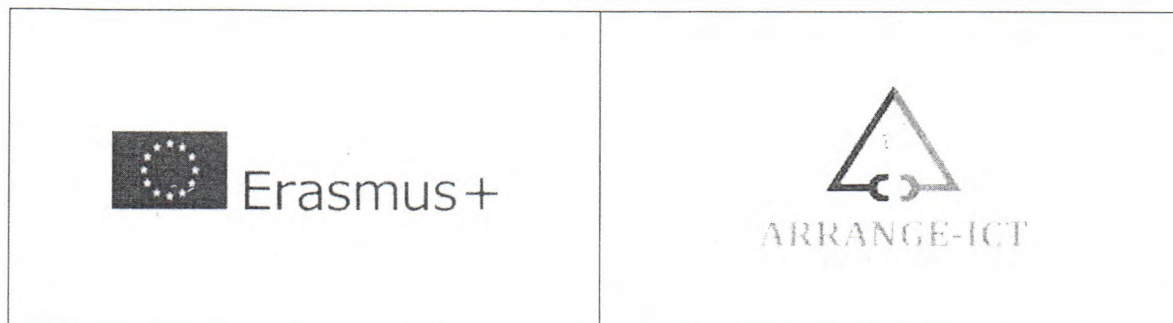


pArtneRship foR AddressiNG mEgatrends in ICT



Kick-Off Meeting

Technical University of Sofia, Univ. building № 2,
Library and Information Center, Conference room

8 „St. Kliment Ohridski“ Blvd.

Sofia 1000

30 October 2018

<http://library.tu-sofia.bg/university/12>

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Agenda

Tuesday, 30 October 2018		
Time	Topic	Responsible partner
09:00 – 09:30	<i>Welcome Session and meeting arrangements, Coffee</i>	TUS
09:30 – 09:50	Partners introduction & Presentations <ul style="list-style-type: none"> • Who you are • What you do <ul style="list-style-type: none"> ○ Existing Portfolio of Tools & Services related to ARRANGE-ICT • What you are expected to do within ARRANGE-ICT project 	ALL 3-5' minutes presentation per partner
09:50 – 10:10	Short project overview/ Presentation of the project; <ul style="list-style-type: none"> • Project Vision & Objectives • The activities 	Prof. Valeri Mladenov, (Project Manager) TUS
10:10 – 11:00	Project Management and Coordination <ul style="list-style-type: none"> • Rules • Quality management scheme • Risk Management & Contingency planning • Ethical Issues • Other requirements • Administrative procedures for project management & reporting in ARRANGE-ICT • Questions and Answers 	Dr. Thomas Lagkas, Mr. Nikos Zaharis SEERC Dr. Panagiotis Sarigiannidis, UOWM Mrs. Veselina Dobрева TUS
11:00 – 11:30	Discussion: <ul style="list-style-type: none"> • The project and its financial aspects • Final work program and schedule covering the whole project period • Comments on the revised Gantt Chart (timeline) • Accepting a plan for activities with specific deadlines for implementation • Discussing issues arising during project work • Project management, communication, quality assurance, publicity and administrative matters • Organization of the first training activity C1 and the first multiplier event E1 • Identifying the ways of communication between partner organizations 	ALL

	<i>Questions to be asked at the second international meeting.</i>	
11:30 – 13:00	Lunch break	
13:00 – 13:15	Project Management and Coordination <ul style="list-style-type: none"> • <i>Choosing a Technical manager and Steering Team</i> • <i>Selecting the responsible person for each project outputs</i> 	Prof. Valeri Mladenov, (Project Manager), TUS ALL
13:15 - 13:30	Presentation of SEERC <i>Overview and plans</i> <ul style="list-style-type: none"> ○ <i>Work plan, tasks, objectives</i> 	SEERC
13:30 - 13:45	Output 2 (O2) Smart Job Hub <i>Overview and plans</i> <ul style="list-style-type: none"> ○ <i>Work plan, tasks, objectives</i> 	UOWM
13:45 - 14:00	Output 3 (O3) Foresight Study <i>Overview and plans</i> <ul style="list-style-type: none"> ○ <i>Work plan, tasks, objectives</i> 	AIZ
14:00 - 14:15	Output 4 (O4) Guide for Instructors <i>Overview and plans</i> <ul style="list-style-type: none"> ○ <i>Work plan, tasks, objectives</i> 	TUS
14:15 – 14:30	Output 5 (O5) Modernised Curricula & Short Programmes <i>Overview and plans</i> <ul style="list-style-type: none"> ○ <i>Work plan, tasks, objectives</i> Presentation of SCY	UCY SCY
14:30 – 14:45	Presentation of ULSIT <i>Overview and plans</i> <ul style="list-style-type: none"> ○ <i>Work plan, tasks, objectives</i> 	ULSIT
14:45 – 15:00	Coffee break	
15:00 - 15:30	Signing of the agreement contracts with the Partners	TUS
15:30 - 16:00	Closing Remarks and Next Meetings Schedule Closure of the Meeting & Departure	TUS

Notes:

- 15 minute session: 10 minute .ppt presentation, allow 5 minutes for discussion.
- 20 minute session: 15 minute .ppt presentation, allow 5 minutes for discussion.