

<b>Program PSC5 Day 1</b>				
Monday 12-12-16		<b>Day of sharing achieved results</b>		done by
09:00	09:30	Registration + Coffee + Payment for coffee, lunch and dinner		all of us
09:30	10:30	Welcome		KROK and Michael
		Explanation of program of this meeting		Michael
		General update about progress		Maria Schmidt CHE
		Split of group in two rooms		
		Group A (UA +RO) Michael, Maria, Steffen	Group B (MD + GE) Martin, David, Oliver	
10:30	11:30	P07 KHNADU	P12 ISU	partners
11:30	12:30	P03 UAIC	P09 ASEM	partners
12:30	13:30	lunch		
13:30	14:30	P06 KHNURE	P10 USB	partners
14:30	15:30	P05 KHNU	P13 GTU	partners
15:30	16:30	P04 CHNU	P11 USC	partners
16:30	17:30	P08 KROK	P14 KU	partners
17:30	18:00	Share findings per WP + Wrap-up		all of us
<b>Result: we know what has been delivered per partner per work package</b>				
19:00	21:00	Dinner together		all of us

Facilities day 1:

9:00 – 10:30 1 Room 24 people + beamer + projection screen + white or chalk board + Wi-Fi access + pen and paper per participant.

10:30 – 17:30 2 rooms 12 people + beamer + projection screen + white or chalk board + Wi-Fi access.

17:30 -18:00 1 Room 24 people

- 2 people who take notes and are going to write the minutes
- Translation English – Russian – English
- Badges or sticker for names
- Attendance list
- Invoice per partner for cost of stay (coffee, lunch, dinner)

<b>Program PSC5 Day 2</b>			
Tuesday 13-12-16		<b>Day of measures towards goals to be achieved</b>	done by
9:00	9:30	Registration + Coffee	all of us
9:30	10:00	Role and tasks of WPO (Work Package Owner)	David
10:00	11:00	<ol style="list-style-type: none"> <li>1. Practical workflow and timelines for delivering your results as partner to WPO.</li> <li>2. Practical workflow and timelines for delivering your results as WPO to Coordinator.</li> </ol> <p>Determine:            What has to be done? By whom?            When is it ready?            What help do you need from partners?            What support do you need from Co-ordinator?</p>	Michael
<b>Results:</b> <b>1. WPO knows what, when and how to deliver to coordinator.</b> <b>2. Partners know what WPO owners are expecting to receive and when.</b> <b>3. List of actions towards results per partner based on findings on Monday.</b>			
11:00	11:30	Coffee break	all of us
11:30	12:30	<ol style="list-style-type: none"> <li>1. Film report 3</li> <li>2. Previous minutes: comments</li> <li>3. Deloitte, Day rates for salary, recalculations</li> <li>4. Establishment of cross county EAN</li> <li>5. Setting up platform for sharing</li> </ol>	<ol style="list-style-type: none"> <li>1. Michael</li> <li>2. Michael</li> <li>3. Michael</li> <li>4. Nina (ISU)</li> <li>5. Nina (ISU)</li> </ol>
12:30	13:30	<b>Lunch</b>	all of us
13:30	14:15	Upcoming Sustainability training Also point by ISU	Oliver Schmidt (FUB) Nino Pataraia
14:15		General <ol style="list-style-type: none"> <li>6. Newsletter (contribution + plan) Anoesjka</li> <li>7. Amendment FUB</li> <li>8. Workshop for ministries</li> <li>9. Procurement of Equipment</li> <li>10. Administrative deliverables</li> <li>11. Meeting planning until June 2017</li> </ol> Finance <ol style="list-style-type: none"> <li>1. Update on budget paid to partners</li> <li>2. Update on staff cost per partner per work package</li> <li>3. Timesheets 2016</li> <li>4. Co-finance</li> </ol>	<ol style="list-style-type: none"> <li>6. Martin</li> <li>7. Steffen</li> <li>8. Michael</li> <li>9. Michael</li> <li>10. Michael</li> <li>11. Michael</li> </ol> <ol style="list-style-type: none"> <li>1. Michael</li> <li>2. David</li> <li>3. Michael</li> <li>4. Michael, Knadu</li> </ol>
17:00	18:00	Evaluation PSC5	All of us
		Break	All of us
19:00	.. : ..	Kiev Tour, goodbye dinner and MH Karaoke show	

Facilities day 2:

9:00 – 17:30 1 Room 24 people + beamer + projection screen + white or chalk board + Wi-Fi access + pen and paper per participant + speakers to also hear the film report.

- 1 person that takes notes and is going to write the minutes
- Translation English – Russian – English
- Badges or sticker for names
- Registration list

## Annex 1 EANET PSC 5 Kiev Program

### Attendance list

Partner	Representative PSC5	Signature Present December 12	Signature Present December 13
P01 FUB	Steffen Terberl		
P01 FUB	Oliver Schmidt		
P02 HVA	Michael Tuguntke		
P02 HVA	Martin Haring		
P02 HVA	David de Vries		
P03 UAIC	Carmen Mihaela Cretu		
P04 CHNU			
P05 KHNU			
P06 KHNURE	Oleksandr Kuzomin		
P07 KHNADU			
P08 KROK	Andrii Lotariev		
P09 ASEM			
P10 USB	Valentina Pritcan		
P11 USC	Danilceac Oleg		
P12 ISU	Nino Pataraiia		
P13 GTU	Tiko Datiashvili		
P14 KU	Tea Kordzadze		
P15 CHE	Maria Schmidt		

## Annex 2 List of WP owners

<b>Owne r of WP</b>	<b>Subject</b>	<b>Acronym</b>	<b>Part ner</b>	<b>Name</b>	<b>Email</b>
1	Project management	HVA	P02	Michael Tuguntke	m.a.tuguntke@hva.nl
2	Setup and development of EANET associations	KHNU	P05	Iuliia Makhanova	int.dep@karazin.ua
3	Building and Developing of Entrepreneur Alumni Database and Community	UAIC	P03	Diana Chihaia	diana.chihaia@gmail.c om
4	Training Programs	HVA	P02	Anoesjka Timmermans	a.n.timmermans@hva. nl
5	Organizing Entrepreneur Alumni Community Events	USB	P10	Valentina Pritcan	vpitcan@yahoo.com
6	Dissemination of project's results	CHNU	P04	Oleksandr Ushenko	o.ushenko@chnu.edu. ua
7	Sustainability	GTU	P13	Tamar Lominadze	t.lominadze@gtu.ge
8	Quality Management	CHE	P15	Jens Engelke	jens.engelke@che- consult.de