

**“Scaling New Heights”
LEONARDO DA VINCI Innovation of Transfer Project
Kick-off Meeting, Newcastle/UK**

Oct 17th - 19th, 2011

- Agenda -

Monday, Oct 17th 2011

Individual arrival to Newcastle, Transfer to Staybridge Hotel

Thursday, Oct 18th 2011

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|-----------------|--|----------|
| 9.00 - 9.30 h | Welcome by Keith Stead and Alfons Müller
Introduction into work plan | |
| 9.30 - 10.30 h | Information of German NA
- Results of kick-off meeting in Bonn
- Contract with NA
- Conclusions of the evaluators (unique feature of Rickter process?)
- TOI project handbook
- Payments/financial rules
- Rating after finishing the project / Possibility of reduction of grant (no 1.4.8) | (Alfons) |
| 10.30 - 11.00 h | Coffee Break | |
| 11.00 - 12.00 h | Financial questions/Budget
- Details of budget
- Evidence/proof of expenses (staff - payroll and proof of activities, travel costs - internal rules of each organisation)
- Subcontracting: 3 written quotations
- “Upgrading IT”, change of application in Jan 2012
- Possibility of changes between cost positions by 10% | (Alfons) |

12.00 - 13.00 h	Work plan - Outcomes and results - Tasks of partners - Meetings - Time frame - Demonstration of IMS software	(Alfons) (Keith)
13.00 - 14.00 h	Lunch	
14.00 - 14.30 h	Organisational questions - Logo of TOI - Rules of meetings (agenda, minutes, share of costs) - Means of communication (chat? video conferencing?) - ADAM Database	
14.30 - 15.30 h	Evaluation - Outline of evaluation - Contribution of partners	(University of Newcastle)
15.30 - 16.00 h	Co-operations agreement/contract - Discussion - Signing of contract	
16.00 - 17.00 h	Next steps: - Website (content, design) - Training of staff (content, timetable, work plan)	(Serena) (Keith)
19.30 h	Social dinner	

Wednesday, Oct 19th 2011
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9.00 - 12.00 h Afternoon	Discussion continued (in case of need) Individual Departure
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