



KICK OFF PROJECT MEETING

21 November 2018

Host: Instituto Inter

Venue: 17, Doctor Gil y Morte Street, Valencia (Spain)

MEETING OBJECTIVES:

- **To meet each other**
- **To understand project activities, deliverables and deadlines**
- **To define immediate working plan**
- **To start to exchange experiences and good practices**

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MEETING AGENDA DRAFT:

Wednesday, 21 st November 2018	
09.00 - 09.05	Welcome by Instituto Inter and Chamber of Commerce of Zaragoza
09.05 - 11.00	<p>Presentation of Partners organization and experience in relation to the project</p> <p><i>All Partners are kindly required to prepare a ppt explaining:</i></p> <ul style="list-style-type: none"> ✓ <i>Profile of organisation</i> ✓ <i>Relevant profile to the project</i> ✓ <i>Presentation of 1 recent good practice related to the project</i> ✓ <i>Project expectations</i>
11.00 - 11.30	Coffee break
11.30 - 12.30	<p>Overview of the project framework and concept approach</p> <ul style="list-style-type: none"> - <i>Programme call</i> - <i>Proposal assessment</i> - <i>Project objectives</i> - <i>Project workpages: main tasks, deliverables and timeframe.</i> <p><i>CHAMBER OF COMMERCE OF ZARAGOZA: presentation</i> <i>All Partners: questions & joint discussion</i></p>
12.30 – 13.30	<p>WP1. MANAGEMENT AND COORDINATION</p> <ul style="list-style-type: none"> - <i>Project communication</i> - <i>Project meetings</i> - <i>Risk management plan</i> - <i>Financial management</i> - <i>Project reporting</i>

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	<i>CHAMBER OF COMMERCE OF ZARAGOZA: presentation</i> <i>All Partners: questions & joint discussion</i>
13.30 – 15.00	Lunch
15.00 – 16.00	WP2. IMPLEMENTATION - <i>T2.1. Analysis of the professionals involved in WBL</i> <i>INSTITUTO INTER: presentation</i> <i>All Partners: Discussion</i>
16.00 – 17.00	WP3. MONITORING AND ASSESSMENT - <i>Evaluation Plan</i> - <i>Evaluation reports</i> - <i>The PDCA analysis</i> - <i>Products assessment</i> - <i>Impact assessment</i> <i>GEI: presentation</i> <i>All Partners: Discussion</i>
17.00 – 17.30	Coffee break
17.30 – 18.15	WP4. COMMUNICATION, VALORIZATION AND PROJECT TRANSFER - <i>Dissemination Plan</i> - <i>Project website</i> - <i>Promotional Communication materials</i> <i>CHAMBER OF COMMERCE OF ZARAGOZA: presentation</i> <i>All Partners: Discussion</i>
18.15 – 18.30	Wrap up session: Main meeting agreements and conclusions
20.30	Team building: Joint dinner

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