



Kick-off Project Meeting in Kaunas

SAVE/SPORT AGAINST VIOLENCE AND EXCLUSION

8-9.2.2018

AGENDA

Thursday, 8th of February, 2018

09:00 – 09:15	Welcome and Opening of the Kick-off meeting	LSU
09:15 – 10:15	Presentation of the institutions, its main activities and their roles within the project implementation	Max. 5 min each partner
10:15 – 10:30	Warm up (moderator LSU)	Each partner
10:30 – 10:45	Coffee Break with traditional snacks from each project partner	
10:45 – 12:30	Project Handbook containing relevant information about the project implementation	LSU
12:30 – 13:30	Lunch Break	
13:30	Get together at the Meeting venue for the afternoon session	
13:30-14:15	Activity 1: presentation of the most relevant information relating to the implementation of the Activity 1 and proposition of the date in line with the project description	UNSA
14:15-15:00	Workshop: discussion about the target groups of each of the partner countries, its basic characteristics and the possible way of approaching them and attracting the necessary number as described in the project description	Each partner
15:00 – 15:15	Coffee Break	
15:15-16:45	Workshop: discussion in order to analyse in detail the Activity 1 and the immediate steps within the project implementation	UNSA
16:45-17:00	Wrap-up of the First Day	

Friday, 9th February, 2018

09:00	Get together at the Meeting venue	
09:00-09:30	Preliminary Design of a Dissemination Strategy	CESIE
09:30 – 10:00	SAVE Online Platform. Presentation of project logo; distribution of printed material (folder, poster); presentation of website; presentation of Social media appearance; hosting of website and social media platforms; SAVE platform; organisation of informational round tables	CESIE and LSU
10:00 – 10:30	Preliminary Design of the Intellectual Property Rights	LSU
10:30 – 10:45	Coffee Break	
10:45 – 11:30	Project risk handling plan. Introduction to Quality Management including Meeting Evaluation Quality management workbook & templates; quality check list for deliverables; reporting template on activities	WUS Austria
11:30 – 12:00	Project Management issues Consortium Board members will be chosen and the date of first Consortium online Conference call will be set (nomination of 1 member per University and NGO partner; dates of the 2nd Meeting (Sarajevo) October 2018	LSU
12:00-13:00	Lunch Break	
13:00 – 13:45	Financial and administrative issues Budget allocation and reporting (reporting rules, templates and dates)	LSU
14:00 – 14:30	The second meeting exact date and venue will be discussed among the Consortium and the specific date will be set. Next Steps, Task Distribution & Task List	LSU
14:30 – 15:00	Wrap up and Closing of the Meeting	
15:00-19:00	Free time	
19:00	Euroleague games, Zalgiris-Chimki, Zalgiris Arena	