



Funded by the  
Erasmus+ Programme  
of the European Union

**AGENDA**  
**OF KICK OFF MEETING 08 - 09 /04/2016**  
**Venue: Down town hotel, Sofia, Bulgaria**

**Project title: Empower Active Ageing- EmpAct**

**Agreement Number: 2015-1-BG01-KA204-014316**

**Implementation period: 01 January 2016 – 31 September 2017**

**EmpAct - Kick off Meeting**

<b>Friday, 8/4/2016</b>	
<b>09:00 – 10:10</b>	<b>Introduction of the partners, delegates</b> <b><i>Each partner will present their organization (10 minutes each)</i></b> <b>(Prepare a short PPP of your institution/organization)</b>
<b>10:10 – 11:30</b>	<b>Presentation of the project work plan, management logistics and budget issues, timeline, requirement, clarifications...</b>
<b>11:30 – 12:00</b>	<b>Coffee Break</b>
<b>12:00 – 13:00</b>	<b>...continued with questions from the partner participants about the project</b>
<b>13:00- 14:00</b>	<b>Lunch Break</b>
<b>14:00 – 15:30</b>	<b>Discuss:</b> <b>Outputs Plan of Action</b> <b>(presentation of plan by each Output leader, O1, O2)</b> <b>time tables, activities, related budget,</b> <b>Discussion</b> <b>Planning the work for Saturday</b>
<b>15:30 – 16:00</b>	<b>Coffee break</b>

<b>16:00 – 17:00</b>	<b>...continued with questions from the partner participants about the project</b>
----------------------	--

<b>Saturday, 9/4/2016</b>	
<b>09:30 – 10:30</b>	<b>Finalization of the O1</b>
<b>10:30 – 11:00</b>	<b>Coffee Break</b>
<b>11:00 – 13:00</b>	<b>Quality assurance statement Contingency plan Indicators and monitoring Dissemination plan, Promotion activities and tools (newsletter etc)</b>
<b>13:00 – 14:00</b>	<b>Lunch</b>
<b>14:00- 16:00</b>	<b>Planning meeting 2 Evaluation Other matters</b>