

# PRELIMINARY PHASE

## Activities to be implemented before the coordination meeting

This phase will take place before the kick-off meeting and will be coordinated by INBIE . This activity aims at reinforcing the understanding of the project issues, a common language, and a common development methodology.

### **INBIE responsibility**

produce, in a draft version, two fundamental documents containing the procedures for interacting with partners, agreement preparation and the administrative procedures (activity Gantt, timesheets, etc.):

- Project detailed plan
- Communication plan: the webpage development (the template of the project webpage).

### **SHEM responsibility**

- draft version of the Risk management, and Dissemination plan

### **ITC responsibility**

- draft version, the Quality assessment plan, definition of the performance and quality indicators, evaluation questionnaires, etc.

### **FUE-UJI responsibility**

- prepare a draft version / outline of the manual for best practices to be developed by all partners

All the above-mentioned documents will be **discussed and approved at the kick-off meeting**.

Before the kick-off meeting will take place, all partners will also prepare the list of their planned tasks (e.g. organization/participation in transnational meetings, data/practices collection and analysis/presentation, dissemination events, etc.), the list of the project impacts, and the list of stakeholders and the related dissemination activities envisaged to reach them.