

Project:

## **STRATEGIC PARTNERSHIP FOR INNOVATION AND DEVELOPMENT OF ENTREPRENEURSHIP (SPIDE)**

### ***KICK-OFF MEETING AGENDA***

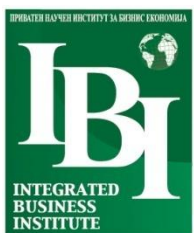
***4-5 May 2017, Skopje, R. Macedonia***

***Meeting venue:***

**Integrated Business Institute**

**Boul. 3 Makedonska brigada 66A, 1st floor,**

**1000 Skopje**



Hochschule für öffentliche  
Verwaltung Kehl



## **Day 1: Thursday, 4<sup>th</sup> of May, 2017**

9.30            **Registration**

### **Welcome and Opening**

09.45            D-r Zanina Kirovska, Director, Integrated Business Institute  
D-r Biljana Gjozinska, Director, Integrated Business Faculty  
D-r Aneta Vasiljevic-Shikaleska, Project Coordinator

### **Session 1**

**Moderator: Aneta Vasiljevic-Shikaleska**

10.00            Introduction. (30 min)  
10.30.            Project overview and details. (60 min)  
                    - Funding programme  
                    - Partnering organizations and Project consortium  
                    - Project objectives and goals  
                    - Project activities  
                    - Expected results  
11.30            Coffee break

### **Session 2.**

**Moderator: Martin Stojanovikj**

12.00            Formal aspects of the project  
                    - Grant agreement  
                    - Partnership agreements  
                    - Current project implementation stage  
                    - Budget and project budget breakdown  
                    - Financial rules, payments and supporting documents (90 min)  
13.30            Lunch break  
14.30            Administrative issues during project implementation (30 min)  
15.00            Project teams, roles and responsibilities (30 min)  
15.30            Closure of Day 1  
20.00            Dinner hosted by the Integrated Business Institute

## **Day 2: Friday, 5<sup>th</sup> of May, 2017**

### **Session 1.**

**Moderator: Aneta Vasiljevic-Shikaleska**

- 09.30 Presentation of the first project component – ICCE (International Career Center for Entrepreneurship) (40 min)
- 10.10 Presentation of the second project component - BSS (Business Simulation Software) (40 min)
- 10.50 Project timeline (milestones and target dates) (60 min)  
- Master time schedule for the meetings and visits
- 11.50 Lunch break

### **Session 2.**

**Moderator: Martin Stojanovikj**

- 13.00 Intellectual outputs produced during the project period  
Dissemination, exploitation and visibility of results  
Quality Assurance Plan  
Communication plan  
Sustainability of project results (90 min)
- 14.30 Planning the activities and deadlines for the next period. (45 min)
- 15.15 Conclusion remarks (30 min)
- 15.45 Closure of the kick-off meeting

### **Participating institutions:**

- Integrated Business Institute, Skopje, R. Macedonia (Project coordinator)
- The University College of Economics and Culture, Riga, Latvia (Partner)
- University of Ljubljana, Faculty of Administration, Ljubljana, Slovenia (Partner)
- University of Applied Sciences-Kehl, Kehl, Germany (Partner)