# KICK OF MEETING AGENDA PATHFOOD PROJECT

**12th of September 2024, DAY 1**
**PARTICIPANTS:** All (Including Invited Guests, Stakeholders)
**LOCATION:** Poland, Warsaw, University of Warsaw Biological and Chemical Research Centre, Hall C

## 09:00 - 09:30 Welcome coffee and registration

**09:30 - 09:50** Welcome and Opening Remarks
Presenter: Project Coordinator, prof. Ewa Bulska
Description: Introduction to the meeting, objectives, and expected outcomes

**09:50 - 10:40** Participant Introductions
Presenter: All Participants
Description: Brief introductions by each partner, including their role in the project (10 min per partner)

**10:40 - 11:00** Project Overview and Objectives
Presenter: Project Manager, Magdalena Michalska-Kacymirow
Description: Overview of objectives, activities and expected results

## 11:00 - 11:30 Coffee Break

**11:30 - 13:30** Work Package Overview
Presenter: Work Package Leaders
Description: Introduction to each work package, its objectives, and the lead beneficiary

**WP1:** Upscaling the Capacity of Early-Stage Researchers (ESRs) and Experienced Researchers (ERs) - Technical Skills
Presenter: UAB
Description: Strategies for enhancing technical skills of researchers

**WP2:** Upscaling the Capacity of Early-Stage Researchers (ESRs) and Experienced Researchers (ERs) - Soft Skills
Presenter: CNR
Description: Approaches for developing soft skills among researchers

**WP3:** Joint Research and Innovation Capacity Building
Presenter: UAB
Description: Initiatives for fostering collaborative research and innovation.

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**WP4:** Upscaling the Capacity of Research Management & Administration Units
Presenter: UW
Description: Improving management and administrative capabilities

**WP5:** Sustainability Actions to Step Up and Continuously Grow UW's Excellence
Presenter: REDINN
Description: Sustainability measures to enhance UW's research excellence

**WP6:** Communication, Dissemination and Exploitation
Presenter: REDINN
Description: Plans for effective communication and dissemination of project outcomes

**WP7:** Coordination and Project Management
Presenter: UW
Description: Coordination strategies and project management plans

### 13:30 - 14:30 Lunch Break

**14:30 - 15:00** Gender Equality, Diversity, and Inclusion Policies
Presenter: Gender and Diversity Officer
Description: Overview of GEP policies and their implementation in the project to promote gender equality and diversity

**15:00 - 15:30** Q&A Session
Presenter: Project Coordinator
Description: Open floor for questions, clarifications, and additional comments

**15:30 - 15:45** Closing remarks
Presenter: Project Coordinator
Description: Summary of the meeting outcomes, next steps, and closing notes for the day

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## KICK OF MEETING AGENDA PATHFOOD PROJECT
**13th of September 2024, DAY 2**
**PARTICIPANTS:** Partners only
**LOCATION:** University of Warsaw Biological and Chemical Research Centre, Room: to be confirmed

**09:00 - 09:15** Welcome and Recap of Day 1
Presenter: Project Coordinator
Description: Brief recap of the discussions and outcomes from Day 1

**09:15 - 11:00** Detailed Work Package Discussions
Presenter: Work Package Leaders
Description: In-depth discussions on deliverables, timelines, and responsibilities

**WP1:** Upscaling the Capacity of Early-Stage Researchers (ESRs) and Experienced Researchers (ERs) - Technical Skills

**WP2:** Upscaling the Capacity of Early-Stage Researchers (ESRs) and Experienced Researchers (ERs) - Soft Skills

**WP3:** Joint Research and Innovation Capacity Building

**WP4:** Upscaling the Capacity of Research Management & Administration Units

**WP5:** Sustainability Actions to Step Up and Continuously Grow UW's Excellence

**WP6:** Communication, Dissemination and Exploitation

**WP7:** Coordination and Project Management

### 11:00 - 11:15 Coffee Break

**11:15 - 12:15** Project Management and Reporting
Presenter: Project Manager
Description: Guidelines and templates for project reporting, management tools, and communication protocols

**12:15 - 13:00** Financial Management and Budget Review
Presenter: Financial Officer
Description: Overview of the budget, financial reporting requirements, and cost management strategies

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**13:00 - 14:00 Lunch Break**

**14:00 - 14:45** Milestones and Deliverables Planning
Presenter: Project Coordinator
Description: Setting timelines for key milestones and deliverables, assigning responsibilities

**14:45 - 15:15** Internal Communication and Collaboration Tools
Presenter: Communication Specialist
Description: Introduction to tools and platforms for internal communication and collaboration

**15:15 - 15:30** Closing Session
Presenter: Project Coordinator
Description: Final remarks, summary of decisions made, and next steps

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