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Agenda - Kick off meeting



Work package	Title
8	Management of project activities
Activity	Title
8.1	Kick - off meeting

Dates	25-26 th January 2016. (Arrival date: 24. January, Departure date: 27. January)
City	Gent
Meeting venue	KU Leuven, Technology campus Ghent, L226
Address	Gebroeders De Smetstraat 1





Sunday, 24th January 2016.

Arrival of project partners

- Arrival of project partners at Brussels airport
- Transfer to Gent by train
- Check-in at hotels

Monday, 25th January 2016.

KU Leuven, Technology campus Ghent, Gebroeders De Smetstraat 1

09:00 – 09:15	STINT participants registration
09:15 – 10:00	<p>Welcome</p> <ul style="list-style-type: none"> ○ STINT project coordinator: Geert De Lepeleer ○ Vice-rector of University of East Sarajevo: prof. dr Dejan Bokonjic ○ Academic Director, Prof. dr. F. Baert, Presentation of KU Leuven ○ Chairman KU Leuven Technology Campus Ghent, Presentation KU Leuven Technology Campus Ghent
10:00 – 10:30	<p>Presentation of STINT project</p> <ul style="list-style-type: none"> ○ Prof. dr. A. Govaert
10:30 – 11:00	Coffee break
11:00 – 11:20	<p>Presentations of the EU project partners up to 10 minutes (info about organization, role in the project, expectations from the project)</p> <ul style="list-style-type: none"> ○ Instituto Politecnico do Porto, Portugal ○ Buckinghamshire New University, Great Britain
11:20 – 12:40	<p>Presentations of B&H academic partners up to 10 minutes (info about internationalisation, role in the project, expectations from the project)</p> <ul style="list-style-type: none"> ○ University of Bihac ○ University of Banja Luka ○ University of Dzemal Bijedic Mostar ○ University of East Sarajevo ○ University of Mostar ○ University of Sarajevo ○ University of Tuzla ○ University of Zenica
12:40 – 13:30	Lunch
13:30 – 14:20	<p>Presentations of the B&H/ regional agencies and authorities up to 10 minutes (info about organization, role in the project, expectations from the project)</p> <ul style="list-style-type: none"> ○ Agency for Development of HE and QA B&H ○ Centre for Inf. and Recognition of Qualifications in HE ○ Federal Ministry of Education and Science ○ HE Accreditation Agency of Republika Srpska ○ Ministry of Education and Culture of Republika Srpska



14:20 - 14:40	Establishing of the management structure (Project consortium board - PCB, Executive board - EB) <ul style="list-style-type: none"> ○ KU Leuven ○ University of East Sarajevo
14:40 - 16:15	Administrative issues (budget plan, procurement of equipment, reporting, financial management of the grant, partner agreement) <ul style="list-style-type: none"> ○ KU Leuven ○ University of East Sarajevo
16:15 - 16:30	Conclusions of the day

Tuesday, 26th January 2016.

KU Leuven, Technology campus Ghent, Gebroeders De Smetstraat 1

09:00 - 10:30	Detailed overview of all workpackages <ul style="list-style-type: none"> ○ KU Leuven ○ University of East Sarajevo
10:30 - 11:00	Communication Management Plan (CMP) <ul style="list-style-type: none"> ○ KU Leuven ○ University of East Sarajevo Dissemination Plan <ul style="list-style-type: none"> ○ University of East Sarajevo
11:00 - 11:30	Coffee break
11:30 - 12:30	Risk Management Plan (RMP). Evaluation Risk Events. <ul style="list-style-type: none"> ○ KU Leuven ○ University of East Sarajevo ○ All participants Conflict Resolution Template (CRT) <ul style="list-style-type: none"> ○ KU Leuven ○ University of East Sarajevo
12:30 - 14:00	Lunch
14:00 - 15:30	Sustainability plan <ul style="list-style-type: none"> ○ University of East Sarajevo
	Evaluation form <ul style="list-style-type: none"> ○ All participants
	Quality Policy Paper <ul style="list-style-type: none"> ○ All participants
	Overview of the first project year: work plan, tasks and obligations of partners <ul style="list-style-type: none"> ○ KU Leuven
	Tasks and obligations for next month/ s <ul style="list-style-type: none"> ○ KU Leuven ○ University of East Sarajevo
	General discussion <ul style="list-style-type: none"> ○ All participants

