

## 2<sup>nd</sup> REMO partnership meeting

Varaždin (HR) / May 4<sup>th</sup>-5<sup>th</sup> 2015

### AGENDA

SUN, May 3 <sup>rd</sup>		
Time	Activity	Partner(s) involved
All day	Hotel Turist Aleja kralja Zvonimira 1 42 000 Varaždin, CROATIA Tel.: +385 42 395-395 Web: <a href="http://hotel-turist.hr">http://hotel-turist.hr</a>	

MON, May 4 <sup>th</sup>		
Time	Activity	Partner(s) involved
10.00	Meeting in the hotel lobby	all partners
	Varaždin County palace Franjevački trg 7 42 000 Varaždin, CROATIA	
10.30	Official welcome by hosts and project coordinator	Varaždinska županija / Auxilium
10.45	Short report about the past project months – actual status quo of the REMO project (activities implemented, results achieved, problems identified, risks identified, feedback from stakeholders etc.)	Auxilium
11.15	O1 / WP5 – Research study <ul style="list-style-type: none"> <li>· Presentation of the results and main findings of the introductory research</li> <li>· Discussion of the results</li> <li>· Further steps</li> </ul>	Auxilium
12.15	Lunch break	
13.15	O2 / WP6 – Process description development O2-A1 <ul style="list-style-type: none"> <li>· Introduction to process descriptions of European Quality Charta for Mobility</li> <li>· Changes concerning nowadays mobility processes</li> <li>· Draft of possible gap analysis document</li> </ul>	Cramars
13.45	O2 / WP6 – Process description development O2-A2 <ul style="list-style-type: none"> <li>· Guiding principles needed for ISO coherent certification</li> <li>· Form to consider for process descriptions</li> </ul>	SystemCERT
14.15	O2 / WP6 – Process description development <ul style="list-style-type: none"> <li>· Discussion of draft gap analysis document</li> </ul>	all partners moderated and facilitated by Cramars
15.00	Coffee break	

<b>15.30</b>	Continuation of discussions around O2 / WP6 <ul style="list-style-type: none"> <li>· Conclusions and agreements</li> <li>· Further steps and deadlines</li> </ul>	all partners moderated and facilitated by Cramars
<b>15.45</b>	Summary and feedback day 1	Auxilium / all partners
<b>16.00</b>	Bilateral talks	all partners
<b>17.30</b>	Guided tour through Varaždin	
<b>19.00</b>	Common dinner	

<b>TUE, May 5<sup>th</sup></b>		
<b>Time</b>	<b>Activity</b>	<b>Partner(s) involved</b>
<b>09.30</b>	WP 1 Contractual, financial and administrative issues <ul style="list-style-type: none"> <li>· Feedback from first progress report</li> <li>· Discussion of project expenditure flow</li> <li>· Preparation for the common progress report</li> <li>· Presentation of variance analysis results</li> <li>· Other management and communication issues</li> </ul>	Auxilium
<b>10.15</b>	WP 3 Dissemination <ul style="list-style-type: none"> <li>· Presentation of dissemination strategy</li> <li>· Report from all partners about dissemination activities in the past and in the near future</li> <li>· Summary of first dissemination report delivered by all partners</li> <li>· Presentation of dissemination materials</li> <li>· Discussion about LinkedIn group</li> <li>· Presentation of project website and Facebook page</li> <li>· Discussion about future dissemination possibilities</li> <li>· Potential and possible partners</li> </ul>	SEC / all partners
<b>11.00</b>	Coffee Break	
<b>11.30</b>	WP2 Evaluation and quality assurance strategy <ul style="list-style-type: none"> <li>· Presentation of first evaluation report</li> <li>· Discussion of first evaluation report</li> </ul>	SystemCERT / all partners
<b>12.00</b>	O3 / WP7 Platform development <ul style="list-style-type: none"> <li>· First considerations concerning the criteria catalogue for platform features</li> <li>· Discussion</li> </ul>	TREBAG / all partners
<b>13.00</b>	Lunch	
<b>14.00</b>	WP 4 Exploitation and sustainability <ul style="list-style-type: none"> <li>· Stakeholder analysis</li> </ul>	Auxilium / all partners
<b>14.30</b>	Next project steps and developments and discussion of open questions (responsibilities, tasks, deadlines, next meeting etc.)	Auxilium / all partners
<b>15.00</b>	Coffee Break	
<b>15.30</b>	Summary and feedback day 2 Official closing of the meeting	Auxilium / all partners

WED, May 6 <sup>th</sup>		
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; Varaždinska županija (HR):	Larisa Križan
P4; TREBAG (HU):	Enikő Nagy Zsófia Schwikker
P5; Cramars (IT):	Sara Danelon Annalisa Bonfiglioli
P6; SEC (RO):	Zsófia Pál
P7; GZS – CCI (SI):	Mojca Umek