

## 1st meeting

Barcelona  
23-24 nov. 2011

at ITD  
C/ Boria 17 principal  
08003 Barcelona

### 23 nov. 2011

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15h-16h30

The scope of the project – objectives, organization, roles, timeline

16h30-18h

Contractual obligations – contract, sub-contracts, follow-up, reporting  
Financial rules and procedures  
Evaluation (*led by ITD*)

18h-19h

The workshop concept

20h

Dinner

### 24 nov. 2011

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9h-10h

Presentation of the key competences framework (*Greta du Velay*)

10h-14h

Meeting at the FabLab, presentation of the project, exchange of experiences

14h-16h

Lunch

16h-17h

WP2. Analysis (*led by ITD*)

17h-18h

WP3. Workshops (*led by TimeLab*)

18h-19h

WP4. Valorisation (*led by Greta*)

Conclusion