



<b>Meeting N°</b>	7	<b>Meeting Type<sup>1</sup></b>	Physical
<b>Meeting Date</b>	December 18-19, 2019		
<b>Meeting Place</b>	Riga		
<b>Host Institution/ Organizer</b>	University of Latvia		
<b>Participants</b>	2 participants from each organization		
<b>Meeting Objectives</b>	Project coordinators meeting, administrative issues		
<b>Reference to Project Activities and Outcomes</b>	WP1 Preparation WP2 Development WP3 Development WP4 Virtual Network WP6 Dissemination WP5 Quality Plan WP7 Management		
<b>Meeting Agenda</b>	Attachment No.2 - Agenda December 17 – arrival of Partners December 18 – 1 <sup>st</sup> day of the meeting December 19 – 2 <sup>nd</sup> of the meeting December 20 – 21 - departure		
<b>Meeting Evidence</b>	The Agenda List of Participants Presentations		

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<sup>1</sup> Physical, virtual

## 18.12 Conference 1st day

Time	Program
<b>09:00 – 09:20</b>	Registration
<b>09:20 – 09:30</b>	Welcome, objective of the meeting
<b>09:30 – 10:30</b>	Overview of the progress of the project: a) Activities b) Quality c) Dissemination
<b>10:30 – 11:00</b>	Coffee break (offered by UL)
<b>11:00 – 12:00</b>	Final shape of reports on doctoral studies (Closing WP1.1 and 2)
<b>12:00 – 13:00</b>	Lunch
<b>13:00 – 14:00</b>	Lists of skills and topics for courses/trainings
<b>14:00 – 15:00</b>	Intensive trainings (dates, places, topics, responsible persons)
<b>15:00 – 15:30</b>	Coffee break (offered by UL)
<b>15:30 – 16:30</b>	Summer schools (dates, places, topics, responsible persons)
<b>16:30 – 17:30</b>	Presentation of results of Day 1. General Discussion
<b>19:00</b>	Social Dinner (offered by UL)

## 19.12 Conference 2<sup>nd</sup> day

Time	Program
<b>09:00 – 09:20</b>	Registration
<b>09:20 – 09:30</b>	Welcome, short comment on 1 <sup>st</sup> day results
<b>09:30 – 10:30</b>	Preparation of 1 <sup>st</sup> year Technical Report. Quality issues. Communication issues.
<b>10:30 – 11:00</b>	Coffee break (offered by UL)
<b>11:00 – 12:30</b>	General Assembly



<b>12:30 – 13:30</b>	Lunch
<b>13:30 – 15:00</b>	Group Work (if needed)
<b>13:30 – 15:00</b>	Consultations on administrative and financial issues
<b>15:00 – 16:30</b>	Steering Committee