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BELIKEYOU PROJECT ONLINE KICK-OFF MEETING

December 2020 - Thursday 3, Friday 4, Thursday 10 and Thursday 17

AGENDA

Date: THURSDAY 3 DECEMBER - Time: 10.00-13.00		
Time	Issue	Responsibilities
OPENING OF THE MEETING		
10.00-10.30	Welcome Greetings by the President of ARTES Dr. Alfredo Coltelli Introduction by ARTES Project Manager Dr. Luca Taddei	ARTES as Coordinator
PRESENTATION OF ACTION PLAN AND AGENDA OF THE PROJECT		
10.30-11.00	Discussion on the aims and objective of the BELIKEYOU Project	ARTES as coordinator with contribution of all partners
11.00-12.00	Introduction of participants 10 minutes per project partner: <ul style="list-style-type: none">- description of the partner- activities- target groups- communication tools used (ex.website, social media, etc...)	ARTES - ITALY COLEGIUL ECONOMIC ION GHICA - ROMANIA EPAL KAVALAS - GREECE FUNDACJA JEDEN UNIWERSYTET - POLAND RAIBAIS KAKIS - LATVIA ASOCIACION CULTURAL INTEGRA - SPAIN



12.00-13.00	Explanation of the project activities: <ul style="list-style-type: none"> ● TPM – Transnational Project Meeting ● IO - Intellectual Outputs ● ME – Multiplier Events ● LTTA – Learning/Teaching/Training activities 	ARTES as Coordinator
END OF THE FIRST DAY		

Date: FRIDAY 4 DECEMBER 2020 - Time: 10.00-13.00

Time	Issue	Responsibilities
OPENING OF THE SECOND DAY		
MANAGEMENT, QUALITY AND DISSEMINATION OF THE PROJECT		
10.00-11.00	Project Management Plan Discussion about the working plan and communication system (whatsapp group, google drive, etc.) Timetable check and next deadlines	Artes as Coordinator
11.00-12.00	Quality Plan Impact evaluation and monitoring. Assignment of tasks and roles Quality checks. Assignment of tasks and roles Evaluation. Assignment of tasks and roles	ARTES, Epal Kavalas and Fundacja Jeden Uniwersytet with contribution of all partners
12.00-13.00	Dissemination and Communication plan. Definition of the communication materials: website, brochure, logo, social network, newsletters, etc. - templates for data gathering	



END OF SECOND DAY

Date: THURSDAY 10 DECEMBER 2020 - Time: 15.00-18.00

Time	Issue	Responsibilities
OPENING OF THE SECOND DAY		
15.00-17.00	IO1 Development	Artes as Coordinator and Colegiul Economic Ion Ghica as Leading Organisation for IO1
17.00-18.00	IO2 Development	Artes as Coordinator and as Leading Organisation for IO2
END OF THE THIRD DAY		

Date: THURSDAY 17TH DECEMBER 2020 - Time: 15.00-18.00

Time	Issue	Responsibilities
MANAGEMENT OF THE PROJECT		
15.00-17.00	Project financial management Bilateral agreements and payments Reminder about main approaches, tools and deadlines for financial monitoring, draft of contract Project progress report Reminder about objectives, main forms, rules and deadlines for reporting	Artes Coordinator
17.00-17.30	Dissemination issues update	Fundacja Jeden Uniwersytet



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17.30-18.00	Next steps of the project <ul style="list-style-type: none">- minutes of the meeting, certificates of attendance, lists of participants- deadlines and lists of main activities to be done by each partner (IO1 – IO2)- dates for the following transnational meetings (TPM2)	All partners with main contribution of coordinator
END OF THE MEETING		