



Program Kick-Off-Meeting „STELLA“ from 08.-10 November 2017 at Cafe „Diana“ in 61440 Oberursel, Bommersheimer Str. 60

Organization: Christine Halas and Christiane Lensch

Moderation of the working session: Kerstin Klepsch and Peter Furth

Minutes: Christine Halas and Christiane Lensch

Wednesday, November 8

- Morning Arrival of the participants of the Kick-Off-Meeting
- 12.30 am Common Lunch at Cafe „Diana“
- 2:00 pm - Welcome and Presentation of the project team - Michael Thiele
- Agenda of the project (Project structure plan, Responsibilities for Workpackages and Handbook-Chapters, Milestones/Transnational Meetings/Multiplier Events) – German project team
- Discussion of EU-Rules related to finances and dissemination – Christiane Lensch
- 3.30 pm coffee break
- 4.00 pm Quality assurance - Presentation of MSC videos – Kerstin Klepsch
- 4.45 pm Board Meeting Caravan 2000 International
- 5.30 pm General Assembly of Caravan 2000 International, event. presentation of ENTELIS
- 7.00 pm Turkish Buffet at „Cafe Diana“

Thursday, November 9

- 9.00 am - SWOT-Analysis
- Structure of the handbook and its chapters

[Chapter 1 \(Work Package 4\)](#) - Basic work skills: Organizational Skills. Responsibility: Germany P1, cooperating partners: France P2, Greece P3, Italy P4.

[Chapter 2 \(Work Package 5\)](#) - Basic work skills: Social Behavior. Responsibility: Turkey P9, cooperating partners: Lithuania P5, Netherlands P6.



[Chapter 3 \(Work Package 6\)](#) - Basic work skills: Team Ability. Responsibility: France P2, cooperating partners: Lithuania P5, Netherlands P6.

[Chapter 4 \(Work Package 7\)](#) - Basic work skills: Analytical Thinking. Responsibility: Sweden P8, cooperating partners: Turkey P9, France P2.

[Chapter 5 \(Work Package 8\)](#) - Basic work skills: Communication Skills. Responsibility: Greece P3, cooperating partners: Poland P7, United Kingdom P10.

[Chapter 6 \(Work Package 9\)](#) - Basic work skills: Technical Skills. Responsibility: United Kingdom P10, cooperating partners: Poland P7, Italy P4.

- 10.00 am Working in groups related to the chapters **1,2,5** of the handbook
- 12.30 am Common Lunch at Cafe „Diana“
- 1.30 pm Working in groups related to the chapters **3,4,6** of the handbooks
- 3.00 pm Coffee break
- 3.30 pm “Risks, chances and solutions” (all together)
Parallel 3.30 pm Board Meeting Caravan 2000 Germany
4.00 pm General Assembly Caravan 2000 Germany
- 5.00 pm Speech on November 9, (Reichspogromnacht 1938): „Effects of NS-„Euthanasia“ on the German post war history
- Afterwards common walk to the city, flower/candle ceremony and minute’s silence at “Memorial of Oberursel victims of national socialism” (courtyard of Hospitalchurch) for November 9 in Oberursel
- 7.00 pm Common dinner at Oberurseler Brauhaus (Ackergasse 13, 61440 Oberursel, <http://www.meinbier.de/>)

Friday, November 10

- 9.30 am Presentation of results of the working groups (responsibles of chapters)
Discussion and Feedback (Questionnaire)
Appointments, Dates, Requests to the Management
Group photo etc.
- 12.30 am Common Lunch at Cafe „Diana“ and departure of the participants