AGENDA

Kick–off Meeting

DAY 1		
Thursday, 8th February,		
09.00 – 17.00		

TIME	AGENDA ITEM	CONTRIBUTIONS
09.00 – 09.15	Welcome	Greetings
09.15 – 09.30	Presentation of the two-day meeting's agenda	International Hellenic University (IHU)
09.30 – 11.00	Introductions & Partner presentations	All participants present themselves and their organisation – 10 min each
11.00 – 11.15	Coffee Break	
11.15 – 13.00	Overall project presentation: - Objectives - Work packages/Activities - Results - Work plan - Management Tools (ZOOM, Google Drive, Google Group, etc.) - Staff involved and roles	The University of Library Studies and Information Technology (ULSIT)
13.00 – 14.00	Lunch	
14.00 – 15.00	Focus on WP2 – Selection of Librarians: - Presentation of WP Activities	ULSIT and interventions from

	- Criteria of selecting libraries and librarians - MoU between the organisations - Working table / Discussions - Identification of first tasks and activities	all participants
15.00 – 16.00	Focus on WP3 - Content Creation and Trainings: - Presentation of WP Activities - Criteria of selecting Academic Staff, Teaching Staff and Experts - Working table / Discussions - Identification of first tasks and activities	ULSIT and interventions from all participants
16.00 – 16.15	Coffee Break	
16.15 – 17.00	Questions & Answers / Discussions Expectations, suggestions, doubts, etc.	All participants
17.00	End of Meeting Day 1	

DAY 2

Friday, 9th February,

09.00 – 14.00

TIME	AGENDA ITEM	CONTRIBUTIONS
09.00 – 09.15	Welcome	Greetings
09.15 – 09.30	Presentation of the day 2 meeting agenda	International Hellenic University (IHU)
09.30 – 11.00	Focus on WP1 – Project Management: - Presentation of WP Activities - Working table / Discussions - Identification of first tasks and activities	ULSIT and interventions from all participants
11.00 – 11.15	Coffee Break	
11.15 – 13.00	Financial and Administrative Management Quality Evaluation & Monitoring - Implications and challenges in project implementation Recap of first open deadlines Next meetings' calendar Conclusions and Farewell	ULSIT and interventions from all participants
13.00 – 14.00	Lunch	
14.00	End of Meeting Day 2	

IMPORTANT NOTES FOR PARTICIPANTS:

1. Make sure you have carefully read the NEDLib project application and budget before the KOM.

2. Agenda Item "Introductions & Partner presentations" foresees that all persons participating to the meeting present themselves (role, expertise) and their organisation (main activities + project experience) in around 10 minutes each. The use of slides/PPTs is warmly recommended.

3. ULSIT will plan the contents and prepare materials for the sessions focused on the WPs they coordinate. IHU will provide any necessary support and all participants will contribute

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to the discussions/working table.