

## Internationalisation and Commercialisation for Business Clusters and Networks (InterCom) 2013-1-PL1-LEO05-38152

### Kick Off Meeting

Wielkopolska Chamber of Commerce and Industry, ul. Św. Marcin 24, Office 402 (4th floor), Poznań

### AGENDA

#### Thursday 27th March

15.00 Official Introduction and Welcome

- Formal inauguration – Jakub Sitek, Director of Wielkopolska Chamber of Commerce and Industry
- Introduction and outline of the Partners tasks ( Wielkopolska Chamber of Commerce and Industry, Navigator Consulting Partners LLP, Human Capital Research and Development Institute, Foundation Partners for Local Government)

16.00 Project description – Jakub Sitek (Chamber, Poland)

- Outline of project objectives
- Suggested projects timeline
- Main deliverables in next reporting period and milestones

19.30 Dinner (Hugo Restaurant, Wojskowa 4 street)

#### Friday 28th March

10.00 Outline of Project Management

- Contracts with partners
- Quality issues

11.30 Discussion on main project deliverables

12.15 Lunch

13.00 Financial standards and reporting

14.00 Timetable for next meetings and communication issues

15.00 Conclusions