



18-19 November 2013, Universidad de Alicante



KICK OFF MEETING
Alicante, 18th & 19th November, 2013

Project Acronym: **IP4Growth**

Full Project Title: **Knowledge transfer capacity building for enhanced energy access & efficiency in the Caribbean**

Contract Number: **FED/2013/320-273**

Meeting dates: **18th – 19th November 2013**

Venue: **Universidad de Alicante, Villa Universitaria & Aulario I, Rooms: A1/1-47S, A1/1-43S and A1/1-44P**

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KICK-OFF MEETING PARTICIPANTS & OBJECTIVES

Meeting Day 1, morning session

Joint meeting of partners & associates from the following newly approved EDULINK projects coordinated by the University of Alicante: SUCCEED Network, IP4GROWTH, CAP4INNO, CAPACITY4FOOD, FISHERMAN and EPIC (Africa, Caribbean and Pacific regions).

Meeting Day 1, afternoon session & day 2: IP4GROWTH partner & associates representatives

PARTNERS

Universidad de Alicante, Spain, Coordinator & meeting responsible:

Alicia Blaya alicia.blaya@ua.es Mobile Number: +34 600 94 8619

Nizar Ayadi nizar.ayadi@ua.es Mobile Number: + 34 600 94 8757

Marielos Chávez marielos.chavez@ua.es

Queen Mary and Westfield College, University of London, UK:

Dr. Guido WESTKAMP g.westkamp@qmul.ac.uk,

Ms. Katerina Stechova stechova@gmail.com

Université Ouaga II, Burkina Faso:

Prof. Édouard OUEDRAOGO prof_e_ouedraogo@yahoo.fr,

Prof. Kouliga NIKIEMA nikiema.kouliga@netcourrier.com

Université Felix Houphouët Boigny de Cocody, Côte d'Ivoire:

Prof. Kouadio AFFIAN k_affian@yahoo.fr

Dr. Ibrahim DIARRA diarraib@gmail.com

Université de Thiès, Sénégal :

Prof. Baydallaye Kane baydallayek@yahoo.com,

Dr. Moustapha THIOUNE ma4907@gmail.com

ASSOCIATES

Organisation Africaine de la Propriété Intellectuelle, Cameroun:

Mr. Cécé KPOHOMOU hkaamon@yahoo.fr

Réseau des organisations paysannes et de producteurs de l'Afrique de l'Ouest, Burkina

Faso: Mr. Kalilou SYLLA kalilou.sylla@yahoo.fr

Objectives

The kick-off event and subsequent project meetings have two-fold objectives. To provide networking opportunities between the different EDULINK projects coordinated by the University of Alicante, as well as provide a space to discuss the different activities and project regulation. The meeting shall be divided into two sessions over two days:

Day 1, morning session: A plenary session in which all six projects will work together, examining the common regulation and providing discussion opportunities on key issues such as exploitation and dissemination, and quality. Networking and social opportunities shall be provided for contact building.

Day 1 afternoon session, and Day 2: Each project shall have individual meetings with their coordinators at UA with a view to deepening the understanding of the distinct activities, outputs and results expected. This will provide the chance to resolve doubts and set the next steps.

Expected Results

Following the meeting it is hoped and expected that:

- partners understand fully their roles & obligations within the project;
- partners may provide feedback and suggestions to the project methodologies;
- all doubts and pending issues (technical and administrative) may be resolved;
- a rapport and working atmosphere between partners can be built up with a first face-to-face contact;
- new contacts and partnerships may be constructed with other world regions.



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18/11/2013 (MONDAY)			Venue: Villa Universitaria, Auditorium
08.45	09.00	15'	Registration of participants
09.00	09.40	40'	Welcome and Meeting Objectives / Programme. Overview of the projects. <i>Joaquin Marhuenda, Director of Institutional Projects (UA)</i> <i>Roberto Escarré, Director of the International Project Management Office - OGPI</i>
09.40	10.30	50'	Reporting and Financial Regulations – EDULINK projects <i>Virginia Ferrer – Administrative Manager at OGPI</i>
10.30	11.00	30'	An Overview of the Project Website Structure and Functioning of the Extranet <i>Francisco Gallego, OGPI IT Coordinator</i>
			Coffee Break and Networking Administrative issues: per diems' distribution to partners during the coffee break.
12.00	12.30	30'	Dissemination and sustainability in EDULINK projects – planning and activities <i>Michelle Grindle, Deputy of the International Project Management Office - OGPI</i>
12.30	13.00	30'	Quality in EDULINK projects <i>Ester Boldrini, Project Manager at OGPI</i>
13.00	13.15	15'	Closing Session – Questions & Answers. Proceeding agendas
			Lunch Break
TRANSFER TO INDIVIDUAL MEETING ROOMS AFTER CAMPUS TOUR. VENUE: Monday 18/11 from 15 to 19 h, A1/1-47S			
14.00	15.00	60'	Campus Tour
15:00	16:00	60'	IP4Growth Project overview. Background and Rationale. Objectives.
16:00	17:30	90'	Presentation (10') by each partner & associates – Tour de Table / Presentations UA, QMUL, UCA, UO2, UT & OAPI, ROPPA Relevant expertise in the field, expectations, synergies.
17:30	18:00	30'	Wrap up & agenda of second day
JOINT SOCIAL ACTIVITY			

19/11/2013 (TUESDAY)			Venue: Aulario I from 9 to 15 h, A1/1-43S / from 15 to 18 h, A1/1-44P
From	To	Duration	
09.00	10.30	90'	In-depth overview of the IP4GROWTH project: Action Plan: Workpackage by Workpackage. Alicia Blaya/Nizar Ayadi
			Coffee Break and Networking
11.00	11.30	30'	Financial aspects of the project. Marielos Chávez
11.30	13.00	90'	Action plan -1 st year activities – establishing methodologies
			Lunch Break
14:30	15:30	60'	Action plan -1 st year activities – establishing methodologies Action plan – Overview of 2 nd and 3 rd year activities
15:30	17:00	90'	Working groups
17:30	18:00	30'	Closing of the Kick-off Meeting