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**KCJV and GACE Coordinator’s small team visit to Georgia**

**November 15 - 18, 2017**

**Place of meeting: Ilia State University ISU**

Ivane Javakhishvili Tbilisi State University TSU

Sokhumi State University SSU

National Center for Teacher Professional Development NCTPD

Contact person: Natia Tskhovrebashvili **[15-16/2017]**

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| hour | Wednesday  15/11/2017 | Thursday  16/11/2017 |
| 9:00 - 10:30 |  | Create a communication plan.  Create a Management Plan  Go over EU TEMPLATE provided for partnership Agreement and discuss minor changes.  **Equipment - are there any revisions?**  **Manana - EXCEL (Michael)** |
| 11:00-12:30 | Reception/Introduction  **room F303** | Review of the learning environment (piloted in previous projects) that require assessment tools (to be developed by ASSET project)   1. GE review 2. IL review |
| Lunch break |  |  |
| 14:00- 15:30 | Present the project to the Georgian partners | **Towards CM#1**  Discussing the GE and IL preparations to the CM#1, later to be developed in the national meetings in each partner country prior to the first consortium meeting. |
| 16:00- 17:30 | Present the Project Portal to the Georgian partners (discussing dissemination plan) |  |
| 19:00? | Social Event? |  |

Samtskhe-Javakheti State University SJSU

Akhaltsikhe

Tina Gelashvili **[17-18/2017]**

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| HOUR | Friday  17/11/2017 | Saturday  18/11/2017 |
| 8:30-10:00 | Travel to SJSU: Check-in to hotel | Review of the learning environment (piloted in previous projects) that require assessment tools (to be developed by ASSET project)   1. GE review 2. IL review |
| 10:30-12:00 |
| lunch |  |  |
| 13:00-14:30 | Present the project to the SJSU ASSET Team | **Towards CM#1**  Discussing the GE and IL preparations to the CM#1, later to be developed in the national meetings in each partner country prior to the first consortium meeting. |
| 15:00-16:00 | Present the Project Portal to the Georgian partners. (discussing dissemination plan) |
| 16:15-18:00 | Create a communication plan.  Create a Management Plan  Go over EU TEMPLATE provided for partnership Agreement and discuss minor changes. |  |
| 19:00? | Social Event? |  |