



PEACEMAKERS KICK-OFF MEETING AGENDA	
Istanbul, January 18 - 19, 2018	
DAY 1	
08:00	Breakfast at Koç Main Campus
09:00	Meeting starts
	* Signing of the participation sheet
	* Project summary, roles and responsibilities
	Budget: <ul style="list-style-type: none">- Explanation of the budget categories- Principles of how to use the budget- Documentation- Reporting method and calendar
11:30 - 11:45	Break
11:45	Meeting resumes
	Timesheets: <ul style="list-style-type: none">- How to fill in the timesheets?- When to fill in the timesheets?
13:00	Lunch
14:00	Meeting resumes
	Partnership Agreements - Employment letters
	Communication Plan: <i>Internal Communication: Regular communication among partners</i> <ul style="list-style-type: none">- Monthly video conference meetings- Regular activity reports <i>Dissemination of the project:</i> <ul style="list-style-type: none">- Website: Info, logo, bio, photos by partnersManagement of social media accounts:<ul style="list-style-type: none">- Facebook- twitter- youtube- Newsletter- EU Branding: Use of EU logo on printed material - budget from PMI- Other ideas?- Deciding on project logo
18:30	Departure from campus for dinner

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DAY 2	
08:00	Breakfast at Koç Main Campus
09:00	Meeting starts
	Agreeing on deadlines & commitments of partners
	Discussion: Intellectual Outputs (O1, O2, O3, O4)
	<i>Need Analysis :</i> - Questionnaire--Feedback - Implementantation of survey - Final report
11:30 - 11:45	Break
11:45	Meeting resumes
	Discussion: Training Activities (Selection of peace envoys; procedure, criteria, timing; C1, C2, C3, C4, C5)
13:00	Lunch
14:00	Meeting resumes
	Content and format for 1st Train-the-trainer bootcamp: - Academic - Non-formal
	Risk Management Plan
	Quality Management Plan
	Project road map: - Activity Calendar
18:30	Departure from campus for dinner