

## 2<sup>ND</sup> MEETING OF AGROLABS PROJECT

Venue: Conference Room of Development Agency of Lemesos LTD

### Agenda

#### 2<sup>nd</sup> Meeting Objectives:

- 1) Discuss the current state of project implementation.
- 2) Analyze current weaknesses in the project results and decide whether a solution exists or not.
- 3) Discuss the project results and their effectiveness in relation to the upcoming tasks.
- 4) Analyze current expenditure of each partner and ensure a plan is set out.
- 5) Decide on the communication activities to best disseminate the project results.

### Thursday, 29<sup>th</sup> of March 2018

09:30 – 10:00	Registration & coffee
10:00 – 10:30	Introduction (LP): Presentation of the 1 <sup>st</sup> Report/ Actions: Update on State of play of project and contingency plan (implementation problems)
10:30 – 11:15	Presentation of the Common Methodological Guide - Discussion
11:15 – 11:45	1 <sup>st</sup> Round table, 10-15 minutes presentation for each partner. Partners can jointly present tasks that require close cooperation. Overview of the WPs plan per partner as for the actions already implemented and the actions planned for next 6-month period
11:45 – 12:15	<b>Coffee Break</b>
12:15– 14:00	1 <sup>st</sup> Round Table (Cont.) & Concluding Remarks
14:00 – 15:00	<b>Lunch Break</b>
15:00 – 15:45	Presentation of the communication plan, communication activities, both internal & external, dissemination strategies
15:45 – 16:00	Wrap-up & next steps

## Friday, 30<sup>th</sup> of March 2018

10:00 – 10:30	Presentation of Modifications submitted and of the new workplan
10:30 – 11:45	2 <sup>nd</sup> Round Table: 10 Minutes per partner - Administrative, Financial issues & financial reporting requirements, Audit trail & monitoring systems, Expenditures, Payments procedures, Procurements
11:45 – 12:15	<b>Coffee Break</b>
12:15– 12:45	2 <sup>nd</sup> Round Table (Cont.) & Concluding Remarks
12:45 – 14:00	Meeting of Committees (Technical Committee, Quality Control Board)
14:00 – 15:00	<b>Lunch Break</b>
15:00 – 16:15	Presentation of the discussions taken by the Committees – Validation of 1st Meeting Minutes and of relevant decisions
16:15 – 16:30	Questions and Answers – Closing Remarks



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