**BenchValue Kickoff meeting**

**Käpy room, EFI, Metla-talo, Yliopistokatu 6, Joensuu, Finland**

**25-26/1/2017**

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| **Tentative agenda** |  |
| **Day 1** |   |
| 9-10 | Welcome, intro, orga: (Diana Tuomasjukka)* BV content, background and goal
* WPs
* Timeline
* Deliverables and milestones
* Reporting and other requirements
* Meetings and interactions
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| 10-11.30 | WP leads (15 min each): (WP leads)* Purpose and goals of WP
* Partners
* How do you plan to work together and guarantee connections between WP partners and other WPs?
* Milestones and deliverables and how do they influence other milestones and deliverables?
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| *11.30-12.30* | *LUNCH* |
| 12.30-14 | Case study intro (15 min each): (Case study leads)* What is your case study about?
* What are the challenges and will you solve them?
* Who are your stakeholders and cooperation partners? and how will you approach/involve them?
* What makes your case fascinating and what do you want to achieve by the end o fthe project?
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| 14-15 | Capacity building (interactive; all) |
| *15-15.30* | *COFFEE* |
| 15.30-16.00 | FrontBench planning and  |
| 16.00-16.45 | Contractual situation: national and CA |
| 16.45-17.30 | Website, logo |
|   |   |
| *18.30* | *Dinner (+ possibly sauna )* |
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| **Day 2** |   |
| 8.30-10 | WP3 + 4 break out session (parallel; WP2 and WP4 lead)):* detailed workplan, complete with next steps
* make sure you have the participants you need in your session!
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| 10-11.30 | WP2 + 5 break out session (parallel; WP3 and WP5 lead)* detailed workplan, complete with next steps
* make sure you have the participants you need in your session!
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| 11.30-12 | Reporting back (WP leads) |
| *12-13* | *LUNCH* |
| 13-14 | ToSIA general intro plus examples (Tommi Suominen) |
| *14-14.30* | *COFFEE* |
| 14.30-15.30 | Preparing for case studies and stakeholder interaction |
| 15.30-16.00 | Next steps |
|   |   |
| *16.15* | *Taxi from venue to airport* |
| *17.30* | *Evening flight from Joensuu (boarding 17.00; check-in 16.45)* |