



Kick-Off Meeting

AGENDA

Date: 27th January – 1st March 2019

Venue: OZO Colombo Hotel, Colombo, Sri Lanka

Date /Time	Activity	Speaker
26th February 2019	Partners arrive to Colombo	
27th February 2019		
08:30 – 09:00	Registration, tea/coffee	
09:00 – 09:20	Welcome and brief introductions	Arturas Kaklauskas Rangika Halwatura
09:20 – 10:30	EU, Russian and Asian Partners introductions 10 minute introduction by each partner, covering description of institution and expertise related to the BECK project	All partners to present (see Partner Introduction template)
10:30 – 11:00	Tea/coffee break	
11:00 – 12:00	EU, Russian and Asian Partners introductions 10 minute introduction by each partner, covering description of institution and expertise related to the BECK project	All partners to present (see Partner Introduction template)
12:00 – 13:00	Lunch break	
13:00 – 14:30	Introduction to BECK <ul style="list-style-type: none"> • Project Description – What is the project about? • Project goals, aims, objectives and scope • Purpose – Why the project is being done • Project team / project organization chart • Stakeholders and target groups • Roles and Responsibilities • Overall Work plan • Administrative and financial procedures 	Arturas Kaklauskas Audrius Banaitis Laura Tupenaite Arune Binkyte-Veliene
14:30 – 15:00	Tea/coffee break	
15:00 – 17:00	WP1: Report for capacity building framework and discussion	All partners to present
19:00	Dinner at OZO Colombo Hotel	
28th February 2019		
07:00 – 15:00	Team building and social activity Visit to the Thurul	All
15:00 – 16:00	WP1: Report for capacity building framework and discussion	All partners to present
16:00 – 16:30	Tea/coffee break	
16:30 – 17:30	WP1: Report for capacity building framework and discussion	All partners to present
20:00	Dinner at OZO Colombo Hotel	
1st March 2019		
09:00 – 10:30	Introduction to each WP, upcoming works	WP Leaders
10:30 – 11:00	Tea/coffee break	
11:00 – 12:45	Introduction to each WP, upcoming works	WP Leaders
12:45 – 13:00	Work plan and next meeting A summary of key actions and priorities for the next 6 months, and planning towards next meeting	Arturas Kaklauskas
13:00 – 14:00	Lunch	
2nd March 2019	Departure	