

**EFIGE Kick-off meeting organised by Bruegel
4 November 2008, Brussels**

Agenda

9.30 – 10.00 Welcome coffee

10.00 – 11.00 Project management 1st Part
Tour de table on tasks and responsibilities
Working programme
Planning future conferences and meetings
Communication and outreach activities

11.00 – 11.30 Coffee break

11.30 – 12.30 Project management Guidelines 2nd Part with Mrs. Adamescu (EC)
Project implementation and reporting - Guidelines
Budget and payments – Guidelines

12.30 – 13.30 Lunch

13.30 – 16.00 Researchers' kick-off meeting with Mr. Rossetti (EC)
Sub-contracting: content of the questionnaire; time line of the data collection and resources;
Research work programme and requirements for each team (staff; deadline)
Role of the Scientific and Advisory Boards/Associate Partners
IPR regulations

