



Kick-off meeting Agenda

15/03/2024, 14:00-17:00

Host Organisation: Kaán Károly Környezetvédelmi Egyesület

Venue:online, Teams

KA210-Get Away From The Screens, Be With Nature: Play and Discovery in Children's
Lives

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- 14:00** **Opening, Welcome speech and Introduction of participants**
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14:15 *Project Coordinator welcomes participants and short introduction of each partner organisation.*
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- 14:15-14:30** **Establishment of PMB and review of Partnership Agreement**
As foreseen, PMB will be set up and roles and responsibilities defined. Proposed content of the Partnership Agreement will be discussed. Grant Contract process.
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- 14:30-15:30** **Review of activities, roles and responsibilities**
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15:30 *Partners will discuss main roles and responsibilities related to the implementation of both management and IO-related activities*
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- 15:30-16:00** **Project Implementation and Quality Guidelines**
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16:00 *Discussion about proposed content of the document including:*
 - *Project Management, Coordination and decision making within the Consortium*
 - *Evaluation and Quality Assurance Plan*
 - *Risk Management*
 - *Proposed templates and project documentation*