

**AGENDA
OF THE KICK-OFF MEETING IN ROMANIA
BUZĂU**

**Tuesday, 13th - Friday, 16th
of December 2022**

1. Tuesday, 13th of December

12.00 – 22.00	Participants' arrival in Buzău Accommodation	All the abroad participants
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2. Wednesday, 14th of December

09.30 – 09.45	Short introduction of the project context	APD
09.45 – 10.30	Introduction of partner organisations and participants	All the participants All the partners
10.30 – 11.00	Introducing the meeting Agenda Organizational and administrative issues	APD
11.00 – 11.30	Formulation of expectations towards the Kick-off Meeting and the project itself	All the partners
11.30 -12.00	Coffee break	
12.00 – 13.30	Project presentation - the first part: - Needs - Objectives - Target groups - Expected results	APD
13.30 – 15.00	Lunch break	
15.00 – 17.00	Project presentation - the second part: - Activities - Partner`s tasks - Final results - Impact - Sustainability	APD
17.00	End of the first-day activities	

3. Thursday, 15th of December

09.30 – 09.40	Recap of the first day	APD
09.40 – 11.00	Practical arrangements <ul style="list-style-type: none"> - Rules which will govern the partnership - Communication within the partnership - Reporting rules and templates 	APD
11.00 – 11.30	Coffee break	
11.30 – 14.15	Training on financial procedures in the project <ul style="list-style-type: none"> - The budget of the project - Eligible expenses - Proof of expenses - Payments rules - Distribution of tasks and assessment of the Kick-off-Meeting - Contractual issues - Bilateral meetings and talks about the contracts between APD and the partners - 13:30 SOLUTION SOLIDARITE & INCLUSION - 13:45 INBIE - 14:00 PROGRAMMA INTEGRA 	APD
14.15 -15.15	Lunch break	
17.00 – 19.00	Visiting the Christmas fair in Buzău *	All the partners
19.00 – 21.00	Joint dinner – Romanian traditional style *	All the partners
21.00	End of the second-day activities	

4. Friday, 16th of December

12.00 – 22.00	Participants departure	All the abroad participants
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NOTE: The last two activities, marked with “ * “, were cancelled, at the request of some project partners, in order to be able to return faster to their countries of origin. Practically, the Kick-off-Meeting will end on Thursday after the lunch break.

The Kick-off-Meeting will take place at Hotel Sport B90 located in Buzau, Street Mesteacanului no. 1