SEEIST

Internal Kick-Off-Meeting

Date and Venue tbc.

Draft Agenda (half day)

1. Welcome
2. Background of the Framework Contract and its regulations
3. Questions and explanations on the reporting template
4. Questions and explanations regarding the reporting of work hours
5. Questions and explanations on travel costs
6. Detailed workplan agreed with EC for the contract duration
7. Agenda and exchange on official Kick-off-event in Montenegro 18.9.2019
8. AOB

Kind regards

Jonas Abs
Planning of activities: Updating the table from the contract (page 32)

➢ Do you have comments/changes?

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>4. July 2019</td>
<td>Start of the Contract</td>
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<tr>
<td>August 2019</td>
<td>Inception Meeting</td>
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<tr>
<td>18. September 2019</td>
<td>Kick-off Event</td>
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<tr>
<td>03. January 2020</td>
<td>End of 1. Reporting Period</td>
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<tr>
<td>June 2020</td>
<td>Final Conference</td>
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<tr>
<td>03. January 2021</td>
<td>End of 2. Reporting Period</td>
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</tbody>
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Workplan and months of submission for deliverables: State according to contract

➢ In our contract we agreed with the EC to deliver a workplan after 6 weeks and discuss specific requests by EC 8 weeks after start of the contract. To start this process, please indicate those deliverables, which cannot be submitted to the planned dates and figure out realistic months for all deliverables. Please see the attached Gantt-Chart and adapt it to new dates/deadlines. Please, indicate furthermore your internal expert meetings, which are relevant for your tasks:

Task 1:

Deliverables:

**D1.2** Final Report (Month 18+6 weeks)

Task 2:

Deliverables:

**D2.1** Technical report on comparison of accelerator designs for an ion therapy and research facility in SEE (18)
Task 3:

**Deliverables:**

- **D3.1** Technical report on the state-of-the-art of particle therapy and research in Europe (Month 18)
- **D3.2** Medical and Research Plans for the future SEE accelerator facility (Month 18)
- **D3.3** List of SEE Experts (Month 18)

Task 4

**Deliverables:**

- **D4.1** Legal aspects for the final SEEIST-institute proposal (Month ?)
- **D4.2** List with short CV’s of lawyers and experts on establishing the Association as legal entity (Month 2)
- **D4.3** List with short CV’s of lawyers and experts for constituting SEEIST in the region (Month 7)
- **D4.4** Creation of the Association (Month 6)
- **D4.5** Set of criteria and conditions for the site (Month 14)
- **D4.6** Report on the potential of the regional industry (Month 12)
- **D4.7** Report on the regional potential, capacities, opportunities and add-on benefit for the region for introducing a Digital Hub (Month 12)
- **D4.8** The framework for the constitution of the Insitute (Month 18)
- **D4.9** Sustainability Strategy (Month 18)

Task 5

**Deliverables:**

- **5.1 a** Written report of current treatment status and facilities and patients in SEE
- **5.1 b** Virtual platform based on cloud/grid computing
- **5.2** Organise a meeting with key ENLIGHT experts and the SEE researchers and define area of common research activities
- **5.3** Final Report identifying the researchers and clinicians in the region, common strategic net-working plan and ideas for building capacitance and expertise
- **5.4** Report on the final conference