



AGENDA

Work package n°3 - Inspire, Develop and Achieve: FLIGHT RESOURCE CENTER Projects
Monitoring meeting: 16th-17th April 2026

15th April 2026

Arrival of participants

16th April 2026

09:00 - 09:30

Arrival, registration and opening of the meeting

Welcome by the coordinating team, confirmation of participants, adoption of the agenda, and presentation of the objectives of the monitoring visit.

09:30 - 10:15

General overview of project implementation

Review of progress achieved since the previous coordination point, including key milestones reached, current delivery status, and matters requiring consortium attention.

10:15 - 11:00

Project management and administrative review

Update on management arrangements, internal coordination, reporting obligations, supporting documentation, and overall compliance with the agreed work plan.

11:00 - 11:15

Coffee break

11:15 - 12:45

Review of Work Package 2 implementation

Discussion on the status of activities related to strengthening VET teacher competences, including progress on the FLIGHT KIT, training preparation and delivery, handbook development, and local replication activities. This is consistent with the project's planned outputs, which include teacher training, local workshops, and supporting multilingual materials.

12:45 - 13:45

Lunch

13:45 - 15:15

Deadline review and implementation planning

Detailed review of the work schedule, delivery deadlines, task allocation, and coordination between partners. Identification of any necessary adjustments to the implementation timeline and distribution of responsibilities, in line with the monitoring function foreseen in the application.

15:15 - 16:00

Risk review and corrective actions

Discussion of implementation risks, delays, operational issues, and mitigation measures.
Agreement on priority actions for the next period.

16:00 - 16:30

Summary of Day 1

Recap of the main conclusions, confirmation of the action points identified, and preparation for the technical review sessions on Day 2.

17th April 2026

09:00 - 09:15

Opening of Day 2

Brief recap of the conclusions from Day 1 and confirmation of the objectives for the second day.

09:15 - 10:45

Review of Work Package 3 - FLIGHT Resource Center

Assessment of progress related to the development of the FLIGHT Resource Center, including content preparation, structure, validation of partner contributions, organisation of materials, and next steps towards delivery and improvement. The application links the monitoring meeting in Slovakia to the next development stage of the Resource Center.

10:45 - 11:00

Coffee break

11:00 - 12:15

Communication, dissemination and exploitation review

Review of dissemination measures, visibility actions, stakeholder outreach, and future promotion of project results, including the use and visibility of the FLIGHT Resource Center. Dissemination and exploitation are defined as a separate project work package in the application.

12:15 - 13:15

Lunch

13:15 - 14:30

Partner round table

Each partner presents a short update on completed tasks, pending deliverables, upcoming deadlines, and any support needed from the coordinator or the wider consortium.

14:30 - 15:30

Finalisation of monitoring conclusions and agreed actions

Preparation and validation of the formal outputs of the meeting, including the final agenda, meeting minutes, attendance list, evaluation materials, updated action points, and agreed timeline adjustments. These outputs directly reflect the monitoring deliverables listed in the application.

15:30 - 16:00

Closing session

Final remarks, confirmation of next steps, and formal closure of the monitoring visit.

18th April 2026

Departure of participants



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