



SAPIENZA
UNIVERSITÀ DI ROMA



SGROUP
EUROPEAN
UNIVERSITIES'
NETWORK



IMOTION

Integration and Promotion of Staff Training Courses at Universities across Europe

*EC LLP Erasmus Accompanying Measures
grant agreement number 2013 – 2888 / 001 - 001*

**Kick-off meeting
Brussels, 21 – 22 October 2013**

Agenda

Venue: UNICA office c/o University Foundation, rue d'Egmont 11, 1000 Brussels, Belgium

Day 1	Monday 21 October
9:30 – 9:45	Welcome <i>Luciano Saso (UNICA SC member) and Kris Dejonkcheere (UNICA Secretary General)</i>
9:45 – 10:00	Introduction of participants
10:00 – 10:15	General description of the project <i>Giorgio Marinoni (UNICA)</i>
10:15 – 11:15	WP1 Management: Administrative management <i>Giorgio Marinoni (UNICA)</i> <ul style="list-style-type: none"> • Consortium agreement • Communication between partners • Work plan
11:15 – 11:30	Coffee break
11:30 – 12:30	WP2 Staff training platform implementation <i>Luciano Saso (Sapienza University Rome)</i> <ul style="list-style-type: none"> • Platform structure

12:30 – 13:30	Lunch at Ultime Atome, Rue Saint-Boniface 14, 1050 Ixelles
13:30 – 14:30	<p>WP2 Staff training platform implementation (continue) <i>Luciano Saso (Sapienza University Rome)</i></p> <ul style="list-style-type: none"> • Platform structure (including feedback from users) • Platform implementation • Platform integration on the EC website
14:30 – 15:30	<p>WP4 Dissemination & Awareness Raising Campaign <i>Wiola Wegorowska and Jenny Gilbert (Santander Group) and Jean Pierre Roose (Compostela Group)</i></p> <ul style="list-style-type: none"> • Dissemination plan • Logo • Website (informative part on the project)
15:30 – 15:45	Coffee break
15:45 – 16:45	<p>WP4 Dissemination & Awareness Raising Campaign <i>Wiola Wegorowska and Jenny Gilbert (Santander Group), Jean Pierre Roose (Compostela Group) and Elpida Christou (EAEC)</i></p> <ul style="list-style-type: none"> • Leaflet • Dissemination events (session at ERACON and EAIE) • Promotional video
20:00	Dinner at Le Paon Royal, Rue du Vieux Marché aux Grains 6, 1000 Brussels
Day 2	Tuesday 22 October
9:30 – 11:00	<p>WP1 Management: Budget and financial management <i>Giorgio Marinoni (UNICA)</i></p> <ul style="list-style-type: none"> • Budget overview • Financial management (timing and conditions for reimbursements) • Reporting (time sheets and other supporting documents)
11:00 – 11:15	Coffee break
11:15 – 12:15	<p>WP3 Quality Assurance and Evaluation <i>Valère Meus (Ghent University)</i></p> <ul style="list-style-type: none"> • Quality Assurance Plan • Evaluation forms • How to select the external expert
12:15 – 12:30	Closure of the meeting