



## KICK-OFF TECHNICAL AND ADMINISTRATIVE MEETING AGENDA

**Date:** Friday, 12th October 2018  
**Place:** AGRIVIVAI premises, Via Vecchia Casalina, 118/G,  
Pistoia - Italy  
**Time:** 14:15 to 18:15  
**Invited partners:** All partners are invited to attend this meeting

### AGENDA

- 14:15** [AGRIVIVAI] Welcome and opening of the meeting
- 14:20** [All] Presentation of Partners
  - Each partner will prepare a power point presentation
- 15:00** [AGRIVIVAI] AGRISED management:
  - Grant Agreement with the EC
  - Partnership Agreement
  - Management and coordination
  - Reporting
  - Administrative and financial issues:
    - Time sheets
    - Financial forms
- 16:00** Coffee break
- 16:30** AGRISED Technical issues:
  - [AGRIVIVAI] Project objectives and technical Actions
  - [AGRIVIVAI] Technical activities to be carried out in the first six months of the project
  - [All] Discussion on first scheduled actions
- 17:30** [AGRIVIVAI] AGRISED Dissemination issues
- 18:15** Tour of AGRIVIVAI company