



a-STEP Working Group 6 Meeting Agenda 28th - 29th October 2022

Organized by:



Funded by:



Participants: [Participant List](#)

Venue: Hampton By Hilton Amsterdam Arena Boulevard

Friday, 28th October 2022

Venue: Business Center

09:00 - 09:15 **Signing the Attendance list**

09.15 -09.30 **Opening and Welcome**

Chair: Şebnem Çakır

Speaker: Geraldine Leader

09:30 - 10:30 Checking the WG6 deliverables and working on the risk management plan

10.30 - 10.45 **Coffee Break**

10:45 - 11:45 Work on the risk management plan

11:45 - 13:15 **Lunch Break**

13:15 - 14:15 Work on the risk/financial management plan

14:15 - 14:30 **Coffee Break**

14:30 - 15:30 Work on the financial management plan

15:30 - 15:45 **Coffee Break**

15:45 - 16:45 Work on the financial management plan and create a WG progress report template.

16:45 - 17:00 **Plans for tomorrow's meeting**

Saturday, 30th July 2022

09:00 - 09:15 **Signing the Attendance list**

09:15 - 10:15 Look through the minutes of the WG meetings and decide the level of their progress and describe the progress with achieving the related MoU objectives

10:15 - 10:30 **Coffee Break**

10:30 - 11:30 Check the deliverables of the WGs and determine the progress of the related deliverables and work on the descriptions of the action's impact through grants meetings, etc.

11:30 -13:00 **Lunch Break**

13:00 - 14:00 Work on dissemination and exploitation approach of the action and other matters

14:00 - 14:15 **Coffee Break**

14:15 - 15:15 Work on the work and budget plan of the GP3

15:15 - 15:30 **Coffee Break**

15:30 - 16:45 Work on the report for this GP and the next GP to present the MC

16:45 – 17:00 **Closing remarks and plans for the next meeting**

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