

## Erasmus+ 2018 KA1 Convention VET and AE Start-up Event

### Agenda

20 June 2018 – thestudio, 7 Cannon Street, Birmingham, B2 5EP

- 9:30            **Registration and refreshments**
- 10:00           **Welcome!**
- 10:20           **The Project Lifecycle and your Grant Agreement**
- 10:35           **Running a Successful Project and Managing Change**  
  
Part 1: Participant case study  
Part 2: Workshop: Running a successful project  
Part 3: Managing change
- 11:35           **Coffee break**
- 11:50           **Monitoring Arrangements and Checks of Beneficiaries**
- 12:20           **What Makes a Good Final Report?**  
*Includes measuring impact, evaluation, dissemination and the EPRP*
- 13:00           **Lunch**
- 14:00           **Workshop: Making Budget Transfers/Using Mobility Tool+**
- 14:45           **Workshop (repeat): Making Budget Transfers/Using Mobility Tool+**
- 15:30           **Meet & Greet Coffee Break – Information Points**
  - Teams: UK NA Communications team, TCA, EPALE, VET Charter holders
  - Tools: ECVET, EPRP, Impact+ Tool, MT+, OLS
  - Speed networking
  - Progress and Interim Reports
- 16:00           **Round-up & Close**
- 16:15           **Meet a UK NA Staff Member**
- 16:45           **Delegates Depart**