Event: **CELISE Kick-off Meeting**

Date: 13.00-18.00 CET on Tuesday, 23 November 2021

Location: Videoconference (Teams)

Chair: Prof. Alberto Coz Fernández, UC

Agenda:

Time	Session/Activity	Speaker/ Organization	Notes
13:00 – 13:05	***Introduction to the agenda.*** Remote participants and arrangements.	A. Coz / UC	Connection issues
13.05 – 14.00	***Quick Roundtable***: Each CELISE participant organization has no more than 3 minutes to present his organization: main expertise, capacities, (research) interests, and key staff participating in the project.	All partners	Presentations of 3-4 slides (3 min.) from each organization participating in the project
14:00 – 14:15	***Introduction to the Project:*** Main objectives of the network and general planning. Presentation of the management structure. ***Nomination and voting session:*** Network Administrator (By UC). Steering Committee as the management committee (by all Beneficiaries - one person per Beneficiary). Project Administrator/Contact nomination at each node (by all partners). WP-leaders' nomination (by each respective partner). Technical Board members and Advisory Board (Impact Unit + Knowledge Transfer Unit) nominees (by all partners). Steering Committee voting on the nominations.	A. Coz + C. Tirnauca / UC	Decisions to be made. Q&A. All participants
14:15 – 15:15	***WP Description:*** Main objectives and associated activities, implementation of the milestones and deliverables (schedule and work plan), partners involved in the WP, and linked secondments. Communication strategy and corporate image of the project. **WP1 - LSIWC** **WP2 - INOCURE** **WP3 - UC** **WP4 - SGGW**	WP-Leaders	15 min. presentation of each WP. Q&A
15:15 – 15.45	Coffee break		
15:45 – 16.45	***MSCA RISE Implementation and Challenges*** presented by our Project Officer.	Sandra Pinto / EC	30' Presentation. 30' Q&A

16:45 – 17.30	***Administrative and Financial Aspects. Best practices for a project implementation at consortium level***: Presentation of WP5 and its deliverables Allocation of resources for Category B costs: Organizational Fund and Coordination Fund Quality Assurance of deliverables Templates to be used by the consortium Documentation for secondments: internal procedures and reporting Project repository Pending legal aspects and TO DO list.	C. Tirnauca / UC	Presentation + Q&A
17:30 – 18.00	***Open Technical Discussion between Partners:*** Definition and distribution of the first tasks Setting of deadlines Preparation of first deliverables Next meetings at WP level (online) Secondments' conjecture and issues Next Steering Committee meeting Other issues.	A. Coz / UC	Open discussion with all participants. Q&A
18.00	***Closure of the meeting.***	A. Coz / UC	