



AGENDA

ART CHERIE KICK OFF MEETING

Date: 15 December 2016

Meeting Venue

LEOPOLD HOTEL

35 RUE DU LUXEMBOURG

1050 BRUSSELS

Room : Leopold (1st floor)

Meeting Goals

Throughout the meeting, we will raise the following issues:

- To get to know each other (people and partner institutions)
- To create sense of ownership and start positive team building process
- Become familiar with the project objectives.
- Establish a detailed plan and revise the work plan and agree on allocation of tasks and responsibilities
- Discuss the procedures, deliverables, steps, and actions to be taken
- Introduce the project management and other tools for internal communication
- To inform participants about contractual and financial regulations

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15 December 2016, Thursday

9:00	Registration & Welcome coffee
9:15 – 9:45	Welcome by the Host Organization – Lead Partner and Introduction of the participants and presentations of partner institutions (All the partners - 5 minutes per partner)
9:45 – 10:15	Review of the project and aims of the implementation process, presentation by EURATEX – Lead Partner
10:15 – 10:45	Presentation of the Standard Contractual procedures - Grant Agreement – Bilateral Agreements and Amendments by EURATEX – Lead Partner Discussion and sign of the Bilateral Agreements
Coffee foreseen in the room	
10:45 – 12:30	<i>Meeting for project partners in project management and implementation issues</i>
10:45 – 11:15	General Project Management Issues by EURATEX – Lead Partner
11:15 – 11:30	Discussion and questions on Project Management issues
11:30 – 12:00	Financial Regulations and Procedures, presentation by EURATEX – Lead Partner
12:00 – 12:30	Discussion and questions on Financial Management issues
12:30 – 13:30 Lunch on site	
13:30 – 14:00	<i>Meeting for project partners in project management and implementation issues – continue</i>
13:30 – 14:00	Presentation of the 1st semester Timetable and discussion on deliverables and tasks undertaken by each partner by EURATEX – Lead Partner
14:00 – 16:00	<i>Quality Assurance, Dissemination and Exploitation</i>
14:00 – 14:30	Presentation of the ART CHERIE Draft Quality Plan by EURATEX – Lead Partner in Cooperation with GNOSI NGO (P3)
14:30 – 15:00	Discussion on Quality Monitoring Issues and Proposed Templates
15:00 – 15:30	Presentation of the ART CHERIE Dissemination and Exploitation Plan by EURATEX – Lead Partner in Cooperation with GNOSI NGO (P3)
15:30 – 16:00	Open Discussion – Debate
16:00 End of Meeting	

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