Co-funded by the Erasmus+ Programme of the European Union

KICK OFF MEETING

eMEETS Project

Date: March 1, 2018, Berane, Montenegro
Hosted by: Regional Development Agency for Bjelasica, Komovi and Prokletije (RDA BKP)
Venue: Hotel Berane

AGENDA

Time	Topic
09:00 -09:15	Welcome and Opening
09:15- 09:30	Presentation of Agenda and Meeting Methodology
09:30 – 10:15	Brief Partners' presentation – All Partners (5-10 minutes each, based on predefined format sent before meeting)
10:30 – 11:00	Coffee break
11:00 – 13:00	Coordination and Management of ERASMUS Project - presentation of WPs, general project coordination including meetings, project reporting, formulation of detailed project plan and sub-task per partner, overview of project timetable, budget, financial management and other related actions - Monitoring and Evaluation, establishment of project management board
13:00 – 14:00	Lunch
14:00 – 14:30	Dissemination activities and Dissemination plan, Presentation of logo and project visual identity
14:30 – 15:30	Workshop and 1st Large-scale youth event – selection of participants, agenda, roles of the partners, learning materials, promotional materials.
15:30 – 16:30	Conclusions and next steps Approval of Action List, dates of next meetings and any other business