**AGENDA**

**Day 1 – 01/10/2015**

**10am – 10.30am Introductions/Presentations**

**10.30am – 1pm MESAP Programme**

1. Programme – overview
2. Programme dates
3. Transnationals – 2 & 3 – dates, locations
4. Delivery Plan – review
   1. Enterprising the Youth Sector - Youth Worker training
   2. Youth Enterprise Skills (6 weeks)
   3. Youth Social Action projects (6 weeks)
   4. Digitalising Enterprise - Youth Exchange

**2.15pm - 4.30pm – cont.**

1. Delivery
   1. Hosting
   2. Accommodation
   3. Facilities
   4. Timetable deadlines
2. Youth Worker & Participant selection
3. Stakeholder & Strategic contacts engagement

**4.30pm – 5pm Reflections of the day**

**Agenda**

**Day 2 – 02/10/2015**

**10am – 10.30am Review/Feedback from yesterday**

**10.30am – 1pm – Outputs & Finance**

1. Intellectual Outputs
   1. Enterprising the Youth Sector
   2. Digitalising Enterprise
   3. MESAP Final Manual
2. Finances/Budget
   1. Financial Tracker
   2. Receipting
   3. Tools Training

**2.15pm – 4.15pm – Management, Impact & Dissemination**

1. Programme Management
   1. Trello Training
   2. Staffing & Roles
2. Risk, Quality & Health & Safety. Insurance
3. Impact assessment & Evaluation
4. Exit Strategy
5. Dissemination & Marketing & Communications
   1. Project
   2. Activities
   3. Intellectual Outputs
   4. E-Films
   5. Channels
   6. Translation

**4.15pm – 4.30pm - Any other business**

**4.30pm – 5pm – Reflection of the Transnational**