



## Kick off Meeting

10 January 2018

EARSC Premises, Rue de la Loi 26 (7th Floor), 1040 Brussels  
[Exactly above Metro Station Art-Loi]

**Participants:** EARSC  
Pole Mer Bretagne Atlantique  
Cluster Lucano di Bioeconomia  
NEREUS  
European Commission

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# Agenda

Wednesday, 10 January 2018

Time	Description	Presenter	Duration
10:00	<b>Welcome</b>	EARSC	10'
10:10	<b>Partner presentation</b> (7' / 4-7 slides each): <ul style="list-style-type: none"> <li>▪ Partner profile (1 slide)</li> <li>▪ IDEEO team (please include photos) and expertise (1-2 slides)</li> <li>▪ IDEEO related projects / research (1-2 slides)</li> <li>▪ Your expectations from IDEEO (1-2 slides)</li> </ul>	ALL	30'
10:40	<b>Project overview:</b> Objectives, WPs, Deliverables, Milestones, Indicators, Dissemination	EARSC	20'
11:00	<i>Coffee break</i>		20'
11:20	<b>Project management &amp; administrative aspects:</b> Management structure and procedures, Work Plan, technical and administrative reporting (templates, tools, procedures, dates)	EARSC	20'
11:40	<b>WP2: Market Analysis &amp; Intelligence Gathering</b>	EARSC	20'
12:00	<b>WP3: Joint Internationalisation Strategy</b>	EARSC	20'
12:20	<b>WP4: Propose an Implementation Roadmap</b>	PMBA	20'
12:40	<b>WP5: Impact Maximisation</b>	CLB	20'
13:00	<i>Sandwich lunch</i>		60'
14:00	<b>Start of the project work (detailed planning):</b> <ul style="list-style-type: none"> <li>▪ Long &amp; short plan, Milestones, Milestone Meetings, Deliverables, Set up Next meeting etc</li> <li>▪ Introduction to IDEEO working area</li> <li>▪ Other topics for discussion</li> </ul>	ALL	180'
17:00	<b>Summary &amp; wrap-up</b>	EARSC	10'
TBD	<i>Welcome Dinner</i>		