



Thursday, 4th December 2014

Venue: tba

<i>Time</i>	<i>Location</i>	<i>Description</i>	<i>Chair</i>
9:30 – 10:00		Arrival, registration, welcoming	LP + PP 14 + PP 15
10:00 – 10:30		Welcome WP1 overview: Project management and coordination - <i>Timeframes of reporting: PR6, PR7, final report</i> - <i>Financial monitoring</i>	LP Aufbauwerk
10:30 – 13:00		Checking the status of all project outputs in all WPs as preparation for project closure and reports - Checking for deviations in output fulfilment and their reporting - Agreeing upon final solution for open tasks of WP 6 (6.5.2. transnational service management agreement or substitute and 6.5.3. realisation of long-term contracts) = provider of the cloud from 2015 onwards - ...	LP
13:00 – 14:00	Lunch break		
14:00 – 15:00		Final report: - Going through the main parts of the report - Fixing a timeline, requirements, responsibilities	LP
15:00 – 16:00		Evaluation: overall evaluation of the project and exchange on the cooperation	LP
16:00 – 18:00		Time for individual consultations	LP + all PP

optional

<i>Time</i>	<i>Location</i>	<i>Description</i>	
18:00		Dinner	