



AGENDA

Tuesday, 28th of June 2022

Kilkis, Greece

Host: Development Agency of Kilkis S.A.

Time	Activity	Speakers
10:00 – 10:15	Arrival - Registration	
10:15 – 10:30	Welcoming – Introductions <ul style="list-style-type: none"> Opening and moderation. Welcome speeches. 	LB – ANKI Joint Secretariate
10:30 – 10:40	Kick-off Meeting's Agenda & Objectives <ul style="list-style-type: none"> Meeting's Agenda. Short Presentation of Meeting's Objectives. 	LB – Development Agency S.A. of Kilkis
10:40 – 11:20	Partners' Introduction <ul style="list-style-type: none"> Presentations by each partner of the organisation, team, objectives and role. 	All beneficiaries
11:20 – 11:40	Project Overview <ul style="list-style-type: none"> Timetable and activities to be implemented, allocation of activities to each partner, review and reporting on the completion of tasks. Outcomes of the project and the expected results. 	LB – Development Agency S.A. of Kilkis
11:40 – 12:00	Project Management <ul style="list-style-type: none"> Setting of Management and Coordination Team, Management and Coordination Team Rules of Procedure. Project reporting, financial reporting, payments. Contractual procedures, invoicing, expenses, receipts, timesheets, and travel costs. 	LB – Development Agency S.A. of Kilkis
12:00 – 12:15	Coffee Break	
12:15 – 12:40	Communication and Dissemination Activities <ul style="list-style-type: none"> Presentation, review, reporting and discussion on communication activities. 	LB – Development Agency S.A. of Kilkis
12:40 – 13:00	Presentation of the Project Work Plan and next steps of implementation <ul style="list-style-type: none"> Discussion on the timetable and activities to be implemented. Discussion on the next steps of implementation. 	LB – Development Agency S.A. of Kilkis
13:00 – 13:30	Conclusions <ul style="list-style-type: none"> Open discussion on the meeting's conclusions, decision on the dates of the next events. 	All partners
14:00	Networking lunch	

** Timetable is based on the GREEK TIME ZONE*