

2015-1-BG01-KA204-014346

*'CULINARY ARTS EDUCATION IN SUPPORT OF YOUTH EMPLOYMENT AND SOCIAL
INCLUSION' (CASYS)*

FIRST TRANSNATIONAL MEETING - RIGA, LATVIA

29-30 OCTOBER 2015

A G E N D A

28 th October, 2015		
	Arrival of the participants and check-in	
29 th October, 2015		
9,30 – 9,45	Registration	
9,45 – 10,00	Opening session	
	Welcome greetings	Mrs. Adela Vitkovska, Eurofortis
	Introduction of the meeting agenda	Mrs. Klara Dimitrova, International College Mrs. Tzvetalina Genova, CAHA
10,00 – 11,00	Presentation of the partner organizations, background experience and expectations from the initiative	All partner organisations
11,00 – 12,30	The CASYS project: <ul style="list-style-type: none"> • Project objectives, results envisaged, activities, expected products; • General action plan, splitting competences and responsibilities among partners; • Monitoring procedures; • Identification of project weaknesses/strengths, risks and eventual problem solutions 	Mrs. Tzvetalina Genova, CAHA
12,30 – 13,30	Lunch-break	Restaurant Maja
13,30 – 14,00	Exchange of partnership agreements and other relevant documents	
14,00 – 14,30	Rule for Administrative and Financial Management under Erasmus+ <ul style="list-style-type: none"> • Template documents for administrative and technical reporting • Exchange of documents and copies • Eligibility of expenses • Reporting periods 	Mrs. Klara Dimitrova, International College Mrs. Tzvetalina Genova, CAHA
14,30 – 15,00	Discussion	



15,00 – 17,00	Intellectual output 1 <ul style="list-style-type: none">- Objective and content;- Partners involvement;- Planning the activity's implementation;	Mrs. Klara Dimitrova, International College Mrs. Tzvetalina Genova, CAHA Mr. Kris Zysk, Culinary Arts Institute, CAHA
17,00 – 17,30	Discussion	
19,00 -	Guided walk to city and dinner	Costs covered by each participant
30th October, 2015		
9,30 – 12,00	Individual sessions among the partners	Depending on each partner's travel itinerary
12,00	Departure	