



Project Nº: 2016-1-BG01-KA202-023703

TRANSNATIONAL KICK-OFF MEETING

**SOFIA,
JANUARY 23RD & 24TH, 2017**





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OBJECTIVES OF THE KICK-OFF MEETING

- Planning the whole Project and distributing tasks;
- Signing partnership agreements;
- Define a specific working plan for the first year of implementation;
- Discussing how to accomplish the activities and tasks of the project;
- Discussing, monitoring and evaluation of the activities;
- Share ideas and expectations towards the project;
- Confirming the tasks for next period.
- Clarify administrative and financial management.

Each partner will also contribute to the kick-off meeting by providing guidance and support to the Coordinator on issues, challenges, initiatives and policies to be integrated in the scope of the project.

PARTICIPANTS

Partner's name	Country	Representative
Assess Ltd.	Bulgaria, Sofia	Velina Vladimirova, Diana Hristova, Kristin Drinova & Lachezar Afrikanov
BEST Institut GmbH	Austria, Wien	Karin Kronika
Cises SRL	Italy, Padova	Igor Vitale & Annibale Basta
ZIVAC GROUP CENTRAL SRL	Romania, Bucharest	Claudiu Nergheș & Armando Goldman
VIP Security ltd (VET center)	Bulgaria, Sofia	Maria Dolzheva-Zaharieva & Katina Boneva

PRACTICAL ORGANISATION OF THE MEETING

The kick off meeting will last two days and will take place in Assess Ltd. office at: 47 Cherni vrah blvd., fl.2, office 17. The office is at a short distance to the “Legends” hotel (approximately 5 min by walk). The office and the hotel are situated in Lozenets district, in close proximity to the central part of the capital Sofia as well as to the shopping center (Paradise mall), park, restaurants, banks and Metro station.

“Legend” hotel details: 54-56 Cherni vrah Blvd., 1407 Sofia, Bulgaria

Phone: +359 2 961 79 30 or +359 886 819 350 E-mail: hotel_legends@abv.bg Web-site: <http://hotel-legends.bg/>



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MEETING PROGRAMME

EU-PROTECT Project

Sofia, 23-24 January 2017

DAY 1 Sunday, 22nd January, 2017

3 pm – 10 pm	Arrival and check-in
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DAY 2 Monday, 23rd January, 2017

Location: Assess Ltd. office: 47 “Cherni vrah” blvd., fl.2, office 17

09:30 – 10.00	Registration
10:15 – 10:30	Welcome from <i>Mrs. Velina Vladimirova (Project manager) and Coordinator’s project team</i>
10:30 – 11:00	Focus on participants - Getting to know each other
11:00 – 11:30	Coffee break
11:30 – 12:00	Focus on Partner organization’s overview and teamwork on EU-PROTECT Project. Each partner delivers 5 minute presentation
12:00 – 13:00	Lunch break
13:00 – 15:00	Overview of EU-PROTECT Project activities, roles, timeframe and key project documents. <i>Coordinator’s project team and all partners</i>
15:00 – 16:00	Signing of Partners’ agreements – overview and Q&A. <i>Coordinator and all partners</i>
16:00 – 16:30	Coffee break
16:30 – 17:30	Project and financial management and reporting – overview and Q&A. <i>Coordinator’s project team & VIP Security</i>
17:30 – 18.00	Closure of the first day meeting. Free time in the city center. <i>Mrs. Velina Vladimirova (Project coordinator)</i>



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DAY 3 Tuesday, 24th January, 2017

Location: Assess Ltd. office: 47 “Cherni vrah” blvd., fl.2, office 17

09:00 – 9:15	Meeting at Assess office – Warm up minutes
09:15 – 11:00	Task review and discussion. <ul style="list-style-type: none"> - Preliminary research done in regards to the development of learning outcomes framework; - Organization and aims of Focus group 1. <i>Coordinator and all Partners</i>
11:00 – 11:30	Coffee break
11:30 – 13.00	Project communication (dissemination) plan and activities – overview and focus on project website, logo and social media. <i>Coordinator and all Partners</i>
13:00 -13.15	Closure of the meeting. <i>Mrs. Velina Vladimirova (Project coordinator)</i>

We are sure that the partnership between us will lead our activities to a new stage.

We will look forward to seeing you in Sofia.

THANK YOU!