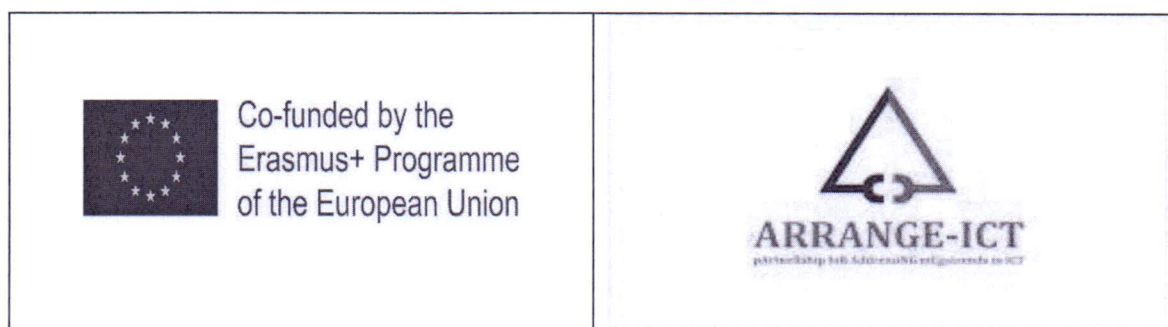


pArtneRship foR AddressiNG mEgatrends in ICT



MINUTES of the Kick-Off-Meeting

**ARRANGE-ICT PROJECT (ERASMUS+ Project N 2018-1-BG-01-KA 203-048023) HELD ON 30.10.2018
IN THE CONFERENCE HALL OF THE LIBRARY AND INFORMATION CENTER OF THE TECHNICAL
UNIVERSITY OF SOFIA**

Today, October 30, 2018, the Kick-Off Meeting was held, under the ARRANGE-ICT project (ERASMUS+ Project N 2018-1-BG-01-KA 203-048023). The meeting was attended by: Prof. Valeri Mladenov, (TUS), Mrs. Veselina Dobрева, (TUS), Dr. Mariana Manoeva, (TUS), Dr. Ventseslav Manoev, (TUS), Assist. Prof. Panagiotis Sarigiannidis, (UOWM), Assist. Prof. Stamatia Bibi, (UOWM), Mr. Costas Tramantzas, (AIZ), Mr. Nikos Zaharis, (SEERC), Dr. Thomas Lagkas, (SEERC), Mr. Anastasios Lytos, PhD student (SEERC), Mrs Maria Poveda (UCY), Mrs. Stavriana Kofteros, (SCY), Mr. Christophoros Tzirtzipis, (SCY), Assoc. Prof. Eugenia Kovatcheva, (ULSIT), Assoc. Prof. Boyan Jekov, (ULSIT), Prof. Georgi Dimitrov, (ULSIT).

The meeting started at 9.30 am and was followed by the agenda of the announced work program:

Overseen by Prof. Valeri Mladenov (TUS) - Chairman of the meeting;

Recorder of the minutes- Veselina Dobрева (TUS).

Prof. Valeri Mladenov opened the meeting with introductory words and a brief presentation of the summary.

Dr. Panagiotis Sarigiannidis, (UOWM), Mr. Costas Tramantzas, (AIZ), Mr. Nikos Zaharis, (SEERC), Mrs Maria Poveda (UCY), Assoc. Prof. Eugenia Kovatcheva, (ULSIT), Mrs. Stavriana Kofteros, (SCY), presented their universities and institutions with short presentations.

The following presentations were delivered:

- Prof. Valeri Mladenov, (TUS) spoke of the project overview and about vision, objectives and activities of the project;

- Mr. Nikos Zaharis, (SEERC) familiarised participants with the funding rules, accompanying documents, ethical requirements and administrative procedures for the management and reporting of the project.

After the discussion the following decisions were taken:

1. The final work program and timetable covering the whole project period were implemented;
2. The revised Gantt Chart was implemented;
3. A plan of activities with specific implementation deadlines was adopted, a calendar of the project will be prepared and published on the project website –

<https://arrange-ict.eu/>

Those attended will receive the necessary password form Dr. Ventseslav Manoev, (TUS);

4. Online meetings and communication between partners will be discuss in Skype. The person who initiates the conference call will make agenda. After the end of the conference call, the minutes of the conversation are recorded;

5. After signing the agreements between TUS and all partners involved in the project, a PROJECT CHARTER will be prepared and signed;

6. The online space <https://arrange-ict.eu/> has been specified with Moodle Platform enabled, where materials, presentations, documents will be exchanged, an active discussion forum will be held. All partners will be able to create individual pages to share information, photos, videos and polls there;

7. Solved the measures for the sustainable process and quality of the project were implemented;

8. In determining subsequent meetings or events, the lead parties should be the lead organizers for the relevant meeting or activity;

9. To align documents, financial statements and tables by making model examples to serve as a model for partners;

10. The next Transnational Meeting, to be held in Cyprus (UCY), is scheduled for the last week of June 2019;

11. To start the preparation for the first training activity C1 and the first multiplier event E1;

12. To move E3 for September 2019 or in the first week of July 2019 we need to ask for a change, because E3 is related to O5;

13. The next transnational meetings will consist of a 1 day for a multiplier event and 3 days for a meeting;

14. Each partner should request and inform TUS for the accountant from the relevant institution who will be in charge for the project;

After the discussion, the participants elected the following personnel:

1. Project Manager - Prof. Valeri Mladenov.
2. Steering team:

- Dr. Panagiotis Sarigiannidis (UOWM);
- Mr. Costas Tramantzas (AIZ);
- Dr. Thomas Lagkas (SEERC);
- Mrs Maria Poveda (UCY);
- Mrs. Stavriana Kofteros (SCY);
- Assoc. Prof. Eugenia Kovatcheva, (ULSIT);

3. Technical Project Manager - Dr. Thomas Lagkas (SEERC);

4. Administrative Manager - Veselina Dobрева;

5. The representative personnel from the group of Steering Team will be the responsible people for the activities of the project.

The meeting continued with presentations and debates. Dr. Thomas Lagkas (SEERC), Dr. Panagiotis Sarigiannidis (UOWM) presented all the different activities of the project.

After the agenda was over, the meeting was concluded.

APPLICATION:

1. Agenda;
2. Participant list.

CHAIRMAN OF THE MEETING:
(Prof. Valeri Mladenov)

RECORDER OF THE MINUTES:
(Veselina Dobрева)