPT of your organization and motivations to participate at this project)

11.00 – 11.30 : Coffee break

11.30 – 13.00 : Session n°2 – Preparing our implication in SMM project

Laura Gili – MCG SOC. COOP. (IT)

The objectives of the project. The intellectual outputs (IO), The organization of the Transnational meetings (TNMs) and of the Multilateral Events . Roles and responsibilities, Changes to the projects presented according to the Italian NA revision

- 13.00-14.15 : LUNCH at School (Alcamo) IT



le meilleur
de l'Europe
dans vos
projets





Erasmus+

Istituto Tecnico Economico e Tecnologico “Girolamo Caruso”

AFTERNOON – COMMUNICATION - DISSEMINATION

14.15 – 15.00 : Session n°3 – Presentation of collaborative methods and tools to use between the partner

MS Laura Gili MCG – SOC. COOP. (IT) and MR Enzo Munna – ITET G. CARUSO (IT)

15.00 – 17.00 : Session n°3 – Constructing a strategy of dissemination

Ms Vincenza Mione – ITET G. CARUSO (IT) and MS Laura Gili MCG – SOC. COOP. (IT)

17.00 – 18.00: **Financial management aspects**

MR Enzo Munna – ITET G. CARUSO (IT) and MS Laura Gili MCG – SOC. COOP. (IT)

19.30 : Dinner at a local restaurant (Alcamo)

DAY 2 – 13th January 2017

MORNING – PREPARATION OF IO2

09.00-11.00 : Session n°5 – Launch of the IO 2: “ **VADEMECUM (e.TOOLKIT e.guide) FOR SCHOOL MOBILITY MANAGER**”

MS Maria Luisa Cerrito – ORSA (IT)

Presentation of objectives and tool of this output

Definition of a working methodology

Explanation and organization of intellectual output to product during O2

11.00 – 13.00 : Meeting with local stakeholders

13.00 – 14.00 : Lunch at local restaurant

14.30 – 15.00 : Closing of the Transnational Meeting (TNM): next agreed deadlines - Next steps notice

16.00/16.30 : Departure to PALERMO/TRAPANI AIRPORT – courtesy service of accompaniment



le meilleur
de l'Europe
dans vos
projets

