

KnowHub - Kick-Off Meeting Draft agenda, March 11th – 12th 2020

Vilsonovo Šetalište 9, Sarajevo, Bosnia and Herzegovina - 1st floor - Room 101

Wednesday - March 11 th , 2020 (Kick-off meeting 1 st day)	
08:30-09:00	Registration
09:00-09:15	Welcome and Opening Izet Bijelonja, <i>Dean of Faculty of Mechanical Engineering, UNSA</i> Bojan Jovanovski, <i>KnowHub's Project Coordinator, FH JOANNEUM</i>
09:15-09:45	Team Building Activity - Icebreaker <i>All partners</i>
09:45-10:15	KnowHub project - Aim, objectives and expected results Bojan Jovanovski, <i>KnowHub's Project Coordinator, FH JOANNEUM</i>
10:15-10:30	Coffee break
10:30-12:05	Presentation of the project partner universities (brief overview of the institution, the team, current cooperation with industry and entrepreneurial learning initiatives, ongoing projects - maximum 5 min., the PCUs also KnowHub expected challenges and impacts, maximum 5 min.) <i>European University Tirana; University of Vlore; University of Montenegro; University of Mostar</i>
11:15-11:25	Coffee Break <i>University of Sarajevo; NCDIEL; WUS Austria; INTERA; University of Vaasa; University of Girona; FH JOANNEUM</i>
12:05-13:15	Lunch
13:15-14:15	Project Impact Assessment Workshop and group discussion regarding KnowHub's aims, outcomes, impacts and counteracting measures <i>All partners</i>
14:15-15:30	Work Package Overview <i>Brief description of each work package - FH JOANNEUM</i>
15:30-15:45	Coffee break
15:45-16:15	WP1 - Status-quo analyses for the knowledge transfer, innovation and entrepreneurship at the PCUs and in the national ecosystems Reporting on the progress and next tasks <i>Trajce Velkovski, NCDIEL & All partners</i>
16:15-17:15	"Until the next meeting" overview & alignment Activities, deadlines, roles and responsibilities, possible dates. <i>Open discussion - all partners</i>
17:15-17:30	Wrap up Day # 1
19:00-21:30	Dinner <i>"Druga Kuća", Kolodvorska 9-11, Sarajevo</i>

Thursday - March 12th, 2020 (Kick-off meeting 2nd day)	
09:00-11:00	<p>WP8 Financial Management including QA session (budget overview, reporting rules and templates)</p> <p><i>Petra Renner, Project Financial Controlling, FH JOANNEUM Bojan Jovanovski, Project Coordinator, FH JOANNEUM</i></p>
11:00-11:15	Coffee break
11:15-12:15	<p>WP7 - Dissemination and Sustainability WP Overview, Dissemination plan, next steps, roles and responsibilities.</p> <p><i>Izet Bijelonja/Branko Vucijak, UNSA & all partners</i></p>
12:15-12:45	<p>Press conference</p> <p><i>All partners, press and local stakeholders</i></p>
12:45-14:00	Lunch break
14:00-15:30	<p>WP2 - Setting up 5 Commercialisation Hubs WP Overview, next steps, roles and responsibilities, purchasing of equipment; Discussion on opportunities for strategic partnerships with companies.</p> <p><i>Adi Kovacevic, WUS Austria & all partners</i></p>
15:30-15:45	Coffee Break
15:45-16:45	<p>WP6 - Conducting quality control and monitoring of the project WP Overview, Quality control plan and templates, next steps, roles and responsibilities.</p> <p><i>WUS Austria & all partners</i></p>
16:45-17:15	<p>WP8 Project Management Topics (Handbooks; Communication tools; Next meetings)</p> <p><i>All partners</i></p>
17:15-17:30	Wrap up Day # 2