

Agenda kick-off meeting

Venue: k.o.s GmbH (plc), Am Sudhaus 2, 12053 Berlin, Germany

Dates: 18.11. – 19.11.2014

Agenda 18.11.2014

TIME	TOPICS	RESPONSIBILITIES
09:30	Partners meet in the reception area of Motel One, Berlin Mitte and are accompanied to the k.o.s office	
10:00 – 11:00	Opening & introduction of all partners (5 brief inputs & Q&A)	All partners
11:00 – 12:30	General introduction to the project StartApp (1 input & Q&A) ✓ basic data, work packages, measuring project success, time schedule, allocation of tasks	kos
12:30 – 13:30	Lunch break ✓ lunch in the office & smoking, short walk & get fresh air	
13:30 – 15:00	Introduction to national VET systems (3 ½ inputs & Q&A) ✓ understanding different national VET systems, related problems and requirements	kos, Oeibf, IED, PZPB
15:00 – 15:15	Coffee & smoking break	
15:15 – 17:00	How to encounter project challenges? (1 brief input & discussion)	All partners
17:00 – 17:30	Establishing project management structures (1 presentation & discussion) ✓ project management committee, communication	kos
17:45	Partners start to dinner (evening programme)	

Agenda 19.11.2014

TIME	TOPICS	RESPONSIBILITIES
09:30 – 10:30	Project administration (1 input & Q&A) ✓ payments, eligible costs, supporting documents, procedure	kos
10:30 – 10:45	Coffee & smoking break	
10:45 – 12:45	Designing the activation manual O1 (1 input & discussion)	All partners
12:45 – 13:15	Conclusions & next steps (1 input & summarizing discussion)	kos
13:30	Partners start to lunch	