

KICK-OFF MEETING (November 2016. Madrid)

PROGRAM AND AGENDA

DAY	MEETING AT	MORNING ACTIVITIES	LUNCH	AFTERNOON ACTIVITIES	EVENING ACTIVITIES
Monday November 7 th	10h30 @ Pinardi	<ul style="list-style-type: none"> - Welcome and opening of the meeting - Presentation of the Agenda of the kick off meeting and of the peer learning: rationale, expected results and organization of the events - Presentation of the partners of the project - Presentation of the project JOB LAB rationale, outputs and Gantt chart 	13h30 – 15h30	15h30 – 18h00 <ul style="list-style-type: none"> - Sharing and finalizing Operational management guidelines - Sharing and finalizing Budget and financial guidelines (part 1) - Q&A session 	Free time & informal dinner
Tuesday November 8 th	9h00 @ Pinardi	<u>Session 1</u> <ul style="list-style-type: none"> - Sharing and finalizing Budget and financial guidelines (part2) - Communication and visibility plan - Definition of the working groups (partner focal point) and of the operational workflows <u>Session 2 (2-3 Parallel sessions – part 1)</u> <ul style="list-style-type: none"> - Working group on Output 1 & 2 – Co-planning the implementation of the IO - Working group on Output 3 – Co-planning the implementation of the IO - Working group on Output 4-5 – Co-planning the implementation of the IO 	13h30 – 15h30	15h30 – 16h30 <u>Session 3 (2-3 Parallel sessions – part 2)</u> <ul style="list-style-type: none"> - Working group on Output 1 & 2 - Definition of upcoming tasks and workflows - Working group on Output 3 – Definition of upcoming tasks and workflows - Working group on Output 4-5 – Definition of upcoming tasks and workflows 	Sightseeing & Group Dinner
Wednesday November 9 th	9h00 @ Pinardi	<u>Session 1</u> <ul style="list-style-type: none"> - Presentation of the outputs and plans pointed out by the 3 different working groups to the Coordinators - Defining the steps ahead: scheduling next meetings, peer learnings and recap tasks assigned - Q&A session <u>Session 2</u> <ul style="list-style-type: none"> - Sharing the Partnership agreement to be signed - Final feedbacks from participants and Delivery of Certificate of Attendance to participants - Conclusion of the meeting (Pinardi) 	13h30 – 15h30		