

Digital steps for the societal and political integration of mobile EU Youth

ADAPT

Project ID: 101090099

Kick-off Meeting

Location: Munich, Germany

Dates: 09.03.2023 and 10.03.2023

Objectives

1. An overview of the ADAPT project, its goals, and objectives to ensure all partners are aligned and understand their roles and responsibilities.
2. Analysis of the specific work packages of the project, including identification and awareness-raising of mobile EU youth participation, activation of mobile EU youth, and project evaluation, to ensure clarity on tasks and objectives.
3. Facilitate team-building activities to foster cohesion among project partners and encourage collaboration and communication throughout the project duration.
4. Discuss and develop a communication strategy for the project, including launching an awareness campaign targeted at youth and issuing an open call for participants, ensuring effective dissemination of project information.
5. Provide opportunities for evaluation and feedback on the meeting itself, allowing participants to share their thoughts and suggestions for improvement in the project implementation process.

Target Groups

The target groups for the kick-off meeting are project managers representing each organization involved in the ADAPT project. Specifically, each organization participates with two project managers in the meeting. These project managers play a crucial role in overseeing the implementation of the project within their respective organizations and ensuring alignment with project objectives and tasks. They are responsible for coordinating activities, managing resources, and facilitating communication between their organization and the project consortium. As key stakeholders, their active participation and engagement in the kick-off meeting are essential for the successful initiation and execution of the ADAPT project.

Kick-off Meeting Approach

- The kick-off meeting will commence with a warm welcome and introduction by uDevelop, setting the tone for the collaborative efforts ahead.
- An in-depth overview of the ADAPT project, including its objectives, scope, and expected outcomes, will be presented by the project coordinators. This session will ensure that all participants have a clear understanding of the project's purpose and direction.
- Each partner organization will have the opportunity to deliver a 20-minute presentation outlining their structure, expertise, and contributions to the project. This session will promote transparency and understanding among partners and establish a solid foundation for collaboration.
- Following the presentations, there will be ample time for open discussion and clarification on project details, work packages, and individual roles and responsibilities. This interactive session will encourage active participation and address any questions or concerns from the partners.
- A dedicated session will focus on the development of a communication strategy for the project. Partners will discuss the launch of an awareness campaign targeting youth and the issuance of an open call for participants. Strategies for effective dissemination of project information will be explored.
- Throughout the meeting, opportunities for evaluation and feedback will be provided to ensure continuous improvement and alignment with project objectives. Participants will have the chance to share their thoughts and suggestions for enhancing the project implementation process.

Kick-off Meeting Agenda

09 – 10 March 2023

VENUE – Munich, Germany

Time Slot	Day 1 – Session
10:00 – 10:30	Welcome in Liechtenstein - All partners
10:30 – 11 :00	Introduction of the ADAPT partners <ul style="list-style-type: none"> - CYA (COO) - ECRRED - ASEL - EQUALINE - uDevelop
11:00 – 12:00	Overview of the project/ Management CYA
12:00 – 12:30	Coffee Break
12:30 – 13:00	Work Package 2: Identification and raising awareness of mobile EU youth participation in local social and democratic life
13:00 – 13:30	Work Package 3: Activation of mobile EU youth in local social and democratic life
13:30 – 14:00	Work Package 4: Evaluation
14:00	Lunch
Time Slot	Day 2 – Session
10:00 – 10:30	Team-building Coffee
10:30 – 11:00	Communication & Dissemination / Evaluation <ul style="list-style-type: none"> - Desired outcome - Quality standards - Task and task distribution - Timeline and deadlines for milestones
11:00 – 11:30	Sustainability and Exploitation
11:30 – 12:00	Coffee Break
12:00 – 13:00	Financial Management <ul style="list-style-type: none"> - Timeline of the project - Reporting - Deadlines - Review stages

13:00 – 13:30	Evaluation of the Meeting and Preliminary Evaluation of the Project
13:00	Lunch