H2020-RISE-2016
Coordinators day

Kick-off Meeting

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Kick-off meeting

- Not compulsory, according to the Grant Agreement
- Best practice and strongly recommended
Why?

• To gather consortium members and discuss details on project implementation

• To have a common understanding of the RISE rules, across the consortium

• To identify researchers to be seconded and agree on secondment plan
Why?

• To discuss financial arrangements within the consortium and other relevant aspects of the partnership agreement (IPR, Open Access, etc.)

• To discuss potential risks and mitigating measures

• To identify/discuss minor changes since the submission of the proposal
When?

- As soon as possible after the signature of the Grant Agreement
- Travel and accommodation costs may be covered by Management Costs
Where?

• Preferably in Brussels

• Ensure participation of a REA Project Officer (PO)

• Contact region/universities/country representation in Brussels for venue

• Contact PO to explore alternative solutions (if no venue found)
• Coordinator/beneficiaries to prepare short presentations, for guiding the discussion

• Foresee time for open discussions on technical / operational / administrative aspects

• Tackle also aspects linked to operational or logistical issues (e.g. accommodation for secondees, access to infrastructure, etc.)
Indicative agenda

- Introduction - Project Coordinator
- Round the table of participants
- Common understanding of the rules in RISE – Project Officer/Project Coordinator
- Presentations and discussions on each WP, including risks and mitigation plan - each WP leader
- Administrative, financial matters, IPR, communication strategy, etc.
- Partnership agreement
- Conclusions
Thank you