

Cheese route as an innovative cultural heritage driving force for rural tourism development in the cross-border area (CheeseCult)

Kick-off Meeting - Agenda

Venue: University of Ioannina - Department of Agriculture, Kostakioi Arta

(<https://goo.gl/maps/YBWCCp67PLSCDjoq8>)

Central Library Meeting Room, 47132, Arta, Greece

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Monday, 16th of December 2019

18:00 – 18:30	Registration
18:30 – 19:00	LB Welcome speech & introduction of project's partners
19:00 – 19:45	Round table, presentation of the CheeseCult project, WP introduction
19:45 – 20:15	Round table, Overview of the project's procurement plans, Actions

Tuesday, 17th of December 2019

09:30 – 10:30	Appointment of roles, set-up 1) decision-making body (Steering Committee)/ Approval of rules of procedure, 2) Project Teams (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