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Project No 135459-LLP-1-2007-1-GR-KA2-KA2MP

**BRITISH HELLENIC EDUCATIONAL AND DEVELOPMENT ASSOCIATION
– BRITISH HELLENIC COLLEGE**

Agenda of the first project meeting 14-15.02.2008

Thursday, February 14, 2008

10:00 – 10:30

- Welcome Address by Mr. K. Karkanias – General Director of British Hellenic College to the Meeting participants.
- Introduction of the Meeting participants.

10:30 – 11:00

- Brief description of the project

11:00 – 12:00

- Analysis of the timetable
- Management Committee – role, reports
- Quality Control Committee – role, reports

12:00 – 14:00

- Discussion about the material to be developed

14:00 – 16:00

Lunch

16:00 – 18:00

- Financial issues
- Analysis of the budget
- Financial forms - Reports
- Supporting documents
- Cost categories

Friday, February 15, 2008

9:30 – 10:30

- dissemination of the project
- exploitation plan

10:30 – 14:00

- Educational issues

14:00 – 16:00

Lunch

16:00 – 18:00

- Financial issues (continue from the previous day)
- Analysis of the budget
 - Financial forms - Reports
 - Supporting documents
 - Cost categories