


Agenda
Kick-off meeting


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

Date: 20 – 21. 11.2013

Location: **IBB Grand Hotel Lublinianka**
ul. Krakowskie Przedmieście 56
20-002 Lublin
(conference room “Senatorska”)

Wednesday 20th November 2013, Time: 10:00 – 16:00

10:00-10:15	<ul style="list-style-type: none">• Welcome and introduction• Presentation the agenda of kick – off meeting <p>Iwona Frączek – Project Manager, Syntea S.A.</p>
10:15 – 11:20	<ul style="list-style-type: none">• Short presentation of the Partners <p>All Partners</p>
11:20 – 11:40	 Coffee break
11:40 – 13:10	<ul style="list-style-type: none">• Vocational Competence Certificate (VCC) Introduction of the System• VCC e-learning platform• Procedures of certification <p>Magdalena Karaś - Publishing process and methodology Coordinator, VCC Foundation</p> <p>Marek Marczak - IT Specialist, VCC Foundation</p>

13:10- 13:30	 Coffee break
13:30 – 15:30	<ul style="list-style-type: none">• Project Background• Project Objectives• Project Scope & Schedule• Project Results <p>Iwona Frączek – Project Manager, Syntea S.A.</p>
15:30 – 16:00	<ul style="list-style-type: none">• Discussion about issues that may arise during the meeting

Thursday 21st November 2013, Time: 10:00 – 15:00

10:00-10:10	<ul style="list-style-type: none"> • Presentation meeting agenda <p>Iwona Frączek – Project Manager, Syntea S.A.</p>
10:10 – 10:40	<ul style="list-style-type: none"> • Financial issues and financial reporting requirements <p>Monika Frączek – Financial Specialist, Syntea S.A.</p>
10:40- 11:00	<ul style="list-style-type: none"> • Presentation of project website <p>Iwona Frączek – Project Manager, Syntea S.A.</p>
11:00 – 11:20	 Coffee break
11:20 – 13:20	<ul style="list-style-type: none"> • Roles & Responsibilities, • Work Packages Presentation: <ul style="list-style-type: none"> ✓ WP1: Project Management (<i>Syntea S.A.</i>) ✓ WP2: Transfer and adaptation of the training material for the IS certified modular training for SMEs (<i>Hafelekar Unternehmensberatung Schober GmbH</i>) ✓ WP3: IS modular training (<i>Conform Consulenza, Formazione E Management S.C.A.R.L</i>) ✓ WP4: Online learning methodology and final design of the e-learning platform (<i>IDEC</i>) ✓ WP5: Management of the pilot training phase (<i>Association GENERATIONS</i>) ✓ WP6: Dissemination and exploitation activities on national/European level (<i>IDN Servicios Integrales</i>) ✓ WP7: Quality management (<i>Hafelekar Unternehmensberatung Schober GmbH</i>) <p>All Partners</p>
13:20 – 13:40	 Coffee break
13:40 – 14:10	<ul style="list-style-type: none"> • Communication between Consortium Partners

	Iwona Frączek – Project Manager, Syntea S.A.
14:10 – 14:40	<ul style="list-style-type: none">• Intellectual Property Rights – law regulations between Consortium Partners
14:40 – 15:00	<ul style="list-style-type: none">• Conclusions, suggestions, discussions• Next project meeting-date and venue• Draw up the minute of meeting Iwona Frączek – Project Manager, Syntea S.A.



20th November 2013



PARTICIPANTS LIST:					
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21st November 2013

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