



**INVITATION TO THE
Kick-off Meeting BILAT-UKR*AINA (Sept. 10/11)
and
Constituting meeting of the Advisory Board (Sept. 11)**

Dear colleagues,

Centre for Social Innovation (ZSI) cordially invites you to the meetings of the FP7 project BILAT-UKR*AINA (Enhancing the BILATeral S&T Partnership with UKRraine * Advanced INnovative Approach) to take place in Vienna/Austria on 10 and 11 September 2012.

The kick-off meeting aims to lay the foundations for a fruitful cooperation within the project. The primary objective is to develop a mutual understanding of the work packages as defined in the "Description of Work" (with a special focus on activities in the first year), clarify administrative and financial issues related to the project start and its implementation as well as team building. Apart from the working sessions time is scheduled for informal discussions.

The Constituting meeting of the Advisory Board aims to establish a dialogue with the political stakeholders and lay the grounds for the future cooperation.

Please note that the event venue has been moved to imhinterhaus, Schottenfeldgasse12/6, Vienna.

Participants

- Project partners of the BILAT-UKR*AINA consortium (1-2 participants per project partner)
- Advisory Board members (2nd day)
- EU Commission
- Review Panel Members

Location:

imhinterhaus
Schottenfeldgasse 12/6, 1070 Vienna
<https://imhinterhaus.wordpress.com/>

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Kick-off Agenda

Monday, 10.09.2012

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| 09.00 - 09.45 | Welcome and introduction, Tour de table
(incl. brief presentation of the partners & participants) |
| 09.45 - 10.45 | State of the Art of Cooperation, building on BILAT-UKR results
(presentation from CNRS + group work) |
| 10.45 - 11.15 | <i>Coffee Break</i> |
| 11.15 – 11:30 | Starting the new project: Our common soft rules of the game |
| 11.30 – 12.00 | Joint Vision Building |
| 12:00 – 12:30 | Input from EC: Expectations regarding BILAT UKR*AINA
(Gediminas Ramanauskas, Policy Officer, European Eastern Neighbourhood) |
| 12.30 – 13.30 | <i>Lunch</i> |
| 13.30 – 15.00 | WP 6: Implementing the new project: Hard rules of the game (ZSI)
Financial Management, Project Internal Procedures, FP7 Rules and Regulations
Project Management, Internal Communication (includes information on Consortium
Agreement and Grant Agreement) |
| 15:15 - 16.30 | Special session: Review panel members and coordinator |
| 18.00 – open end | Project Teambuilding + Working Dinner (for project partners only) |



Tuesday, 11.09.2012

- 09.30 - 09.50 WP 1: Main messages and issues to be aware of - Policy Dialogue (ZSI)
Presentation of objectives – outline of the activities in the first 12 months
- 09.50 - 10.00 Discussion
- 10.00 - 10.20 WP 2: Main messages and issues to be aware of - Monitoring and Analysis (CNRS)
Presentation of objectives – outline of the activities in the first 12 months
- 10.20 - 10.30 Discussion
- 10.30 - 11.00 *Coffee Break*
- 11.00 - 11.20 WP 3: Main messages and issues to be aware of - Pilot Activities for Joint Actions (with MS/AC and to implement the joint S&T Roadmap) (DLR)
Presentation of objectives – outline of the activities in the first 12 months
- 11.20 - 11.30 Discussion
- 11.30 - 11.50 WP 4: Main messages and issues to be aware of - Support Participation in Joint Projects (FP7, Horizon 2020, etc.) (CNRS)
Presentation of objectives – outline of the activities in the first 12 months
- 11.50 - 12.00 Discussion
- 12.00 - 12.20 WP 5: Main messages and issues to be aware of - Dissemination (includes presentation of logo) (NIP & DLR)
Presentation of objectives – outline of the activities in the first 12 months
introduction to project website and video conferencing tool
- 12.20 - 12.30 Discussion
- 12.30 - 13.00 Quality Assurance Procedures (presented by Review Panel members)
- 13.00 - 14.00 *Lunch*



Constituting meeting of the BILAT-UKR*AINA Advisory Board

Agenda

Tuesday, 11.09.2012

- 14.00 - 15.00 Welcome and introduction, Tour de Table
(including short presentations of the organisations involved)
- 15.00 - 15:30 JSTCC / Bilateral cooperation on S&T between Ukraine and the European Commission
(Gediminas Ramanauskas, Policy Officer, European Eastern Neighbourhood)
- 15:30 - 16.00 Brief introduction to the BILAT-UKR*AINA project, WP descriptions (ZSI)
- 16.00 - 16.30 *Coffee Break*
- 16.30 - 17.30 Free discussion on the expectations and cooperation possibilities of Advisory Board Members and BILAT-UKR*AINA
Reaching a common understanding of our tasks and the working mode for this Board,
Options of involvement in different WPs
- 17:30 - open end *Working Dinner + Concluding Remarks*