**KICK – OFF MEETING**

***TEXAPP***

# 05 December 2016, Milan/ITALY

**Meeting Venue: TexClubTec premises (Viale Sarca, 223 , 2016 Milano)**

**AGENDA**

## 05/12/2016 Monday

### 9:00 Registration

* *9:30 – 10:15* ***Presentations by each partner*** *of the organisation, objectives and role (5 minutes per partner)*
* *10:00 – 10:30 Review of the project and aims of the implementation process, presentation by* ***EURATEX – Lead Partner***
* *10:30 – 11:00 Presentation of the Coordinators’ Meeting (took place in Brussels) main points and what EACEA “wants to see”, presentation by* ***EURATEX – Lead Partner***

**11:00 – 11:15 *Coffee Break***

11:15 – 13:00 Meeting for project partners in project management and implementation issues

* *11:15 – 11:45 Presentation of the Standard Contractual procedures - Grant Agreement – Bilateral Agreements*
* *11:45 – 12:45* ***Presentations by each partner*** *- Association, of the main points of Apprenticeship National Framework (10 minutes max per partner)*

### 12:45 – 13:00 Discussion - Debate

**13:00 Lunch on site**

13:30 – 16:00 Meeting for project partners in project management and implementation issues

* 13:30 – 14:00 General Project Management Issues **by EURATEX – Lead Partner**

### 14:00 – 14:30 Discussion and questions on Project Management issues

* 14:30 – 15:00 *Presentation of the 1st year Timetable and discussion on deliverables and tasks undertaken by each partner* **by EURATEX – Lead Partner**
* 15:00 – 15:30 *Financial Regulations and Procedures, presentation* **by EURATEX**

## – Lead Partner

### Open Discussion - Debate 16:00 End of Meeting