ORFISH

Project

Draft agenda

Basse-Terre, Guadeloupe, 26-27 October 2017

This first workhop will aim to launch the ORFISH project. It will gather partners from the project and will be dedicated to first clarify the general functioning of the project while providing room for working sessions to detail the content of work packages and expected outputs of the project.

The project has taken time to be launched and, according to new conditions of implementation, this workshop will be key to the identification of key activities for each partner and redesign of the project content.

Thursday, October 26th 2017

8h30 – 9h00	**Welcome of participants, Regional Council, Basse-Terre, Guadeloupe**
9h00 – 9h15	**Official launch of the workshop and welcoming speech by the Regional Council**
9h15 – 9h30	**Introduction of all participants** Introduction of all participants of the workshop and presentation of the programme by Vertigo Lab
9h30 – 9h45	**Presentation and update about the project (Vertigo Lab)** Update of the project development and activities to be carried out over the next weeks
9h45 – 10h00	**Presentation of the administrative aspects of the project (CAPP Europe)**) Information about all contractual and financial aspects of the project (partnership agreement, payments, etc.).
10h00 – 10h15	**Q&A session** Questions and answers about general aspects of the project
10h30 – 12h00	**Working session #1 – where we stand ?** • Where we are on the technical aspects of the project implementation? • Draft project content proposed and discussed
12h00 – 14h00	*Lunch*

14h00 – 16h00	**Working session #2 – WP redesign**
	• Discuss and agree on content for WP 2
	• Discuss and agree on content for WP 3
	• Discuss and agree on content for WP4
	• Discuss and agree on content for WP5
16H00-16H30	*Coffee break*
16H30-18H30	**Working session #3 – WP redesign**
	• Discuss and agree on content for WP4
	• Discuss and agree on content for WP5
18H30	*Apéritif and dinner*

Friday, October 27th 2017

9h00 – 10h00	**Working session #4 – project redesign and validation**

- Presentation of the revised activities of the project (tasks, coordinators and involved partners)
- Validation by partners

10h00 – 11h00	**Working session #5 - Project management procedures (CAPP-Europe)**

- Recall of the responsibilities
- Presentation of reporting procedure and tools, validation with partners
- Presentation of the reporting action plan

11H – 11H30	*Coffee break*
11H30 –12H30	**Working session #6 – project governance procedure and organization**

- Presentation of governance procedures for the project
- Selection of governing members

12H30 – 14H00	*Lunch*
14H00 – 16H00	**Working session #7 – WP start**

- Partners start to work on first activities of WP

16H00 – 16H30	*Coffee break*
16H30 - 18H30	**Working session #8 – WP start**

- Partners start to work on first activities of WP

18H30	**Closing of the workshop**