

Agenda

Kick-Off Partner Meeting for Talent 4.0 Frankfurt/Oder – Germany 10.-12. December 2018

Meeting Venue:

[IHK-Projektgesellschaft](#)

Building C – MeetingRoom: 302

Puschkinstrasse 12b

15236 Frankfurt (Oder)

(IHKPG will pick you up at the hotel)

Our contact details:

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Who will take part?

Austria	WKO	Nina Dohr Martin Neubauer Georg Müllner (Evaluator)
Germany	IHK-Projektgesellschaft	Hartmut Schäfer Dorothea Möckel
Ireland	FIPL	Sarah Land Philipp Land
Italy	TUCEP	
Sweden	Smebox AB	Kenneth OE Sundin
Cyprus	Cardet	Savvas Charalambous
Spain	FVEM	Joseba Sainz de baranda

Monday, 10.12.2018		
Time	Activity	Partner(s) involved
All day	Arrival of partners to Frankfurt/Oder	all partners
18:30	Informal partner dinner <u>Meeting point:</u> In front of the Der Oderturm Logenstraße 8, 15230 Frankfurt (Oder)	all partners
Tuesday, 11.12.2018		
Time	Activity	Partner(s) involved
09:00	Meeting at the meeting venue IHK-Projektgesellschaft R:302 (shuttle service from your hotel 08:45)	all partners
09:05	Welcomes and presentation of the agenda of the meeting	WKO
09:10	Introduction of partner organisations <i>5 minutes per partner with PPP</i>	all partners
09:45	Presentation of Talent 4.0 project <i>Background, aims, objectives, intellectual outputs, time frame, milestone and tasks/responsibilities</i>	WKO
10:30	<i>Coffee break</i>	
11:00	Contractual, financial issues and budget <i>Contracts, payments, budget, reporting</i>	WKO
	Administrative issues (1) <i>internal and external communication, file sharing</i>	WKO
12:30	<i>12:30 Lunch</i> Restaurant "Zum Kometen"	
13:45	Intellectual Output 1: Investigation Research Presentation of guidelines for questionnaire <i>-introduction to the method</i> <i>-division of topics</i> <i>-documentation forms</i> <i>-developing questions (min. 7)</i> <i>-next steps and deadlines</i>	WKO all partners
15:00	<i>Coffee break</i>	
15:15	Intellectual Output 2: Development of toolbox for talent management 4.0 <i>-Overview and objectives of the Toolbox</i> <i>-Breakdown of the Activities/Tasks</i> <i>-Delegation of workload between the Partner Organizations</i> <i>-Discuss and Agree upon the approach of the project and the workplan + timeframe</i>	Cardet all partners

15:45	Summary and feedback for day 1	WKO all partners
16:00 - 18:30	Free time	
18:30	Common dinner Meeting point: In front of the Der Oderturm Logenstraße 8, 15230 Frankfurt (Oder)	

Wednesday, 12.12.2018

Wednesday, 12.12.2018		
Time	Activity	Partner(s) involved
09:00	Meeting at the meeting venue IHK-Projektgesellschaft R:302 (shuttle service from your hotel 08:45)	all partners
09:00	Welcome and recap of day 1	WKO
09:10	Intellectual Output 3: Training Programme: Talent Management and Analytics 4.0 for SMEs in Europe <i>-IO3 overall description -What are we supposed to deliver? -Activities and milestones -Roles and responsibilities -Time schedule -Examples and suggestions (Tools, model, platform etc)</i>	Smebox AB all partners
10:00	Quality management <i>-Reports -Analysis -External evaluation</i>	WKO
10:30	Dissemination <i>-Dissemination plan, aims, activities, materials -Decide on Logo, website, social media</i>	WKO all partners
11:15	Administrative issues (2) <i>- Setting up dates for next meetings and Skype calls - Next steps, deadlines and tasks - Final summary, conclusion and open questions</i>	All partners
12:00	Official closing of the meeting	