

**Digiwhist kick-off meeting**  
**9-10 April, 2015, Cambridge UK**  
**DRAFT agenda, final**

**8<sup>th</sup> of April (Wednesday)**

1. Arrival in the afternoon/evening
2. Informal buffet dinner between 18:30-19:30

**9<sup>th</sup> of April (Thursday), 8:30-18:00**

1. Registration, coffee (8:30-9:00)
2. Larry's introduction, adoption of the agenda (9:00-9:15)
3. Project manager (Fiona) about deliverables, deadlines, and critical risks (9:15-9:45)
4. Partners introduce themselves and their role in the project such as WPs and deliverables responsible for, 10 mins per partner (9:45-11:00)
5. Coffee (11:00-11:30)
6. Cambridge Research Office (Catherine Hill) on financial reporting under H2020 (11:30-12:00)
7. EC (Deirdre) : H2020 at a glance; Novelty in H2020; REA's role/Collaboration with RTD on policy aspects; Networking and clustering (12:00-12:30)
8. Lunch (12:30-13:45)
9. Input of advisory committee members (Priya) (14:00-14:30)
10. First results of data mapping and challenges ahead (Misi) (14:30-15:30)
11. Refreshments (15:30-16:00)
12. First results of legal mapping (Stephanie over skype) (16:00-17:00)
13. Steering committee meeting for co-PIs, free programme for others (17:00-18:00)
  - a. Intro to the governance of the project (Misi) (5-10 mins)
  - b. Ethics requirements, ethics advisor (Fiona) (~20-30 mins)
  - c. More to come, suggestions are welcome
14. Formal dinner (18:30 onwards)

**10<sup>th</sup> of April (Friday), 8:30-14:00**

1. WP5 meeting on dissemination events and collaborating partners (8:30-10:00)
  - a. Project website, logo (Hertie comms) (20 mins)
  - b. Introducing the dissemination plan (10 mins)
  - c. Planning of dissemination activities and stakeholder engagement (60 mins)
2. Coffee (10:00-10:30)
3. WP2 on data collection (10:30-12:45)
  - a. Datlab input on CZ and SK (15 mins)
  - b. CRCB input on HU and RO (15 mins)

- c. Procurement mapping first results (discussion following up on the day before) (15 mins)
- d. Data management plan and infrastructure (15 mins)
- e. Joint planning of (75 mins)
  - i. database structure
  - ii. data infrastructure
  - iii. data collection
  - iv. verification procedures
  - v. timeline, responsibilities, and milestones
- 4. Lunch (12:45-13:45)
- 5. Optional: main room will be available throughout the afternoon for further meetings if needed
- 6. Departure in the afternoon/evening