

**Learning in Life, Life in Learning - L&L**  
**Kick off project meeting**  
**Headquarters Libera Accademia di Roma LAR**  
**Viale Giulio Cesare 78 00192 Rome – Italy**  
**11-14 of May 2023 AGENDA**

**Thursday, 11 May**

Place	Time	Content
V.le Giulio Cesare 78 Rome	11.00-13.00	<ul style="list-style-type: none"> <li>• Opening of the Coordinator's Meeting Official welcome, presentation of the meeting's agenda</li> <li>• Partners' Presentations and team building</li> <li>• General management matters and the Partnership Agreement: documents, objectives, expectations, expected results</li> <li>• Discussion, questions &amp; answers</li> </ul>
	13.00-14.00	Lunch Break
Viale Giulio Cesare 78 Rome	14.00-16.00	<ul style="list-style-type: none"> <li>• Project Working Plan presentation</li> <li>• Planning and sharing of management and administrative roles and tasks</li> <li>• Task performance indicators</li> <li>• Discussion, questions &amp; answers</li> <li>• First day coordinator's meeting conclusion</li> </ul>
V.le Giulio Cesare 78 Rome	18.00-19.00	Open lesson-of Bones for Life with the teacher Paola Vizioli

**Friday 12 May**

Place	Time	Content
V.le Giulio Cesare 78 Rome	11.00-12.00	<ul style="list-style-type: none"> <li>• The Budget management</li> <li>• Communication rules and tools</li> <li>• The online meetings for students and teachers: how to best organize using the digital resources available to organizations</li> <li>• Dissemination plan and EU visibility rules</li> </ul>
	12.00-12.15	Coffee break
V.le Giulio Cesare 78 Rome	12.15-13.30	<ul style="list-style-type: none"> <li>• Discussion, questions &amp; answers</li> <li>• Second day coordinator's meeting conclusion</li> </ul>
	13.30-14.30	Lunch Break
V.le Giulio Cesare 78, LAR main site	17.30-18.30	Open Event : official presentation of LAR July 2023 association journey to Aosta Valley for the students, teachers, staff; also an opportunity to introduce the L&L project and partners to the LAR association community.

**Saturday 13 May**

Place	Time	Content
V.le Giulio Cesare 78 Rome	10.30-11.45	<ul style="list-style-type: none"> <li>• Monitoring and Evaluation Plan presentation</li> <li>• The Poland students visit to Italy: implementation and agreeing on the general structure</li> <li>• Discussion, questions &amp; answers</li> <li>• The long educational programme               <ul style="list-style-type: none"> <li>✓ teachers and students</li> <li>✓ methodologies</li> <li>✓ detailed topics</li> <li>✓ evaluation</li> </ul> </li> </ul>
	11.45-12.00	<ul style="list-style-type: none"> <li>• Coffee break</li> </ul>
V.le Giulio Cesare 78 Rome	12.00-13.30	<ul style="list-style-type: none"> <li>• Discussion, questions &amp; answers</li> <li>• Sum-up of decisions and evaluation of the 1st coordinators project meeting</li> </ul>
	13.30-14.30	Lunch Breack
Via Flavio Stilicone 41 Rome	21.00-22.00	Open theater : “Lucignolo” Seveso Sidoni Reunion