



Agenda for InnoCENS project kick-off meeting

National University of Architecture and Construction of Armenia (NUACA), Teryan Street 105, Yerevan
December 18-21, 2016

Date	Time	Activity
December 18, Sunday		Arrival in Yerevan
	14 – 16	Visit to <i>Department of Geodesy and cadaster, NUACA</i> Presentation of InnoCENS project partners (max 5 minutes per partner) (with coffee break)
	16 – 19	City tour (<u>visit to Cafesjian Center for Arts</u>)
	19 – 21	Dinner
December 19, Monday	9.30 - 10	Registration of participants
	10 - 11	Opening ceremony at NUACA <i>Opening speeches:</i> Rector of NUACA Lana Karlova, National Erasmus+ Officer in Armenia Huaan Fan, InnoCENS project coordinator Representatives of InnoCENS partner countries
	11 – 11.15	Coffee break
	11.15 - 12.30	Review of the project plan - Overview of the project (H. Fan) - WP 2: Innovation systems and culture (H. Fan)
	12.30 – 14	Lunch break
	14 – 15.15	Review of the project plan - WP 3+4: Innovation pedagogy and innovation competences (T. Åberg and H. Lappalainen)
	15.15 – 15.45	Coffee break
15.45 – 17	Review of the project plan - WP 5: Entrepreneurship and innovation centers (I. Griol Barres)	
December 20, Tuesday	9.30 – 12.30 (15 minutes coffee break)	Planning of project activities in 2017 (what, who, when, where) - Project web site, leaflet, newsletters and logo - Questionnaire survey - Training of trainers on entrepreneurship (Valencia) - Study visit on innovation systems (Stockholm) - Workshop on innovation pedagogy (Turku) - First annual meeting of the Project Management Board (Turku) - Workshop on innovation competence assessment (Minsk) - Establishment of International Advisory Board (IAB) - Internal dissemination seminar - Opening of Innovation Centres
	12.30 – 14	Lunch

	14 – 15.30	Project management and financial reporting <ul style="list-style-type: none"> - Project organizations: PMB, IAB - Grant Agreement. Partnership agreement. - Communications among project partners - Budget. Transfer & management of project funds - Individual Travel Report (ITR), unit cost of travel and stay - Staff cost, time sheet and employment contract
	16 – 19	Study visit to <i>Matenadaran</i>
	19 – 21	<i>Project dinner</i>
<i>December 21, Wednesday</i>	9.30-12.30 (15 minutes coffee break)	Project management at partner universities <ul style="list-style-type: none"> - Local project Team (LPT) - Attendance list with signature - Internal activity report to Project coordinator - Roles of local coordinators - Roles of national coordinators
	12.30 – 14	<i>Lunch</i>
	14 – 16	Study visit to NPUA National Engineering Laboratory Study visit to NUACA research and educational laboratories
<i>December 22, Thursday</i>		Departure from Yerevan