

1st REMO partnership meeting

Kranj (SI) / November 3rd-6th 2014

AGENDA

MON, November 3 rd		
Time	Activity	Partner(s) involved
All day	Boutique Hotel Actum Prešernova Ulica 6, 4000 KRANJ, SLOVENIA Tel: + 386 590 82400 Fax: + 386 590 82430 Web: www.actum-hotel.com	
TUE, November 4 th		
Time	Activity	Partner(s) involved
10.00	Meeting in the hotel lobby for transfer to the meeting location	all partners
	Gospodarska zbornica Slovenije OBMOČNA ZBORNICA ZA GORENJSKO Bleiweisova 16, 4000 KRANJ, SLOVENIA Web: www.gzs.si	
10.30	Official welcome by hosts and project coordinator	Gospodarska Zbornica Slovenje / Auxilium
10.45	Short introduction of partners organisations (max. 5 minutes per partner, Power Point not required – however feel free to bring a few slides or other info material)	all partners
11.30	Introducing REMO (presentation of the background of the project, philosophy behind, objectives, outcomes, milestones and crucial steps)	Auxilium
12.15	Lunch break	
13.45	O1 / WP5 – Research study <ul style="list-style-type: none"> · Introduction · Discussion and workshop work · Further steps 	Auxilium / all partners
15.30	Outlook to O2 / WP6 – Process description development <ul style="list-style-type: none"> · Introduction · ISO coherence certification 	Auxilium / SystemCERT
16.00	Coffee break	
16.30	Summary and feedback day 1	Auxilium / all partners
17.00	City tour through Kranj	
19.00	Common dinner	

WED, November 5th		
Time	Activity	Partner(s) involved
09.30	WP 1 Contractual, financial and administrative issues <ul style="list-style-type: none"> · Contracts · Payments · Budget, headings and its usage · Reporting · Communication issues etc. 	Auxilium
10.30	WP 3 Dissemination <ul style="list-style-type: none"> · Dissemination plan and activities · Potential and possible partners · Website 	SEC / Auxilium all partners
11.00	Coffee Break	
11.30	Evaluation and quality assurance strategy <ul style="list-style-type: none"> · Evaluation plan · Comments and suggestions of partners 	SystemCERT all partners
12.00	WP 4 Exploitation and sustainability <ul style="list-style-type: none"> · Setup of the sustainability strategy 	Auxilium all partners
12.30	Lunch	
14.00	Next project steps and developments and discussion of open questions (responsibilities, tasks, deadlines, next meeting etc.)	Auxilium all partners
15.00	Coffee Break	
15.30	Summary and feedback day 2 Official closing of the meeting	Auxilium all partners

THU, November 6th		
Time	Activity	Partner(s) involved
All day	Departure of partners	all partners

List of Participants:

Organisation:	Name:
P1; Auxilium (AT):	Georg Müllner Veronika Rechberger
P2; SystemCERT (AT):	Uwe Hackl
P3; Varazdinska zupanija (HR):	Larisa Križan
P4; TREBAG (HU):	-
P5; Cramars (IT):	Sara Danelon Marco Candido
P6; SEC (RO):	-
P7; GZS – CCI (SI):	Mojca Umek Jadranka Švarc Grit Ackermann