

## **Agenda of the kick-off meeting**

**27-28/02/2018**

*Agraria B-Buildig - Via S. Camillo de Lellis, snc – Viterbo, Italy*

**27.02.2018**

**08:30 Pickup at the Hotel Tuscia**

**09:00 – Welcome & Introduction (by P. De Angelis & V. Vasenev)**

- An overview of the CBHE programme and remarks from the EACEA Grant Holders' meeting (Brussels)
- Introduction of the TAURUS project management (partners communication & document repository, publicity obligations, Erasmus+ Project Results Platform, other community platforms)

**09:30 - WP1 – Description, tasks & timing, deliverables (by V. Vasenev - RUDN)**

Discussion and approvals

- Joined reports (structure & contributions)
- Conference RUDN (dates, participants, contributions)
- Visit RUDN & RSAU & VSU (dates, participants, general programme, contributions)
- Visit NFU & FAFU (dates, participants, general programme, contributions)
- Round table WUR (dates, participants, general programme, contributions)

**10:15 – WP2 – Description, tasks & timing, deliverables (by J. Stoorvogel - WUR)**

Discussion and approvals

- Short courses (objectives, partners responsibilities, access, evaluation, list)
- On-line courses (objectives, partners responsibilities, access, evaluation, integration on the web portal, list)

**Coffee break**

**11:20 – WP4 – Description, tasks & timing, deliverables (by L. Alaeva - VSU)**

Discussion and approvals

- Professional trainings (objectives, target groups, role of partners, access, evaluation, list)
- Possible dates for pilot courses at VSU and FAFU

**12:00 – Welcome address by the Rector of the University of Tuscia**

**12:20 – WP5 – Description, tasks & timing, deliverables (by Y. Yu - NFU & V. Vasenev -RUDN)**

Discussion and approvals

- Required services to be provided by the platform
- Target groups, role of partners and employers
- Privacy policy, ownership, sustainability
- Languages

***Lunch break***

***15:00 – WP3 – Description, tasks & timing, deliverables (by P. De Angelis - UNITUS)***

Discussion and approvals

- Internship (objectives, partners responsibilities, standard call for mobility support, evaluation, list)
- Presentation of a first set of proposed Internship by partners
  - FAFU – Y. Yu
  - VSU – L. Alaeva
  - UNITUS – M. Ruzzi, F. Mencarelli, R. Biasi, A. Vannini, P. De Angelis, A. Ferrante, C. Calfapietra
  - ....others
- Amendment of the budget allocation for student mobility

***Coffee break***

***17:00 – WP6 – Description, tasks & timing, deliverables (by J. Stoorvogel - WUR)***

Discussion and approvals

- Components and role of the Quality Control Committee
- Components and role of External evaluators
- Components and role of the Project Expert Board (PEB)
- Indicators of progress (LFM)
- Amendment of the budget

***17:45 – WP7 – Description, tasks & timing, deliverables (by M. Michaela Dippold - UGOE)***

Discussion and approvals

- Project homepage (required information/services to be provided, community interactions, updating, role of partners, web editorial board)
- Project's materials (types, target, diffusion strategy, role of partners)
- Newsletter (media support, content, role of partners and employers, editorial board, diffusion)
- Project Logo (strategy to collect proposals and vote)

**Final remarks and open questions for the second day of the KOM**

***18:30 End of work and transfer to Hotel Tuscia***

**20:00 Meeting at Hotel Tuscia for a short walking and social dinner**

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**09:00 – WP7 – Description, tasks & timing, deliverables (by P. De Angelis - UNITUS)**

Discussion and approvals

- Steering Committee (composition, chair and co-chair – text amendment on page 68, meetings)
- Reporting from partners to coordinator and from coordinator to EACEA
- Documents supporting the reports (activities, financial, repository transparency, help desk)

**09:30 – Guidelines for the use of the grant CBHE (by M. De Martino, P. De Angelis, V. Vasenev)**

- Administrative management

**Coffee break**

**11:00 – Financial guidelines (by M. De Martino, P. De Angelis, V. Vasenev)**

- Financial management
- Equipment
- 
- Discussion and approvals
- Budget adjustments

**13:00 Lunch break**

**15:00 – Summing up and list of to do (by P. De Angelis, V. Vasenev)**

- Partnership agreements
- .....

**Touristic programme and dinner**