

AGENDA

ERASMUS+ KA2 Strategic Partnerships

BIOTALENT Kick-Off meeting

Date Tuesday 20 September - Wednesday 21 September 2016
Venue Hungarian Natural History Museum (Magyar Természettudományi Múzeum)
1083 Budapest, Ludovika tér 2-6 (District VIII).
Meeting in Semsey room.

Aim

The overall aim of the Project Kick-Off meeting is to determine the scope and activity of each project Activity Pole. Activity Pole leaders present their activity.

- What products is this AP going to deliver?
- What are the key activities/tasks required to deliver these products?
- What are the key timescales?
- What are the key deliverables?
- What other APs are relevant to the development, delivery or evaluation of these products?

Objectives

By the end of the meeting the participants will have:

- Clarified how the project and finances will be managed
- Identified the scope and activities of each Activity Pole
- Established the key project roles and responsibilities

Day 1 - Programme

| Time | Session | Lead |
|-------|---|------|
| 12.30 | Welcome lunch | All |
| 13.30 | The partnership: intro round | IV |
| 13.50 | Background to the project Key project objectives | IV |
| 14.00 | Activity Poles: Scope and activity Activity Pole 1 'Project management and administration' Project management principles Time management How the finances work Reporting Communication Risk management | IV |
| 15.00 | Tea & Coffee | |

AGENDA

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|-------|---|---------|
| 15.15 | Activity Poles: Scope and activity (continued) - presentation 20 min + 10 min discussion Activity Pole 2 'Architecture and Programme development' | CR & AC |
| | Activity Pole 3 'Open Educational Resources' | GB & ZB |
| | Activity Pole 4 'Quality Assurance and Validation' | CV & IS |
| | Activity Pole 5 'Project Dissemination and Valorisation' | AC & KK |
| 17.15 | Present and discuss the project's website and logo | KK |
| 17.30 | Wrap up and day 2 agenda | IV |
| 17.45 | Close | |
| 18.15 | Dinner | |

Day 2 - Programme

| Time | Session | Lead |
|-------|--|------|
| 09.00 | Welcome, agenda and summary of day 1 | IV |
| 09.15 | How to proceed – interaction between the APs | All |
| 10.30 | Tea & Coffee | |
| 10.45 | How to proceed – interaction between the A (continued) | All |
| 11.45 | Next steps | All |
| 12.30 | Close and lunch | |