

## Briefing for external evaluation

### Agenda

#### Wednesday 29th February 2012

1. Project overview
2. Partners and contact details
3. The web sites
4. Project results
5. Subcontract agreement

**Present:** IL, JK, FJS (virtual link)

IL went over the project specification using the work package structure and responsibilities and provided a copy of the application form, the interim report and feedback from the National Agency, current evaluation and project results. FJS provided information from the QA work package.

IL provided partner contact details and explained the use of Google Docs and the TLM web site as a central means of communication for the the project partners. JK should feel free to contact any of the partners for any information required.

IL went over the web sites including the planned developments for the progress tracking system and improvements to the way certificates, subjects and regions are managed. JK asked for a guest login which will be provided.

IL went over the project results in detail starting with the planning in the application and the current position. He emphasised that it is outcomes that are the most important and that the partners are most interested in suggestions that will support achieving long term independent sustainability.

JK went over the draft subcontract agreement and found it to be satisfactory. The partners agreed to remain in regular contact by e-mail and VOIP and to call a further meeting only if it was necessary.

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