

SW-UP Project – Sport for Women in Urban PlacesKick-off meeting of the project partners

**Guimares, Portugal
27-28th February 2018**

AGENDA**26th February 2018**

- 15:30 - 15:45 Welcome by host and Lead Partner: Tempo Livre and ALDA
- 15:45 - 16:15 **PARTNERS INTRODUCTION** (2-3 min per partner)
- 16:15 – 16:45 **PROJECT INTRODUCTION (ALDA)**
- objectives
 - work plan, project phases and deadlines
 - outputs
 - discussion
- 17:00 – 17:30 **PROJECT COORDINATION AND IMPLEMENTATION - Introduction by ALDA**
- transnational project meetings
 - monitoring and reporting activities
 - discussion
- 17:30 – 18:30 **FINANCIAL ASPECTS - Introduction by ALDA**
- financial instructions and reporting
 - Partners' agreement (roles, responsibilities, funds)
 - discussion

27th February 2018

- 09:00 – 09:30 **QUALITY MANAGEMENT PLAN AND QUALITY CONTROLS - Introduction by ALDA**
- quality plan
 - quality monitoring and evaluation activities
 - discussion
- 09:30 – 10:00 **MONITORING AND EVALUATION PLAN - Introduction by IRS**
- risk and contingency plan
 - monitoring and evaluation activities
 - discussion
- 10:00 – 10:30 **INTELLECTUAL OUTPUT 1 – Development of SW UP Platform – Introduction by ALDA**
- activities and responsibilities
 - timing and deadlines
 - discussion
- 10:30 – 11:00 **INTELLECTUAL OUTPUT 2 – Framework of analysis – Introduction by IRS**
- activities, outputs and responsibilities
 - methodology
 - timing and deadlines

- discussion

- 11:30 – 11:45 **INTELLECTUAL OUTPUT 3 – Exchange Report – Introduction by ALDA**
- activities, outputs and responsibilities
- timing and deadlines
- 11:45 – 12:00 **INTELLECTUAL OUTPUT 4 – Survey report - Introduction by Mulier Institute**
- methodology
- activities, outputs and responsibilities,
- timing and deadlines
- 12:00 – 12:30 **INTELLECTUAL OUTPUT 5 – SW-UP Good practices catalogue – Introduction by IRS**
- methodology
- activities, outputs and responsibilities
- timing and deadlines
- discussion
- 14:00 – 14:15 **INTELLECTUAL OUTPUT 6 – Pilot Programmes – Introduction by Mulier Institute**
- potential activities, outputs and responsibilities
- timing and deadlines
- discussion
- 14:15 – 14:30 **INTELLECTUAL OUTPUT 7 – Participatory assessment report – Introduction by IRS**
- methodology
- activities, outputs and responsibilities
- timing and deadlines
- discussion
- 14:30 – 15:00 **INTELLECTUAL OUTPUT 8 – Roadmap of actions at local level Introduction by Mulier Institute**
- activities, outputs and responsibilities
- timing and deadlines
- discussion
- 15:30 – 16:30 **DISSEMINATION AND MULTIPLIERS EVENTS - Introduction by ALDA**
- SW – UP Guidelines
- dissemination plan and activities
- target groups and key messages
- multiplier events: target groups and objectives
- Newsletters and social media
- visual identity and logo
- discussion
- 16:30– 17:30 Next steps - to do list – AOB