**FOCUS**

**DRAFT AGENDA**

**2nd Consortium meeting**

3 and 4 September 2019

Berlin

**Tuesday 3 September 2019**

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| Time | Agenda | Responsible |
| 0930-1000 | Arrival | All |
| 1000-1030 | Welcome and agenda | HU/CHA DRC |
| 1030-1100 | Working together | DRC |
| 1100-1200 | **WP3: Finalising the methodology** | FFZG |
| 1200-1215 |  |  |
| 1215-1300 | WP4 Field work: **WP management, Plans and practicalities, risk analysis of differing starting points, plan for translation of data** | CSS |
| 1300-1400 | Lunch |  |
| 1400-1545 | WP4 Field work: **strategies for analyses of qualitative and quantitative data** | CSS |
| 1545-1600 | Break |  |
| 1600-1645 | Cont.: WP4 Field work: **strategies for analyses of qualitative and quantitative data** | CSS |
| 1645-1700 | Break |  |
| 1700-1830 | WP4/WP1: Data storage, management, access and transfer. **Information letter and informed consent** | AND CSS |
| 1830 | Close of day 1 | DRC HU/CHA |
| 1830-1900 | Walk to dinner |  |
| 1900- | Dinner @ “Alpenstück” in Gartenstraße 9, 10115 Berlin (https://alpenstueck.de/) |  |

**Wednesday 4 September 2019**

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| Time | Agenda | Responsible |
| 0900-0930 | Welcome and agenda | HU/CHA DRC |
| 0930-1030 | **Key terms and constructs – building a common understanding** | HU/CHA |
| 1030-1100 | **WP5: Plans for development of toolbox** | DRC |
| 1100-1115- | Break |  |
| 1115-1230 | **WP7: Engagement Strategy workshop,** | ART |
| 1230-1300 | Sandwich lunch |  |
| 1300-1400 | **WP7: publication plan, regional networks events, planning and timeline** | ART |
| 1400-1430 | **Financial status, expenditure M1-6** | DRC |
| 1430-1500 | **Follow up on parking lot** | DRC |
| 1500 | **Close of consortium meeting, coffee and tea** | DRC HU/CHA |

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| Time | Agenda | Responsible |
| 1530-1700 | General Assembly | DRC |