



KICK-OFF MEETING AGENDA

#AdvenTourII
 #GreeceNorthMacedonia
 #interregIPA #interreg
 #EUproject
 #HealthSocialUpgrade
 #CohesionPolicy

YMCA's Central Building

Friday, December 5th 2025

13.00pm-17.00pm

KICK-OFF MEETING AGENDA FRIDAY, DECEMBER 5TH 2025

1ST SESSION:

INTRODUCTIONS **13.00-13.30**

15.30-16.00

Welcome speech by Young Men's Christian Association (YMCA) representative. Introduction speeches by all PBs' representatives.

*Young Men's Christian Association (YMCA)
 All PBs.*

13.30-14.00

Project presentation and overview of the tasks performed for the initiation of the project. Detailed discussion about procurement planning and progress so far.

*Young Men's Christian Association (YMCA)
 All PBs.*

2ND SESSION:

PROJECT PLANNING & IMPLEMENTATION **14.00-14.30**

Project status report at partners' level: Briefing on project initiation activity progress so far (administrative procedures, procurements' progress etc.).

All PBs.

14.30-15.30

Detailed presentation of the core work packages (WP3,WP4,WP5), the work plan, the actions and the deliverables to be implemented. Coordination, cooperation and interaction between the partners.

*Young Men's Christian Association (YMCA)
 All PBs.*

Project Communication (WP2): Detailed presentation of the communication strategy and plan in compliance with Programme I&P rules, main visibility actions and publicity materials to be implemented. Coordination, cooperation and interaction between the PBs.

*Young Men's Christian Association (YMCA)
 All PBs.*

16.00-16.30

Project Management (WP1): Presentation of the main management related responsibilities, duties and tasks at PB's and project's level. Discussion about critical project management issues - if any (i.e. revision of the project start-up and procurement plan, possible modifications needed etc.)

3RD SESSION:

EVALUATION **16.30-17.00**

Conclusions and evaluation of the present project meeting. Planning of the next.

IMPORTANT INFORMATION ABOUT THE MEETING

MATERIAL NEEDED TO BE PREPARED BY THE PROJECT BENEFICIARIES

Project beneficiaries are more than welcome to prepare short presentations of their own organisations, as well as presentations concerning the procurements' status within the project.

LIGHT MEAL

Catering services and meals will include dairy and meat products. In case that any of the attendees to the meeting has any kind of dietary restriction (including allergies), please let us know by e-mail. Light meal will follow after 17.00.

WORKING LANGUAGE English

PROJECT MEETING (OPTIONAL ACTIVITY)

For partners who are available and interested, we kindly invite you to a special working session on **Saturday, 6 December**, in the morning between **10.00 - 12.00 p.m.** The purpose of the session is to collaboratively develop the training activities within the project.