

3rd REMO partnership meeting

Tolmezzo (IT) / November 17th-18th 2015

AGENDA

MON, November 16 th		
Time	Activity	Partner(s) involved
All day	<p>Albergo Roma Piazza XX Settembre 14 33028 Tolmezzo, Friuli Venezia Giulia, ITALY Tel.: +39 0433 468031 E-mail: info@albergoromatolmezzo.it Web: http://www.albergoromatolmezzo.it</p>	

TUE, November 17 th		
Time	Activity	Partner(s) involved
10.00	Meeting in the hotel lobby	all partners
	<p>Cramars Cooperativa Sociale Via della Cooperativa 11/N 33028 Tolmezzo, ITALY Tel. +39 (0)433 41943</p>	
10.30	Official welcome by hosts and project coordinator	Cramars / Auxilium
10.45	<p>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.)</p>	Auxilium
11.15	<p>O2 / WP6 – Process description development</p> <ul style="list-style-type: none"> · Presentation and overview of process description development · Discussion and work on process descriptions 	SystemCERT / all partners
12.15	Lunch break	
13.15	<p>Continuation O2 / WP6 – Process description development</p> <ul style="list-style-type: none"> · Continuing of discussion and work on process descriptions · Draft of process descriptions 	all partners moderated and facilitated by SystemCERT
14.45	Coffee break	
15.15	<p>Continuation O2 / WP6 – Process description development</p> <ul style="list-style-type: none"> · Conclusions and agreements · Further steps and deadlines 	all partners moderated and facilitated by SystemCERT
15.45	Summary and feedback day 1	Auxilium / all partners
16.00	Bilateral talks	all partners
19.00	Common dinner	

WED, November 18 th		
Time	Activity	Partner(s) involved
09.30	WP 3 Dissemination <ul style="list-style-type: none"> · Summary of progress dissemination report delivered by all partners · Report from all partners about dissemination activities in the past and in the near future · Discussion about Facebook page · Discussion about LinkedIn group · Discussion about future dissemination possibilities · Potential and possible partners 	SEC / all partners
10.00	O3 / WP7 Platform development <ul style="list-style-type: none"> · Presentation of platform criteria catalogue · Presentation of possible programming solution · Discussion on programming solution 	TREBAG / Auxilium / all partners
11.00	Coffee Break	
11.30	O3 / WP7 Platform development <ul style="list-style-type: none"> · Continuing of discussion · Gathering of alternative solution ideas · Next steps 	TREBAG / Auxilium / all partners
12.30	WP 1 Contractual, financial and administrative issues <ul style="list-style-type: none"> · Feedback from second progress report · Discussion of project expenditure flow · Presentation of variance analysis results · Other management and communication issues 	Auxilium
13.00	Lunch	
14.00	O4 / WP 4 Exploitation and sustainability – REMO network <ul style="list-style-type: none"> · Presentation and discussion of matrix for possible legal structure · Next steps 	Auxilium / all partners
14.30	E1 / WP 4 Exploitation and sustainability - Information conference <ul style="list-style-type: none"> · Presentation and discussion on ideas for the information conference for sending/hosting organisations 	Gospodarska Zbornica Slovenje / all partners
15.15	WP2 Evaluation and quality assurance strategy <ul style="list-style-type: none"> · Presentation of second and progress evaluation report · Discussion of second and progress evaluation report 	SystemCERT / all partners
15.30	Coffee Break	
16.00	Next project steps and developments and discussion of open questions (responsibilities, tasks, deadlines, next meeting etc.)	Auxilium / all partners
16.30	Summary and feedback day 2 Official closing of the meeting	Auxilium / all partners

THU, November 19 th		
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):	Anna Linda Orosz
P5; Cramars (IT):	Sara Danelon
P6; SEC (RO):	Zsófia Pál
P7; GZS – CCI (SI):	Mojca Umek