



## Kick-Off Meeting Agenda

*in the University of Valencia Science Park (PCUV)*

*6th & 7th February, 2017.*

### **Day 1: 6<sup>th</sup> February**

Time	Topics	Speakers
12.30 - 13.30	Attendees arrival & Lunch buffet	
13.30 – 13.45	Welcome and Project introduction <ul style="list-style-type: none"><li>▪ Project scope/rationale</li><li>▪ Overview of the main objectives</li></ul>	Coordinator
13.45 – 15.00	Brief Participant introductions (5 min for each) <ul style="list-style-type: none"><li>▪ Research team expertise</li><li>▪ Role in in the project</li><li>▪ Relevant infrastructure</li></ul>	All
15.00 – 15.30	Coffee break	
15.30 – 17.30	Research Work Packages (WPs) (15 min for each): <ul style="list-style-type: none"><li>▪ WP Rationale &amp; WP Objectives</li><li>▪ WP Gantt chart/key dates: activities</li><li>▪ Resources planned (other than ESRs)</li><li>▪ Plan for the next 6 months</li></ul>	WP leaders*
17.30	Closure of the meeting for Day 1	
20.00	Dinner - Restaurante El Asador de Aranda	

**Day 2: 7<sup>th</sup> February**

<b>Time</b>	<b>Topics</b>	<b>Speakers</b>
9.00 – 09.15	Project Management (General rules, Budget in Brief)	Project Manager
09.15 – 11.15	ESR Discussion: <ul style="list-style-type: none"><li>▪ Recruitment Update</li><li>▪ Project Outline</li><li>▪ Secondments</li></ul>	
11.15 – 11.30	Coffee break	
11.30 – 12.00	Discussion – Summer School plans	
12.00 – 12.30	Implementation of an ITN - Key Rules	Christopher Reynolds (Research Executive Agency)
12.30 – 12.40	Ethical issues management	Project Manager
12.40 – 13.00	Meeting conclusion: <ul style="list-style-type: none"><li>▪ Next meeting</li><li>▪ Actions list</li></ul>	Coordinator
13.00	Meeting closure & Lunch buffet	