

Education, Scholarships, Apprenticeships and Youth Entrepreneurship

Programme in Romania Financed by Erasmus+

2023 Cooperation Projects in Higher Education Area (KA220-HED)

*AMAZE - European Network for Additive Manufacturing in Industrial Design for Ukrainian  
Context, contract nb. 2023-1-RO01-KA220-HED-000155412*

## **Transnational Project Meeting – TPM 1**

**KICK-OFF MEETING hosted by National University of Science and Technology  
Politehnica Bucharest - UNSTPB**

**27<sup>th</sup> – 29<sup>th</sup> of November 2023 – Bucharest/ROMANIA**

**Monday 27th November - Room 2.3, Central Library - UNSTPB, starting at 9:00**

**Partners presentation**

**1. Information/Bilateral contracts**

**1.1 Information from National Agency**

**1.2 Contracts and annexes**

**2. Project management:**

**2.1 Eligibility of the staff members involved in the project (hiring issues)**

**2.2 Collection of activity reporting by the coordinator: organization and  
calendar (timesheets)**

**10:30 - 10:45 Coffee break**

**2.3 Role of the leaders of Intellectual Outputs**

**2.4 Tools (Microsoft Teams, WhatsApp group)**

**2.5 Validation of the distribution of tasks - Each partner will present the plan  
for each activity they have ownership - Part 1**

**2.6 Calendar of the project/deadlines/milestones**

**13:00 - 14:00 Lunch**

**2.9 State of progress of the production of the Intellectual Outputs**

**2.10 Validation of the distribution of tasks - Each partner will present the plan  
for each activity they have ownership - Part 2**

**2.11 Laboratory visit.**

**16:00 End of the session**

**Tuesday 28<sup>th</sup> of November – Room 2.3, Central Library - UNSTPB, starting at 9:00**

**3. Mobilities project**

**3.1 Short-term joint staff training: who? which dates?**

**3.2 Intensive Programmes for higher education students: who? which dates?**

**10:30 - 10:45 Coffee break**

**3.3 Communication in our institutions / How to involve colleagues in the project**

**3.4 Calendar of the next events**

**3.5 Evaluation of the project**

**13:00 - 14:00 Lunch**

**3.6 Mutual presentation for new incomers in the meeting**

**3.7 Validation of the distribution of tasks - Each partner will present the plan for each activity they have ownership – Part3.**

**3.8 Laboratory visit**

**16:00 End of the session**

**Wednesday 29<sup>th</sup> of November – Research Center CAMPUS -UNSTPB, starting at 9:00**

**4.1 Partners experience in Industrial Design/3D printing: general feedback**

**4.2 Conclusions**

**4.3 Laboratory visit**

**11:30 End of the Transnational Project Meeting.**