

PROJECT**Healthcare open and inclusive for all (iCARE)**

(MIS code: 6007164)

Project Meeting Agenda

Event	Project Kick-off Meeting
Date(s)	12 - 13 December, 2025
Organized by	LP1 - National Confederation of Disabled People - Greece
Venue	<p>Porto Palace Hotel & Conference Center <i>Address: 65, 26th Octovriou Avenue, Port 54628, Thessaloniki, Greece</i> <i>Google Plus code: JWV6+84 Θεσσαλονίκη</i> <i>Google maps: https://maps.app.goo.gl/6S4dZHDNFq6ERjtX7</i> <i>Telephone: +30 231 050 45 04</i> <i>Email: info@portopalace.gr</i> <i>Website: https://portopalace.gr</i></p>
Accessibility info¹	The venue is accessible to persons with disability
Status² (date)	RD (04.12.2025)
Distribution	LP1, PP2, PP3, PP4, PP5 and JTS
Local contact persons³	<p>Mrs. Katerina Panagiotou Email: president.sec@esaea.gr Phone(s): +30 2310842742 (office), +30 6936061387 (mobile phone)</p>

¹ For persons with disabilities² F: final, D: draft, RD: revised draft³ In case further guidance and support is needed in advance or once onsite

DAY 1: December 12th, 2025 (FRIDAY)

Opening session

10:30 – 11:00	Arrivals – Registration – Welcome coffee
11:00 – 11:10	Welcome messages
11:10 – 12:00	Project Partners Presentations (10 mins each): <ul style="list-style-type: none"> • About the organization & Project team • Organization’s experience (projects, activities, services, etc.) potentially related/linked to iCARE • Expectations from iCARE • Planned outputs (deliverables) • Procurement plans (updated)
12:00 – 12:15	LP1: Project overview
<i>END OF THE OPENING SESSION</i>	

Coordination Group (CG) meeting

12:30 – 12:50	LP1: WP1 & key administrative procedures (project modifications, interim reporting, verifications, etc.)
12:50 – 13:10	LP1: WP1 & project coordination and quality control system
13:10 – 13:30	LP1: WP2 & communication obligations - Project I&P strategy

> *Light lunch & coffee break* <

Coordination Group (CG) meeting (*continues*)

14:20 – 14:30	LB1: WP3-WP5 & the overall methodological approach of the project
14:30 – 14:40	All PPs: Dependencies between partner activities/deliverables
14:40 – 15:00	All PPs: Start-up open issues, activities timeline and synchronisation, tenders’ preparations, finalization of procurement plans, action list and meeting closure
<i>END OF THE CG MEETING</i>	

Project Management Committee (PMC) meeting

15:15 – 15:25	Brief introduction to the role of the PMC, presentation and approval of agenda, and other meeting administrative matters
15:25 – 15:35	ITEM #1: Set-up subcommittees (internal teams) and specification of roles in the project
15:35 – 15:45	ITEM #2: Presentation and approval of project modification(s) required by PPs
15:45 – 15:55	ITEM #3: Presentation and approval of revised project Procurement Plan
15.55 –16:00	Other issues: <ul style="list-style-type: none"> - Ownership, sustainability, etc. (services, equipment, s/w, etc.) - Arrangements for the Project Meeting #2 - Other issues
<i>END OF THE PMC MEETING</i>	

END OF DAY 1

DAY 2: December 13th, 2025 (SATURDAY)

Technical meetings

10:00 – 11:30	<u>LP1 – PP2 – PP5</u> Activity 4.1: Study on inequalities & underserved access - Citizen needs Activity 4.2: Accessibility information about healthcare systems
11:30 – 12:30	<u>LP1 – PP5</u> Activity 4.5: Accessible information sources for citizens
12:30 – 13:00	<u>PP4 – PP3 – LP1</u> Activities 5.1 & 5.2: Pilot services at the Municipalities

END OF DAY 2