

Kick off Meeting- AGENDA
25-26 February 2013
Oviedo

DAY 1 – 25/02/2013

9.00 h Welcome and Introductions (briefing about the 2-day meeting)

Moderator: UNIOVI

9.30 h Follow up of pending issues: bilateral agreements, transfers of pre-financing, original documents handing-in, missing documents, etc.

Moderator: UNIOVI

10.00 h Overview of Working Plan (development of WPs, what deliverables?, when?, who?, partners' tasks)

Moderator: UNIOVI

11.00 h Break

11.30 h WP 3: Presentation of WP 3 (general overview of the framework, discussion)

Moderator: UAM

13.30 h Lunch

15.00 h- 17.00 h WP 7: Discussion of Dissemination Strategy (paper elaborated by Ausra, partners' tasks next steps, calendar, website, etc.)

Moderator: KTU

20.00 h Dinner

DAY 2- 26/02/2013

9.00 h WP 1: Reporting (rules, templates, timesheets, invoices, etc.) Next reporting deadline: 31 March- what to be presented and submitted to the coordinator

Moderator: UNIOVI

10.00 h WP 8: Discussion of Exploitation and Sustainability Strategy (presentation of Strategy, partners' tasks, calendar, etc.)

Moderator: YU

10.30 h Long-term strategy: Starting to think about **WP 4**, **WP 5** and **WP 6** (main agreements, next steps, work calendar)

Moderators: VTU & UNIOVI

11.00 h Break

11.30 h Continuation "*Long-term strategy*"

12.30 h WP 4: Project Quality Assurance (presentation of Quality Strategy Paper, next steps, tasks, calendar, etc.).

Moderator: SOTON

13.30 h Lunch

15.00 h CONCLUSIONS- Agreed actions

Any other business

CLOSURE OF MEETING