



European
Commission

H2020-RISE-2016 Coordinators day

Kick-off Meeting

Radu DIACONESCU

Project Officer ENG

radu.diaconescu@ec.europa.eu

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)

How?



- 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

