

AGENDA OF KICK OFF MEETING

within SOUTH BALTIC InterMarE project no. STHB.01.01.00-22-0081/16

12 - 13.09.2017 - AMBEREXPO Exhibition and Congress Centre - Gdańsk, Żaglowa 11 st.

Tuesday, 12.09.2017

TIME	TOPIC	RESPONSIBLE
10:00	Welcome by Lead Beneficiary	Maciej Glamowski – vice-chairman of Gdańsk International Fair Co.
10:10	Introduction of the agenda and the aims of the meeting	Gdansk International Fair Co. (LP)
10:15	Getting to know each other <i>(Interactive introduction round)</i>	Plenary
10:45	Presentation of the project idea, project objectives, results and products	Gdańsk International Fair Co. (LP)
11:15	Coffee break	
11:30	Presentation of project's partners, their institutions and project activities and goals	
11:30	Scientific Society for Organization and Management (TNOIK) (PP2)	
11:40	Rostock Business and Technology Development GmbH (PP3)	
11:50	Hochschule Wismar, University of Applied Sciences (PP4)	
12:00	Public Institution Strategic Self-Management Institute (PP5)	
12:10	Chamber of Commerce, Industry and Crafts (PP6)	
12:20	Gdansk International Fair Co. (LP)	
12:30	Short introduction of the supporting organizations: Pomorskie Voivodship Polish Maritime Cluster Holbæk Municipality EXPO Vakarai, JSC	
13:00	Lunch	
14:00	AMBEREXPO guided tour	Gdańsk International Fair Co. (LP)
14:30	Presentation of detailed workplan, time-schedule and budget	Scientific Society for Organization and Management (TNOIK)
15:00	Presentation of principles of communication and dissemination	Public Institution Strategic Self - Management Institute
15:30	Expectations and requirements of the Interreg South Baltic Programme 2014-2020" and "Electronic monitoring system – SL2014	Antanas Šabanas - Joint Secretariat Interreg South Baltic Programme
16:00	Coffee break	
16:15	Experiences & recommendations regarding financial management, reporting, eligibility costs, first level control	Jens Masuch, Lead Partner expert
17:00	Departure to the hotel organized by host	
18:00	Departure to SOPOT organized by host	
18:15	SOPOT sight-seeing	
20:00	Common dinner	

Wednesday, 13.09.2017

10:00	Presentation of monitoring and evaluation plan	Scientific Society for Organization and Management (TNOIK)
10:30	Open discussion and acceptance of working documents	
11:15	Coffee break	
11:30	Presentation of the detailed plan of activities for the period till the end of year 2017	Rostock Business and Technology Development GmbH / Gdansk International Fair Co
12:00	Open discussion (incl. arrangements concerning next partnership meetings and participation in fairs and study visit)	
13:00	Lunch	
14:00	Individual back home	