



# 1st Transnational Meeting

**MULTITRACES**

**Multidisciplinary training in circular economy and smart  
valorisation of the rural area for new business models**





















**Project ID:  
2019-1-R001-KA203-063870**








**Universitatea Vasile Alecsandri din Bacău  
Romania  
15<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup> January, 2020**

**MEETING AGENDA**
















Place: Council Room of Engineering Faculty, Building B

## WEDNESDAY 15th January 2020

<b>9:30 - 10:00</b>	<b>Departure from Hotel to Vasile Alecsandri University</b> Place: Hotel Hall <b>Coordinated by: Liliana Topliceanu</b>
<b>10:00 - 10:45</b>	<b>Welcome and participants introduction</b> Place: Council Room of Engineering Faculty, Building B <b>Coordinated by: Liliana Topliceanu</b>
<b>10:45 - 11:00</b>	<b>Collaboration agreement</b> <ul style="list-style-type: none"> <li> last questions</li> <li> handing the original documents to partners</li> </ul> <b>Coordinated by: Liliana Topliceanu</b>
<b>11:00 - 11:30</b>	<b>General presentation of the project</b> <ul style="list-style-type: none"> <li> objectives;</li> <li> activities;</li> <li> expected results</li> <li> financial reports</li> <li> template of timesheets</li> <li> teams of the project</li> <li> participation certificate to the intellectual outputs</li> </ul> <b>Coordinated by: Liliana Topliceanu</b>
<b>11:30 - 12:00</b>	<b>Coffee break</b>
<b>12:00 - 13:30</b>	<b>Intellectual output O1</b> <ul style="list-style-type: none"> <li> defining the structure of the product</li> <li> defining the names of chapters</li> <li> type of indicators used for countries evaluation</li> <li> defining the questionnaires for subchapter 3.2.5</li> <li> establishing the format of the intellectual product</li> <li> indicators of the product</li> <li> template of the summary for stakeholders in national language and proof of handing over the document</li> <li> other questions: publication, etc.</li> </ul> <b>Coordinated by: Liliana Topliceanu</b>
<b>13:30 - 14:30</b>	<b>Lunch</b> Place: Restaurant of Vasile Alecsandri University of Bacau
<b>14:30 - 15:00</b>	<b>Intellectual output O2 - Visual identification of the project</b> <ul style="list-style-type: none"> <li> logo of the project</li> <li> banner of the website and Facebook</li> <li> flyers</li> </ul> <b>Coordinated by: Amina Perono and Chiara Battistoni, Polito</b>






<b>15:00 – 16:30</b>	<p><b>Intellectual output O2</b></p> <ul style="list-style-type: none"> <li> dissemination ways and materials</li> <li> newsletter structure and template</li> <li> brochure for the public</li> <li> website of the project</li> <li> private space of the partners for hosting and sharing documents</li> <li> other dissemination channels: twitter, research gate</li> <li> video presentation of the project</li> </ul> <p><b>Coordinated by: Puiu Gabriel, Iulian Furdu, UBc and Oana Driha, UA</b></p>
<b>16:30</b>	<b>End of the first day of the meeting</b>
<b>19:30</b>	<b>Join dinner</b>


## THURSDAY 16<sup>th</sup> JANUARY 2020

<b>9:00 – 11:00</b>	<p><b>Intellectual output O2</b></p> <ul style="list-style-type: none"> <li> defining the structure of the product;</li> <li> defining the names of chapters;</li> <li> presentation of the structure of the questionnaire: three sections are proposed ;</li> <li> discussions about the questions and expected answers;</li> <li> template of the questionnaire;</li> <li> way to distribute the questionnaires;</li> <li> indicators of the product;</li> <li> template of the summary for stakeholders in national language</li> <li> other questions: publication, etc.</li> </ul> <p>Place: Council Room of Engineering Faculty, Building B</p> <p><b>Coordinated by: UBc, Polito, IHU and UA</b></p>
<b>11:00 – 11:30</b>	<b>Coffee break</b>
<b>11:30 – 12:30</b>	<p><b>Intellectual output O2 – collaboration network</b></p> <ul style="list-style-type: none"> <li> template of the agreement;</li> <li> the signing of the collaboration agreement.</li> <li> protection of the personal data</li> </ul> <p><b>Coordinated by: UBc</b></p>
<b>12:30 – 13:00</b>	<p><b>Dissemination plan of the MULTITRACES project</b></p> <ul style="list-style-type: none"> <li> structure, the frequency of notes to the media</li> <li> EU logo in the project</li> <li> disclaimer note.</li> </ul> <p><b>Coordinated by Puiu Gabriel, UBc</b></p>

<b>13:00 – 13:30</b>	<p><b>Monitoring and evaluation plan</b></p> <ul style="list-style-type: none"> <li> what is being monitored?</li> <li> frequency of monitoring activities;</li> <li> quality and quantity indicators</li> <li> template of the internal interim reports</li> </ul> <p><b>Coordinated by : Liliana Topliceanu, UBc</b></p>
<b>13:30 – 14:30</b>	<p><b>Lunch</b> Place: Restaurant of Vasile Alecsandri University of Bacau</p>
<b>14:30 – 15:30</b>	<p><b>Intellectual output O3</b></p> <ul style="list-style-type: none"> <li> defining the structure of the product</li> <li> defining the names of chapters</li> <li> template of the document</li> <li> type of indicators to evaluate the intellectual product</li> </ul> <p><b>Coordinated by Liliana Topliceanu, UBc and Amina Pereno, Polito</b></p>
<b>15:30 – 16:00</b>	<p><b>Planning the C1 activities</b></p> <ul style="list-style-type: none"> <li> date of the short training activity for teacher and SMEs staff – April 2020</li> <li> organisation</li> </ul> <p><b>Coordinated by Liliana Topliceanu, UBc and Amina Pereno, Polito</b></p>
<b>16:00 – 16:30</b>	<p><b>Planning the next transnational meeting in Kavala</b></p> <ul style="list-style-type: none"> <li> estimated date, May 2020</li> <li> duration</li> </ul>
<b>16:30</b>	<p><b>End of the second day of the meeting</b></p>

## FRIDAY 17<sup>th</sup> January

<b>9:30 – 10:00</b>	<p><b>Handing original documents</b></p> <p>Partner give to host institution staff:</p> <ul style="list-style-type: none"> <li> Mandate letter:</li> <li> Declaration relationship</li> </ul> <p>UBc handles to partners: Certificate of participation</p> <p><b>Coordinated by : Liliana Topliceanu, UBc</b></p>
<b>10:00 – 11:00</b>	<p><b>Risk and sustainability plans</b></p> <ul style="list-style-type: none"> <li> presentation of the plans;</li> <li> discussion concerning the prevention of risks and measures to diminish it;</li> <li> sustainability measures.</li> </ul> <p><b>Coordinated by UBc</b></p>
<b>11:00 – 11:30</b>	<p><b>Coffee breack</b></p>

<b>11:30 – 12:00</b>	<b>Measures for project sustainability</b> <ul style="list-style-type: none"><li> collaboration among partners;</li><li> new projects</li><li> new activities</li></ul> <p><b>Coordinated by UBc</b></p>
<b>12:00 – 12:30</b>	<b>Planning the next activities</b> <ul style="list-style-type: none"><li> activities of the following next six months;</li><li> planning the monthly Skype meetings</li></ul>
<b>12:30 – 13:00</b>	<b>Meeting evaluation and final conclusion</b>
<b>13:00 – 14:00</b>	<b>Lunch</b>
	Place: Restaurant of Vasile Alecsandri University of Bacau
<b>14:00</b>	<b>Closing of the meeting</b>