



EUROPEAN COMMISSION
Employment, Social Affairs and Inclusion DG

Europe 2020: Employment Policies
New Skills for New Jobs, Adaptation to Change, CSR, EGF

GSSkills – Geothermal and Solar Skills

VP/2012/009/0065

Kick-off meeting

Paris, France

January 9th and 10th , 2013

DRAFT AGENDA

1.1 GSSKILLS KICK-OFF MEETING

Date: January 9-10, 2013

Location: Paris, France

1.2 AGENDA OF THE KICK-OFF MEETING

1.2.1 1st day Thursday (9th January)

9:00 – 9:10 Welcome and Familiarization

9:10 – 10:30 Introduction of the partners (4 partners)

- Presentation structure for all (15 minutes):
 - Company or organization's overview
 - Specific expertise
 - Strategic and operative goals in GSSkills
 - Delegated persons (brief introduction)
- Presentation templates will be handed in advance.

10:30 – 11:00 Coffee break

11:00 – 13:00 GSSkills Project's overview

- Work Package process diagram
- Brief introduction of WPs
- Summary of valorization activities (activities and delivery dates)
- Tasks and Deliverables
 - List of main and side products
 - Responsible partners & deadlines

13:00 – 14:30 Lunch

14:45 – 15:45 Introduction of the ICT system of the project, the basecamp

- Suggestions for web page construction, content development

15:45 – 16:15 First Day Wrap up & Closing

19:00 - Dinner

1.2.2 2nd day Friday (10th January)

9:00 – 10:30 Contracting, Financial, Reporting and Administrative Issues

- Duties and tasks of each partner concerning administration and reporting
- Provide guidelines, templates for WP leaders for monitoring and controlling WPs (continuously)

10:30 – 12:00 WP2 (first 4 months)

- Introduction of WP2
- Identify target groups
- Methodology (used methods, data collection, sample size, location etc.). Template forms for how to deliver data to the WP2 leader will be handed in advance.

12:00 – 12:30 Coffee break, refreshments and snacks

12:30 – 13:30 Set up an Evaluation Committee

Set up a Project Management Group

13:30 – 14:30 Next meeting and appointments via ICT (or conference calls)

- Discuss future meeting plan
- Set up a date of the following meetings

14:30 – 14:45 Wrap up & End of the Meeting

1.2.3 Please prepare and bring with you:

- ☞ *A short presentation* (15 minutes) of your institute/organization's activity. The template format will be provided in advance.
- ☞ *Data base of contacts* related to the project in national and EU level: Educational authorities, National Accreditation Centers, Vocational Training centers, advisors and assessors in VET/CVET institutions, businesses elaborating in Geothermy and Solar Systems, professionals in the field, and interested parties at a national and EU level..
- ☞ *Information* on Green installations-related events, professional forums, conferences and exhibitions on a national level (as possible forums to present the project results) between January, 2014 and November, 2014.

1.2.4 Meeting venue:

AOCDTF premises