

Project: "Embracing Socioeconomic Development in Disadvantageous Areas  
through Information & Knowledge Society"

Acronym: EMBRACE II

KICK-OFF MEETING

Athens, Greece, 26 - 27/6/2006

TREK Consulting S.A.

(Stratos Vassilikos Hotel, 114 Michalakopoulou, 11527 Athens)

ORGANIZER:



TREK Consulting S.A.

Lead Partner

## AGENDA OF THE 2-DAY MEETING

Monday 26/06/2006

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| 10:30 – 10:45 | Welcome Message<br>Mr. Dinos Papapolyzos, Managing Director of TREK Consulting S.A.  |
| 10:45 – 11:30 | Overview of EMBRACE project<br>General Presentation of EMBRACE II Project – Strategic<br>Scope – Intended results and impacts<br>Mrs. Melina Lazaropoulou, Project Director  |
| 11:30 – 12:30 | Brief Presentation of all Partners   |
| 12:30 – 13:00 | Coffee Break   |
| 13:00– 14:00  | Administrative & Financial Procedures (Subsidy Contract,<br>Joint Convention Agreement, Lead Partner Seminar,<br>Reporting & Auditing, etc.) – External Funding Issues (Grant<br>Contracts, Procedures, etc.) - Discussion<br>Mrs. Melina Lazaropoulou, Project Director |

- 14:00 – 14:30 Project Management & Information Flow Procedures  
Mrs. Melina Lazaropoulou, Project Director
- 14:30 – 15:30 Lunch Break
- 15:30 – 16:30 Overall Presentation of the Work Plan and Time Schedule & Overview of Activities that have to be implemented in the following 4 months (until the end of October 2006) – Discussion  
Mrs. Vivi Papassouli, Project Manager
- 16:30 – 17:00 Detailed Presentation of Activities 3.1 (Communication Plan), 3.2 (Project Website) and 3.3 (Brochures) of WP 3 – Dissemination and Diffusion of the Project's Results: Description, Objectives, Content, Minimum Requirements, Expected Outcomes, Responsibilities (WP Leader – Partners), Timetable  
Mrs. Vivi Papassouli, Project Manager
- 17:00 – 17:20 Detailed Presentation of Activity 4.1 (Indicators for Evaluation) of WP 4 – Evaluation of the Project's Results & Impacts / Sustainability and Follow-up of the Project: Description, Objectives, Content, Minimum Requirements, Expected Outcomes, Responsibilities (WP Leader – Partners), Timetable  
Mrs. Vivi Papassouli, Project Manager
- 17:20 – 18:00 Open Discussion – Questions & Answers
- 20:30 Social Dinner

Tuesday 27/06/2006

- 09:30 – 11:00 Detailed Presentation of WP 1 – Horizontal & Vertical Expansion of the EMBRACE Network - New Nodes, New Tools & Services: Description, Objectives, Content, Structure, Approach & Methodology, Template for Deliverables, Minimum Requirements, Expected Outcomes, Responsibilities (WP Leader – Partners), Timetable  
Mrs. Vivi Papassouli, Project Manager
- 11:00 – 11:30 Discussion – Questions & Answers
- 11:30 – 12:00 Coffee Break
- 12:00 – 12:30 Detailed Presentation of Activity 2.1 (Draft Strategic Plan of the SMEs Pilot Observatory) of WP 2 – Formulation, Development & Establishment of the SMEs Pilot Observatory for Economic Development through ICT: Description, Objectives, Content, Structure, Approach & Methodology, Template for Deliverable, Minimum Requirements, Expected Outcomes, Responsibilities (WP Leader – Partners), Timetable  
Mrs. Vivi Papassouli, Project Manager
- 12:30 – 13:30 Detailed Presentation of WP 5 – Project Management: Meetings, Activity & Financial Reporting, Template for Reporting, Responsibilities (WP Leader – Partners), Timetable  
Mrs. Melina Lazaropoulou, Project Director

- 13:30 – 14:00 Definition of the final contact persons of each organization for EMBRACE II  
Discussion – Questions & Answers
- 14:00 – 14:30 Summary of the tasks for the upcoming period –  
Arrangement of the next meeting (where-when) – Final conclusions  
Mrs. Vivi Papassouli, Project Manager
- 14:30 – 15:30 Lunch – End of meeting

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