

## Agenda

### Project meeting in Avellino

**Project: “Secure Business – certified Information Security Officers in SMEs”**



Date: 19 – 20. 05.2014

Location: **Avellino**

**(Conform offices, Collina Liguorini, 83100 Avellino)**

**Monday 19<sup>th</sup> May 2014, Time: 09:00 – 17:00**

**8.45 collection from hotel.**

09:00-09:20	<ul style="list-style-type: none"> <li>Welcome and introduction</li> <li>Presentation the agenda of project meeting</li> <li>Next project meeting-date and venue</li> </ul> <p>Iwona Frączek –Syntea S.A.</p>
09:20 – 11:00	<ul style="list-style-type: none"> <li>Questions related to VCC Trainers and Modules accreditation</li> </ul> <p>Magda Karaś - Publishing process and methodology Coordinator, VCC Foundation (skype conference)</p>
11:00 – 11:20	 Coffee break
11.20 – 13.00	<ul style="list-style-type: none"> <li>Financial and reporting documents - questions and problems</li> </ul> <p>Magda Mańkowska on behalf of Monika Frączek, Syntea S.A.</p>
13:00- 14.00	 Lunch break (Accademia del Gusto)
14:00 – 15.00	<ul style="list-style-type: none"> <li>WP 6 Dissemination activities (task prepared)</li> </ul>

	<ul style="list-style-type: none"> <li>• Project website presentation</li> <li>• Discussion, comments, problems, questions</li> </ul> <p>Juan Perete Pinar – IDN Servicios Integrales</p> <p>Iwona Frączek – Syntea S.A.</p> <p>All Partners</p>
15:00 – 15:30	<ul style="list-style-type: none"> <li>• Presentation of Consolidated report on Information Security</li> </ul> <p>Xenia Chronopoulou, IDEC S.A.</p>
15:30-17.00	<ul style="list-style-type: none"> <li>• VCC Implementation plan</li> </ul> <p>Iwona Frączek, Syntea S.A.</p>

17.00 Transfer to hotel

17.30 Visit of Avellino on foot

20.00 Dinner (venue to be confirmed)

22.00 Return to hotel

**Tuesday 20<sup>st</sup> May 2014, Time: 09:30 – 13:25**

**8.45 collection from hotel.**

09:30-10:00	<ul style="list-style-type: none"> <li>Quality management: Communication plan, risk management plan, Conflict management strategy, Rules and regulations of the project (Guidelines: internal communication, delivery of documents, guidelines for meeting etc)</li> </ul> <p>Paul Schober, Hafelekar Unternehmensberatung Schober GmbH</p>
10:00 – 10:30	<ul style="list-style-type: none"> <li>Discussion about WP 5 activities</li> </ul> <p>Simona Hristova – Asociacions Generation</p> <p>All partners</p>
10:30 – 10:50	 Coffee break
10:50- 13:10	<ul style="list-style-type: none"> <li>Tasks to do till next project meeting</li> </ul> <p>Iwona Frączek – Project Manager, Syntea S.A.</p>
13:10 – 13:25	<ul style="list-style-type: none"> <li>Conclusions, suggestions, discussions</li> <li>Draw up the minute of meeting</li> </ul> <p>Iwona Frączek – Project Manager, Syntea S.A.</p>
13.30-14.30	Lunch (Accademia del Gusto) and transfer to hotel

Departures and free time

**19<sup>th</sup> May 2014**

PARTICIPANTS LIST:			
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**20<sup>st</sup> May 2014**

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