





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) |  |