



AGENDA

3rd Management Meeting
May 17-18, 2016

Armenian State University of Economics (ASUE)
Yerevan, Armenia
128 Nalbandyan street, 0025 Yerevan
(*International Projects Centre*)





Meeting Agenda – [3rd Management meeting]

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MEETING INFORMATION

Date:	17-18/5/2016	Location:	ASUE, International Projects Centre
Time:	9.30 AM – 6.00 PM	Note Taker:	Maria Petrosyan
Attendees:	All partners are expected to participate		
Budget:	Check budget for travel		

PREPARATION FOR THE MEETING

Please Read:	WP4 work plan; Dissemination plan; Quality plan; Guidelines for the use of the grant
Printing	Printed copy of WP4 and WP5 work plan

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DAY: 17th of May

MORNING

WELCOME AND WARM-UP

RESPONSIBLE

9.30	WELCOME AND REGISTRATION	ASUE
9.45	INTRODUCTION OF THE PROJECT COORDINATOR	UNIMC

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WORKPACKAGES

PRESENTER

TIME ALLOTTED

WP2	Professional editing and printing of dev 2.1, 2.2	UNIMC	10.00-10.15
WP3	Outcomes: achievements, strengths and possible weaknesses	SPARQS	10.15-11.15
	Coffee break		11.15-11.45
WP4	Work plan	ASUE	11.45-12.45
WP1	Financial reports and budget revision	UNIMC	12.45-13.15

DAY: 17th of May

LUNCH: [13.15-14.15]

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**DAY: 17th of MAY
AFTERNOON**

	PRESENTER	TIME ALLOTTED
WP1 Individual sessions with each partner in order to deal with financial issues (it is suggested the presence of the administrative contact person of the ESPAQ project)	UNIMC, ESU, UNIR, SHU, sparqs, ASUE, ASPU, YSAFA, NPUA, NUACA, ANSA, ANQA, MOES	14.15-18.00 (14.15-14.30: ESU 14.30-14.45: SHU 14.45-15.00: sparqs 15.00-15.15: ASUE 15.15-15.30: ASPU 15.30-15.45: YSAFA 15.45-16.00: NPUA 16.00-16.15: NUACA 16.15-16.30: ANSA 16.30-16.45: ANQA 16.45-17.00: MOES 17.00: UNIR)

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**DAY: 17th of May
EVENING: DINNER AT RESTAURANT [19:00, TAVERN YEREVAN, 91 TERYAN STREET]**

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**DAY: 18th of May
MORNING
WORKPACKAGES**

	PRESENTER	TIME ALLOTTED
WP5 Work plan	ESU	9.30-10.30
WP6 Dissemination activities	SHU	10.30-11.30
Coffee break		11.30-12.00
WP7 Quality Assurance & Evaluation Plan Advisory board meetings	UNIR	12.00-13.30

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**DAY: 18th of May
LUNCH: [13.30-14.30]**

**DAY: 18th of May
AFTERNOON**

	PRESENTER	TIME ALLOTTED
WP8 Work plan	ANSA-MoES	14.30-15.30
WP1 Updated action plan and to do list	UNIMC	15.30-18.00



OTHER NOTES OR INFORMATION

For any organizational issue, please, refer to ASUE Management team, specifically:

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