





Agenda of FOSS4SMEs

**2nd transnational Meeting**

**3-4 May 2018**

**Berlin, Germany**

**Mozilla premises**

**Schlesische Str. 27, 10997 Berlin, Germany**

**Contact Point: Max Mehl**

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**How to arrive at Mozilla Berlin**

**By taxi** (either from airport or from your hotel):

Mozilla premises, Schlesische Str. 27, 10997 Berlin, Germany

**By bus from airport**:

From Tegel (TXL): Bus 109 (→ Zoologischer Garten) until Uhlandstr. Switch to U1 (→ Warschauer Str) and dismount at Schlesisches Tor.

From Schönefeld: Train S9 (→ Spandau) until Baumschulenweg. Switch to bus 265 (→ Stadtmitte) until Schlesisches Tor.

**By public transport from main train station**:

From "Berlin Hauptbahnhof" (main station) you can take the S5 to "Warschauer Straße" and switch to the U1 to "Schlesisches Tor".

**DAY 1**

|  | Thursday, 3 May 2018 |  |
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| **Time** | **Topic** | **Responsible partner** |
| **08:30 – 09:00** | Gathering - Welcome and meeting arrangements | *ALL* |
| 09:00 – 09:30 | **Status of the project*** *Project status overview*
* *Open issues*
* *Coming steps*
 | ATL |
| 09:30 – 09:45 | **New team members*** *OpenForum Europe (UK), ????*
* *DUBLIN INSTITUTE OF TECHNOLOGY DIT (IR), Brian Gallispe*
* *Free Software Foundation Europe e.V. (DE), Max Mehl*
 | *OFE/ DIT/ FSFE* |
| 09:45 – 10:45 | **Organisational matters*** Time Sheets – Financial Information
* Mobility Tool – Interim Report
* Fixing the next Teleconferences + Dublin meet.
 | *ATL* |
| 10:45 – 11:30 | **Quality Assessment*** The final Quality Plan
* The 1st Biannual Quality check results
 | *Dlearn* |
| **11:30 – 12:00** | ***Coffee break***  |  |
| 12:00 – 12:45 | **Output 1/A1*** Field and Desk research results (5min. from each partner)
* Review and finalisation: fixing deadline
 | *ALL* |
| 12:45 – 13:30 | **Output 1/A2 (04.18 – 06.18)*** *Presentation of the methodological framework/ reference plan*
* *“The ECVET Framework”*
* *Forthcoming steps for each partner – fixing deadlines*
 | Dlearn |
| **13:30 – 14:30** | **Lunch** |  |
| 14:30 - 15:45 | **Output 1/A2*** *Brainstorming Session:*
	+ *Development of the Competence Profile*
	+ *Development of the Curriculum of the training course*
	+ *Development of the Assessment procedure for the recognition of competences*
 | Dlearn/ALL |
| **15:45 – 16:00** | ***Coffee break* and Team Photo****Plus personal photos for website** |  |
| 16:00 – 16:30 | **The Project Website*** *Status and translations*
* *Feedback session*
 | ATL |
| 16:30 – 17:00 | **Closing Discussion*** *Remarks and conclusions*
 | *ALL* |
| 17:00 – 20:00 | ***FREE TIME*** |  |
| 20:00 – 22:00 | **Dinner at xxx (to be confirmed)*** 20:00 (Booked on Max Mehl)
* Address: …
 | ALL |

**DAY 2**

|  | Friday, 04 May 2018 |  |
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| **Timing** | **Topic** | **Responsible partner** |
| **09:00 – 09:30** | Gathering | *ALL* |
| 09:30 – 10:00 | **Reflection of Day 1*** *Discussion on the results of Day 1*
* *Final decisions*
 | ATL / *ALL* |
| 10:00 – 10:30 | **Dissemination Plan*** *Presentation of the Plan*
* *Dissemination Actions*
* *Fixing dates: Transnational Meetings in Dublin and Brussels*
* *Multiplier events – fixing dates*
 | *FSFE* |
| **10:30 – 11:00** | ***Coffee break* and Team Photo** |  |
| 11:00 – 12:00 | **Output 2*** *Introduction*
* *Development of the E-Learning Platform*
* *Discussion on Design, Content, etc.*
 | DIT/ALL |
| 12:00 – 13:00 | **Other issues:*** *Discussion - Policy recommendation report*
* **….**
 | OFE, … |
| 13:00 – 13:30 | **Closure of the Kick-off meeting*** *Timetable – next steps*
* *Remarks and conclusions*
 | ATL / *ALL* |
| **13:30 – 14:30** | **Lunch** (free to have in the Mozilla building) |  |