



KICK-OFF TECHNICAL AND ADMINISTRATIVE MEETING AGENDA

Date: Friday, 05th October 2018
Place: FLORA premises, Via Caravaggio, 21, 51017 Pescia
(Pistoia) - Italy
Time: 09:15 to 13:00
Invited partners: All partners are invited to attend this meeting

AGENDA

- 09:15** [FLORA] Welcome and opening of the meeting
- 09:20** [All] Presentation of Partners
- Each partner will prepare a power point presentation
- 10:00** [FLORA] SUBSED management:
- Grant Agreement with the EC
 - Partnership Agreement
 - Management and coordination
 - Reporting
 - Administrative and financial issues:
 - Time sheets
 - Financial forms
- 11:00** Coffee break
- 11:30** SUBSED Technical issues:
- [FLORA] Project objectives and technical Actions
 - [FLORA] Technical activities to be carried out in the first six months of the project
 - [All] Discussion on first scheduled actions
- 12:30** [FLORA] SUBSED Dissemination issues
- 13:15** Tour of FLORA company