



Project title: Building communities of knowledge for competitive MSEs

Acronym: Skills4MSEs

KICK-OFF MEETING

February 22nd, 2019

INVITATION & AGENDA

Venue: Business and Cultural Development Centre, Leda Maria Block,
Hermes Building, 6th km Harilaou Thermi, Thessaloniki Greece

INVITATION

KICK-OFF MEETING

BUSINESS AND CULTURAL DEVELOPMENT CENTRE

GREECE

Business and Cultural Development Centre (KEPA), Lead Partner of the “Skills4MSEs” project, invites you to participate in the Kick-off Meeting of the project, financed by the “Transnational Cooperation Programme Interreg Balkan-Mediterranean 2014-2020”

Date: 22/02/2019

Venue: Business and Cultural Development Centre, Leda Maria Block, Hermes Building, 6th km Harilaou Thermi, Thessaloniki Greece

Tel.: + 30 2310 480 000

Language: English (Programme’s official language)

Participants

Partner No	Name of Institution	Country
LP (PP1)	Business and Cultural Development Centre	Greece
PP2	University of Macedonia - Department of Applied Informatics, Research Committee of UOM (ELKE)	Greece
PP3	Microfond Sofia Foundation	Bulgaria
PP4	"FED invest" SCA	Albania
PP5	Albanian Besa Capital Foundation	Albania

AGENDA

Time	Topic	Speaker
9:00-9:30	Registration- welcome coffee	
9:30-9:45	Opening of the Kick-off Meeting and Welcome Speech	LP-project manager
9:45-10:15	Presentation of the Project Partners (short presentation of the profile & activities) Constitution of the steering committee	All Project partners
10:15-10:45	Brief Presentation of the project <ul style="list-style-type: none"> • Objectives & Outputs • Expected results • Work packages & Deliverables 	LP
10:45-11:00	Coffee Break	
11:00-12:00	Implementation Principles (Progress Reports, Modifications, Monitor Information System (MIS) Platform, etc.) Communication Guidelines & Requirements (Dissemination and Publicity issues)	LP
12:00-13:30	Work plan & actions related to work packages, deliverables Set project milestones	All Project partners
13:30-14:30	Final Discussion/Closing remarks	All Project partners
14:30	Lunch	

Purposes of the kick off meeting:

- Set milestones of the project implementation - Set specific timetable of activities in accordance to the procurement plan of each partner
- WP2: Define and decide on the first dissemination activities
- WP3. Clarify methodology for the development of the Training Needs Analysis
- WP3. Clarify methodology for the development of the Research on the technological literacy level
- WP3. Clarify methodology for the development of the E-learning course map
- WP3. Create a list of existing educational material of each partner that can be used for the project (to be sent to LP beforehand).
- Agree on the date for the second project meeting