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**ARIS – Artificial Intelligence
skills for ICT professionals**

Business
Training

AGENDA
ARIS Kick-off Meeting
Wednesday 25 September 2019
Business Training (BT), Brussels, Belgium

Time / Duration	Topic	Who
09:00 – 09:15	**Opening of the Meeting** − *Official welcome, presentation of the meeting's agenda*	**BT**
09:15 – 09:45	**1. Brief Presentations of Partners' Profiles** − *Brief presentation of each participating organisation*	**ALL**
09:45 – 10:20	**2. Project Overview & presentation of the project's work plan** − *Objectives, target groups, roles, expected outcomes* − *Presentation of main tasks per partner with a focus on the 1st semester*	**EXELIA**
10:20 – 10:45	**3. Project Management: Partners' Cooperation Framework and Contractual Documents** − *Management structure (Steering Committee), internal communication processes* − *Contractual documents (Grant Agreement, Partnership Agreement)* − *Quality monitoring*	**BT / EXELIA**
10:45 – 11:15	**4. Project Management: Reporting & Financial Management** − *Administrative & financial management, eligible costs categories* − *Reporting procedure*	**BT / EXELIA**
11:15 – 11:45	*Coffee Break*	
11:45 – 12:30	**5. O1: Artificial Intelligence (AI) learning outcomes**	
	− *Tools and guidelines for mapping AI skill needs within the ICT sector (O1-T1)*	**EXELIA**
	− *Collection of evidence and data on AI skill requirements (O1-T2)* − *Review of existing Artificial Intelligence and Computing Science academic and training programs (O1-T3)* − *Definition of ARIS learning outcomes based on skill needs analysis (O1-T4).*	**BT**
12:30 – 13:15	**6. O2: ARIS curriculum outline and Open Educational Resources**	
	− *Grouping of learning outcomes into learning units (O2-T1)* − *Development of ARIS training and assessment material (O2-T2)*	**UPC**
	− *Development of trainer handbook (O2-T3)*	**BT**
	− *Delivery of VET integration guidelines (O2-T4)*	**ISTC**

Time / Duration	Topic	Who
13:15 – 14:15	*Lunch Break*	
14:15 – 14:45	**7. O3: Vocational Open Online Course (VOOC) infrastructures**	
	− *First thoughts and ideas, experience and best practices from past projects, dependencies with other Intellectual Outputs*	**EXELIA**
14:45 – 15:15	**8. O4: Framework for the integration of Artificial Intelligence skills into the EU certification and standardisation schemes**	
	− *First thoughts and ideas, experience and best practices from past projects, dependencies with other Intellectual Outputs*	**LIKS**
15:15 – 15:45	**9. Dissemination & Sustainability** − *Targets, means, channels, activities. Project website, e-mail campaigns (GDPR),* − *Social media pages, videos and printed materials & initial dissemination efforts.* − *Multiplier events: ARIS workshops and information days*	**LIKS**
15:45 – 16:00	*Coffee Break*	
16:00 – 16:15	**10. Planning of next project meeting (ISTC, Rome)**	**ISTC**
16:15 – 16:30	**11. Sum-up of decisions made & plan of near future actions**	**ALL**
16:30 – 16:45	**12. Evaluation of the kick-off meeting**	**ALL**
16:45 – 17:00	**13. Any other business & closure of the meeting**	**ALL**
*The ARIS partners' social dinner will take place on Tuesday 24 September at 19.15 in Restaurant 'T Kelderke**		

* Grand Place 15, 1000 Bruxelles, Belgium