**KICK-OFF MEETING OF INNO.TRITION PROJECT**

Venue: Chamber of Arta

K. Aitolou & N. Priovolou, P.C. 47132 Arta, Greece

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**Agenda**

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| Monday, 13th of May 2019 |
| 18:00 – 18:30 | Registration |
| 18:30 – 19:00 | Welcome speeches & introduction of project’s partners.  |
| 19:00 – 19:45 | Round table, presentation of the INNO.TRITION project, WP introduction |
| 19:45 – 20:15 | Round table, Overview of the project’s procurement plans, Actions |
| Tuesday, 14th of May 2019 |
| 09:30 – 10:30 | Appointment of roles, set-up 1) decision-making body (Steering Committee)/ Approval of rules of procedure, 2) LP Project Team (project manager, financial manager and technical manager), 3) Appoint representative/contact person of each partner (Work Team)Presentation of each Bodies’ role |
| 10:30 – 11:30 | Discussion on how to draft the communication plan, and to establish communication procedures & practices, both internal & external, dissemination strategies |
| 11:30 – 12:30 | Administrative, Financial issues & financial reporting requirements, Audit trail & monitoring systems, Expenditures, Payments procedures, Procurements |
| 12:30 – 14:30 | **Break** |
| 14:30 – 15:00 | Document/data sharing system  |
| 15:00 – 15:30 | Wrap-up & next steps  |
| 15:30 – 16:00 | Questions and Answers – Closing Remarks |