

## Formalab 3<sup>rd</sup> Meeting

Barcelona  
18-19 dec 2012

Location: ITD - C/ Boria 17 pcpal - 08003 Barcelona

### Tuesday 18 dec.

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#### 16h – 18h - **What has been done until now**

- Review of meeting n°2 (Report)
- Activities
- Presentation of external evaluation results

#### 18h – 20h – **Administrative requirements**

- Timesheets (first year)
- Travel and subsistence costs (first year)
- Staff costs (first year)
- Flowchart of staff involved

### Wednesday 19 dec.

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#### 10h – 11h **Dissemination activities**

- Already implemented activities: filling of the dissemination table
- Planning of remaining activities (local events)

#### 11h – 12h **Finalisation of WP2**

#### 12h – 14h **The workshops**

- Implementation
- Documentation

#### 14h **lunch**

#### 15h – 16h **Internal evaluation of the project**

- Organisation
- Filling of questionnaires

#### 16h – 18h **Valorisation**

- Exploitation plan in Spain
- Exploitation plan in Belgium
- Sustainability plan in France

#### 18h – 19h **Planning of next activities**