



# CLICHA Kick-off Meeting Agenda

**Athens – December 21, 2017**

Agricultural University of Athens, Library Conference Room  
75, Iera Odos str., 118 55 Athens- Greece





## Morning Session

- 9.00 – 9.30**     **Registration**
- 9.30 – 9.45**     **Welcome reception – Opening of the event**  
**Opening**  
Prof Dr Iosif Bizelis, *Coordinator of the CLICHA project, AUA*  
**Welcome speeches**  
Prof Epameinondas Paplomatas, *Vice Rector of Academic Affairs and Personnel, Erasmus Institutional Coordinator, AUA*
- 09.45 – 10.45**   **Partners presentation focused on the project theme (up to 5-10' / partner)**
- 10.45 – 11.00**   **Overview of CLICHA project: aims, activities, expected results**  
Natalia Roumelioti, *Project Manager, AUA*
- 11.00 – 11.15**   **Coffee break**
- 11.15 – 12.15**   **AUA tour visit**

## Afternoon Session (*partners only*)

- 12.15 – 13.45**   **Guidance on contractual project management – presentation and Q&A**  
Ms. Carla Giulietti, *Project Adviser, EACEA* (via e:Presence teleconference service)
- 13.45 – 14.30**   **Break**
- 14.30 – 15.45**   **WP5 – Management of the CLICHA project**  
*Lead speaker: AUA*
- Objectives & work program
  - Setting up of the project's management structures: Steering Committee (SC), Management Committee (MC), Dissemination Committee (DC), Technical Committee (TC) and Quality Committee (QC)
  - Cooperation and communication arrangements
  - Tasks discussion (initializing on the first semester):
    - Updates on agreements & the 1<sup>st</sup> pre-financing payment
    - Work Plan and Financial monitoring Plan
    - Reporting, monitoring, checks and audits
  - Special Mobility Strand requirements
  - Milestones & deliverables
  - Plans for the next meeting



**15.45 – 16.15 WP1 – Preparation of educational material**

*Lead speaker: AUA*

- Objectives & work program
- Tasks discussion (initializing on the first semester):
  - Literature review [AUA]
  - Cognitive content [AUA]
  - Diagnosis of the supply of current courses [AUA]
  - Creation of e-platform [DEMOKRITOS]
  - ICT Labs, Lecture Capture System & weather stations installation [UJ\_ESIER]
- Milestones & deliverables

**16.15 – 16.30 WP3 – Quality assurance of the project**

*Lead speaker: AUA*

- Objectives & work program
- Quality plan
- Internal & external quality reporting
- Milestones & deliverables

**16.30 – 17.00 WP4 – Dissemination and exploitation of project and project results**

*Lead speaker: UJ\_ESIER*

- Objectives & work program
- Tasks discussion (initializing on the first semester):
  - Common graphic design, printed material [CACC]
  - Communication, Dissemination & Exploitation Plan [AUA]
  - Website [DEMOKRITOS]
  - Publications [UJ\_ESIER]
  - Presentations at conferences [UJ\_ESIER]
  - Extensive e-dissemination campaign [All partners]
- Milestones & deliverables

**17.00 – 17.15 Coffee break**

**17.15 – 17.45 Project Committees**

*All partners*

**17.45 – 18.00 Next steps**

Upcoming tasks and important dates

**18.00 End of kick-off meeting**