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Geocaching

2025-1-PL01-KA210-ADU-000351037

Kick-off Meeting | Sofia, Bulgaria | January 30-31, 2026, 28 Denkoglu Street, floor 1

Project Kick-off Meeting Agenda

Sofia, Bulgaria | January 30-31, 2026

DAY 1 - January 30, 2026

09:00 - 09:30 | Registration & Welcome Coffee

- Participant registration
- Distribution of meeting materials

09:30 - 10:00 | Opening & Welcome Session

- Welcome by host organization (BAUR - Bulgaria)
- Introduction round: participants, roles, and expectations
- Overview of meeting objectives and agenda

10:00 - 11:00 | Project Overview & Strategic Alignment

- Project goals, vision, and expected impact
- Review of Grant Agreement key provisions
- Work Package structure and timeline overview
- Quality assurance framework

11:00 - 11:15 | Coffee Break

11:15 - 12:30 | Partnership Coordination & Management

- Communication protocols and tools (email, shared drives, project management platforms)
- Meeting schedule and reporting deadlines
- Financial management and budget allocation per partner
- Risk management and contingency planning
- Decision-making procedures

12:30 - 13:30 | Lunch Break

13:30 - 15:00 | Work Package Responsibilities & Task Distribution

- Detailed review of each Work Package
- Assignment of lead roles and supporting partners
- Definition of deliverables per organization
- Timeline and milestones agreement
- Dependencies and critical path identification

15:00 - 15:15 | Coffee Break

15:15 - 16:45 | Geocaching Best Practices & Pedagogical Approaches

- Introduction to geocaching principles and educational applications
- Case studies: successful geocaching projects in heritage/environmental education
- Pedagogical framework for intergenerational learning
- Integration with adult education curricula
- Technical requirements: GPS, QR codes, mapping software

16:45 - 17:00 | Day 1 Wrap-up & Reflection

19:00 | Informal Partnership Dinner (optional)

DAY 2 - January 31, 2026

09:00 - 09:15 | Day 2 Opening & Day 1 Recap

09:15 - 11:00 | Geocaching Resource Kit - Content Development

- Structure and components of the Resource Kit
- Instructional materials: GPS usage, QR codes, mapping tools
- Cache creation templates and interactive elements
- Trail design guidelines and safety protocols

- Educational activity templates for different target groups

11:00 - 11:15 | Coffee Break

11:15 - 12:30 | Target Group Analysis & Implementation Strategy

- Detailed profiling of target groups per country
- Recruitment strategies for adult learners and intergenerational groups
- Engagement of local stakeholders (municipalities, cultural institutions)
- Accessibility considerations and inclusive design

12:30 - 13:30 | Lunch Break

13:30 - 14:45 | Monitoring, Evaluation & Impact Assessment

- Definition of Key Performance Indicators (KPIs)
- Success indicators and assessment methods
- Participant evaluation tools (surveys, self-evaluation forms)
- Data collection protocols and GDPR compliance
- Impact measurement framework

14:45 - 15:00 | Coffee Break

15:00 - 16:15 | Dissemination, Communication & Visibility

- Website structure and content management responsibilities
- Social media strategy and content calendar
- Logo, brochure, and visual identity manual
- EPALE platform setup and community engagement plan
- EU visibility requirements and acknowledgment

16:15 - 17:00 | Action Planning & Next Steps

- Summary of agreed actions and responsibilities
- Immediate next steps (next 3 months)
- Date confirmation for next transnational meeting
- Minutes and documentation responsibilities
- Group photo and closing remarks

Meeting Documents

- Attendance sheets
- Grant Agreement summary

- Detailed project timeline (Gantt chart)
- Draft Resource Kit outline
- Communication tools guide
- Meeting minutes