

KICK-OFF MEETING AGENDA

PROJECT: ESIRA “Enhancing Social Innovation in Rural Areas” project kick-off meeting

DATE: 17-18 January 2024

LOCATION: [Faculty of Economics and Business Studies, C. de los Parralillos, s/n, 09001 Burgos](#)

MODE: on site

MEETING OBJECTIVES:

- Present the project consortium structure
- Facilitate the development of all the foreseen activities
- Define bases for:
 - The objectives, structure and timeline for ESIRA project
 - The fields of work/experience of each partner
 - Composition of different committees and setting up of cooperation procedures
- Initiate the discussion on general aspects of the project:
 - Calendar of meetings and assemblies, dissemination strategy, other

DAY 1 – Wednesday (17TH January 2024)

09.00 am – 09.15 am	WELCOME AND INTRODUCTION TO THE AGENDA
9.15 am – 9.30 am (15 min.)	UBU INSTITUTIONAL PRESENTATION
9.30 am – 10.00 am (30 min.)	EUROPEAN COMMISSION INTRODUCTION <ul style="list-style-type: none">- Project Officer (Patrizia Tenerelli)- Policy Officer (Arianna Passa)
10.00 am – 11.00 am (60 min.)	PARTNERS PRESENTATION (all partners) All partners make a brief presentation of their institutions: who we are, expertise, contribution and goals in the project (3-4 min. per partner)
11.00 am – 11.30 am	COFFEE BREAK

<p>11.30 am – 12.10 am (40 min.)</p>	<p>SUMMARY OF THE PROJECT, WORK PLAN & PROJECT SCHEDULE (UBU)</p> <ul style="list-style-type: none"> - Objectives and Priorities. - WPs, tasks, leaders. - Timetable and milestones. - Deliverables.
<p>12.15 am – 1.00 pm (45 min.)</p>	<p>WP1 – ETHICS REQUIREMENTS AND WP2 - PROJECT MANAGEMENT (UBU)</p> <ul style="list-style-type: none"> - Ethics requirements. - Coordinator and Consortium Bodies: General Assembly and Executive Board - Project Data Management Plan - Meetings Calendar. Partners Communication. - Project Monitoring. - Information sharing. Legal aspects.
<p>1.00 pm – 2.30 pm</p>	<p>LUNCH</p>
<p>2.30 pm – 3.10 pm (40 min.)</p>	<p>WP3 - FRAMEWORK SETTING FOR MAP'S OPERATING AS COMMUNITY-LED INNOVATION SPACES (ERDN)</p> <ul style="list-style-type: none"> - MAP framework description. - Training activities. - Monitoring and evaluation activities: periodic reporting and evaluation workshops. - Stakeholders engagement. - Deliverables.
<p>3.15 pm – 3.55 pm (40 min.)</p>	<p>WP4 - RESEARCH ON DRIVERS OF RURAL MARGINALISATION AND THE OPPORTUNITIES OF COMMUNITY-LED SOCIAL ECONOMY INITIATIVES FOR SOCIAL INCLUSION (HETFA)</p> <ul style="list-style-type: none"> - Research methodology. - Partners collaboration methodology. - Deliverables.

4.00 pm – 5.00 pm (60 min.)	<p>WP5- COMMUNITY-LED INNOVATION SPACES AND PILOT SOCIAL ECONOMY INITIATIVES (UBU + ALL PARTNERS + PILOTS)</p> <ul style="list-style-type: none"> - Pilots’ description for all partners. - Train-the-trainers programme description. - Strengthen local communities. - Rural Labs. - Deliverables.
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5.00 pm – 5.30 pm	<p>SOCIAL AGENDA</p> <p>Bus transport from the Faculty of Economics and Business Studies parking to the cathedral or walking option (30 minutes).</p>
5.30 pm - 7.00 pm	<p>Visit to the cathedral.</p>

DAY 2 – Thursday (18th January 2024)

09.00 am – 10.00 am (60 min.)	<p>PROJECT MANAGEMENT and ADMINISTRATIVE GUIDELINES (UBU - OTRI)</p> <ul style="list-style-type: none"> - Project admin. Monitoring. - Administrative rules. - Expenditure rules.
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10.00 am – 11.00 am (60 min.)	<p>WP7 - DISSEMINATION, EXPLOITATION AND COMMUNICATION (IRI)</p> <ul style="list-style-type: none"> - Communication activities. - Dissemination activities. - Exploitation plan. - Deliverables.
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11.00 am – 11.10 am	FAMILY PHOTO
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11.10 am – 11.40 am	COFFEE BREAK
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11.40 am – 12.30 am (50 min.)	<p>CLOSURE and NEXT STEPS (UBU)</p> <ul style="list-style-type: none"> - Questions. - Tasks to complete next. - Next meeting planning.
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12.30 am – 1.00 pm	TIME TO MINGLE AND NETWORKING
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1.00 pm – 2.30 pm	LUNCH
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4:30 pm – 6:00 pm	<p>SOCIAL AGENDA</p> <p>Visit the Museum of Human Evolution (https://www.museoevolucionhumana.com/en/).</p>
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