

## KICK-OFF MEETING (November 2016. Madrid)

### PROGRAM AND AGENDA

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