

M.I.C.R.O.

Migrants Ideas Converted into Real Opportunities

1° TRANSNATIONAL MEETING
ROME 12-14 OCTOBER 2015

Activity Leading Organization: Ente Nazionale per il Microcredito (ENM)

Participants: 1 representative from each partner's organization

Food and Accommodation: Totally covered by the beneficiary (ENM)

Travel: Reimbursed upon presentation of all requested documents

Arrival day: 12 of october before 3PM

Departure day: 14 of october

AIMS:

During the meeting we will focus on all the relevant aspects of the project's implementation phase, as the financial rules, task and responsibilities, deadlines and final outputs. A final and more detailed Agenda will be forwarded to you at least 1 week prior the meeting.

During this session the Partnership Agreement will be signed.

ACCOMODATION:

The participants will be accomodated in hotel in a single/double room

TRAVEL:

The travel cost will be reimbursed after the end of the activity by receiving the original return ticket (boarding pass). The money will be tranferred only by bank account.

Reimbursement of the travel cost will only be done upon presentation of all (including return tickets) original tickets, receipt/invoices and boarding passes. Please remember to bring the original invoices -there will be no reimbursement without the original invoices and tickets with indicated Names of travellers, description of the journey, indication of cost and currency and date of travel.

If you pay with a credit card, you are kindly requested to bring along the confirmation of payment (i.e. credit card slip and/or bank statement).

Note: In order to comply with EU environmental standards, we kindly ask all participants to take the most environmentally friendly and cost effective alternative available.

- Participants are not allowed to buy the tickets without consultation with the host organization.

TIMETABLE:

Day 1 (12/10/2015)

Start	End	Led By	Activity Title	Aim of Activity
15:00	15:30	Microcredito	Meets and greets	To meet each other
15:30	16:00	Microcredito	Partners presentations	<i>To present each partner mission and activities related to the M.I.C.R.O. project (5-7 minutes each)</i>
16:00	17:00	Microcredito	Project overview	An overview of the whole project: aims, results, activities
17:00	17:30		Break	
17:30	18:30	Microcredito	Project intellectual outputs overview	<i>Overview of the project core activities: the 2 Intellectual Outputs</i>
19:30	21:20		Dinner	

Day 2 (13/10/2015)

Start	End	Led By	Activity Title	Aim of Activity
08:30	09:30		Breakfast	
09:30	11:30	Microcredito	Kick-off meeting. Financial and administrative Management	<i>To understand financial and administrative functioning and management of the project</i>
11:30	12:00		Break	
12:00	13:00	Microcredito	Financial and administrative Management	<i>To understand financial and administrative functioning and management of the project</i>
13:00	15:00		Lunch	
15:00	15:45	Microcredito	Project activities evaluation and monitoring	<i>To share and define evaluation indicators, deadlines and tools</i>
15:45	16:30	Microcredito	Dissemination and exploitation	<i>To share and define dissemination target groups, numbers, tools and reporting</i>
16:30	17:00	Microcredito	Question time	<i>To address specific questions/issues raised during the day</i>
17:00	17:30		Break	
17:30	18:00	Microcredito	Partnership Agreement: signature*	<i>*A copy of the Partnership Agreement will be forwarded to all partners at least 1 week before the meeting.</i>
18:00	18:30	Microcredito	Conclusions and meeting evaluation	<i>To review the meetings results</i>
19:30	21:30		Dinner	

Day 3 (14/10/2015)

Start	End	Led By	Activity Title	Aim of Activity
08:30	09:30		Breakfast	
10:00		Departure	