



AGENDA

December 12th to 14th, 2016

VENUE: Central Building, University of Novi Sad, Dr Zorana Djindjica 1, Novi Sad, Serbia

1st Day (December 12th) – OFFICIAL OPENING AND PROJECT PRESENTATION

Amphitheatre, Ground floor

09.00 – 09.30	REGISTRATION OF PARTICIPANTS
09.30 – 10.00	WELCOME NOTE AND OPENING REMARKS <i>Representatives of:</i> <i>University of Novi Sad-Rectorate</i> <i>Faculty of Technical Sciences</i> <i>Provincial Secretariat for Urban Planning and Environmental Protection</i> <i>Project coordination team</i>
10.00 – 10.30	PRESENTATION OF THE K-FORCE PROJECT
10.30 – 10.40	PRESENTATION OF THE UNIVERSITY OF NOVI SAD AND ITS ROLE IN K-FORCE PROJECT
10.40 – 11.30	PRESENTATIONS OF THE PARTNER INSTITUTIONS (brief outline of the institution and its role in K-FORCE / 10 min per partner) <i>Representatives of:</i> <i>Aalborg University</i> <i>Technical University of Denmark</i> <i>Lund University</i> <i>University of Žilina</i> <i>University “Ss. Cyril and Methodius” in Skopje</i>
11.30 – 12.00	COFFEE BREAK
12.00 – 13.00	PRESENTATIONS OF THE PARTNER INSTITUTIONS (brief outline of the institution and its role in K-FORCE / 10 min per partner) <i>Representatives of:</i> <i>Higher Education Technical School of Professional Studies in Novi Sad</i> <i>University of Tuzla</i> <i>University of Banja Luka</i> <i>University of Tirana</i> <i>Turgut Ozal Education SHA EPOKA University</i>



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KICK-OFF MEETING

13.00 – 13.20	PRESENTATION OF NON-ACADEMIC PARTNER INSTITUTIONS (brief outline of the institution and its role in K-FORCE / 5 min per partner) Representatives of: NUZOP RS European Youth Parliament Serbia - EYP Serbia Protection and Rescue Directorate of the Republic of Macedonia
13.20 – 14.20	LUNCH BREAK (Buffet lunch at University premises)
14.20 – 16.00	PRESENTATIONS OF WORK PACKAGES 1, 2, 3, 4, 5 & 6 BY WP LEADERS (15 min per WP) Representatives of: WP1 – Technical University of Denmark WP2 – Lund University WP3 – Aalborg University WP4 – University of Tuzla WP5 – University of Novi Sad WP6 – University of Žilina
16.00 – 16.30	PROJECT MANAGEMENT, REPORTING AND NEO MONITORING ERASMUS+ office representative
16.30 – 17.00	DISCUSSION
20.00	SOCIAL DINNER

2nd Day (December 13th) – PROJECT MANAGEMENT

Multimedia Room, 1st floor

10.00 – 10.30	PRESENTATIONS OF WP 7 - QUALITY ASSURANCE AND MONITORING BY WP LEADER University "Ss. Cyril and Methodius" in Skopje
10.30 – 11.00	PRESENTATIONS OF WP 8 - DISSEMINATION AND EXPLOITATION BY WP LEADER Dissemination Plan, University of Tirana Project website, University of Novi Sad
11.00 – 11.30	COFFEE BREAK
11.30 – 12.30	PRESENTATIONS OF WP 9 – PROJECT MANAGEMENT BY THE UNIVERSITY OF NOVI SAD Financial and administrative reporting, University of Novi Sad Forming of project management structures, University of Novi Sad
12.00 – 13.00	RISK PLAN Higher Education Technical School of Professional Studies in Novi Sad
13.00 – 14.00	LUNCH BREAK (Buffet lunch at University premises)
14.00 – 15.00	DETAILED DISTRIBUTION OF TASKS/ ACTION PLAN FOR THE NEXT SIX MONTHS All partner institutions
15.00 – 15.30	DISCUSSION