

Brussels, 08. 01. 2020

**Subject: Intra-Africa 2019 Projects' kick-off meeting, 6-7 February 2020**  
**Brussels, Belgium**

Dear Intra-Africa 2019 Project Coordinators and partners,

I am pleased to invite you to the Intra-Africa 2019 Projects' kick-off meeting on **6-7 February 2020**. The event will take place at the **Crown Plaza Hotel** in **Brussels** (Address: rue Gineste 3, 1210, Brussels).

The **event** is organised with the main objective to inform you on the project cycle management from an operational and financial point of view. Furthermore, parallel workshops will be organised on the main project activities, namely Cooperation and Quality Assurance, Promotion and Selection and Financial Management. Please find further details on the draft agenda attached to this invitation.

Following the general kick-off meeting, necessary arrangements will be made for each of your projects to have a **specific partnership gathering in the afternoon on 7 February 2020** dedicated to planning the starting activities. An Agency representative will be present to provide you with guidance and support when necessary. We invite you to prepare the topics for discussion and to provide us with a draft agenda of this meeting by 24 January 2020.

Please note that **each of the 2019 projects** shall be represented by:

- the project coordinator. If needed a second representative from the coordinating institution, who will be involved in the implementation of the project on daily basis, can also join the meetings.
- one representative from each partner institution, including the EU technical partner.

Prior registration to the event is mandatory and you are therefore kindly asked to fill in for each participant the online registration form available through the following link: <https://www.eacea-events.eu/inter-africa-mobility-scheme>.

Please indicate in the form if the participant needs to apply for a Schengen visa, the Agency will issue then a visa support letter. In order not to delay the visa application process, the registration form should be filled in as soon as possible and **by 15 January 2020 at the latest**.

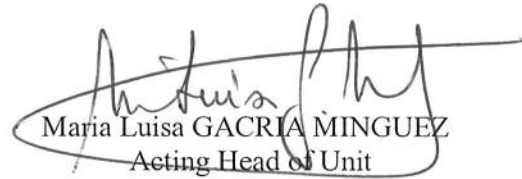
Lunches and tea/coffee breaks during the event as well as a dinner on the first day will be offered. Other costs, i.e. travel, accommodation and daily expenditures, are to be covered from the lump sum under the budget line "Organisation of mobility" of your project budget. **We therefore advise you to make necessary arrangements as soon as possible for the purchase of travel tickets to Brussels and accommodation of your project representatives.**

For registration and any further information regarding the organisation of the events, please contact the Intra-Africa team at [EACEA-INTRAAFRICA-INTRAACP@ec.europa.eu](mailto:EACEA-INTRAAFRICA-INTRAACP@ec.europa.eu).

Kindly communicate this invitation letter to your partners as soon as possible to ensure their participation.

I am looking forward to meeting you in Brussels.

Yours sincerely,



Maria Luisa GACRIA MINGUEZ  
Acting Head of Unit

**Encl.:** Draft Agenda –Intra-Africa 2019 Projects’ kick-off meeting



European  
Commission

# Intra-Africa Academic Mobility Scheme 2019 Projects' kick-off meeting

Crown Plaza Hotel  
Brussels, 6-7 February 2020

## AGENDA

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### 6 February 2020

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*Registration and Welcome Coffee* 08.30

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**Welcoming** 09.00

*Education, Audiovisual and Culture Executive Agency (EACEA)*

*European Commission, Directorate-General for International Cooperation and  
Development, Pan-African Programme*

*African Union Commission*

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**Plenary Session** 09.30

#### **Introduction to the conference**

- Intra-Africa selection results 2019
- Short Presentation of the selected projects and partners
- Quiz: How much do you know about the programme's rules?

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*Coffee break* 10.30

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<b>Plenary Session</b>				<b>11.00</b>
- Contractual Obligations				
- Financial checks and Audit Policy				
<b>Networking activity</b>				<b>11.45</b>
<i>Lunch</i>				<i>12.30</i>
<b>Parallel Workshops</b>				<b>14.00 – 15.30</b>
<b>Workshop 1</b> Efficient Cooperation and Quality Assurance	<b>Workshop 2</b> Mobility Management: Promotion and Selection	<b>Workshop 3</b> Financial Management		
<i>Coffee Break</i>				<i>15:30</i>
<b>Parallel Workshops</b>				<b>16.00 – 17.30</b>
<b>Workshop 1</b> Efficient Cooperation and Quality Assurance	<b>Workshop 2</b> Mobility Management: Promotion and Selection	<b>Workshop 3</b> Financial Management		
<i>Buffet Dinner</i>				<i>18.30 – 20.30</i>

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## 7 February 2020

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**Parallel Workshops** **09.00**

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**Workshop 1**  
Efficient Cooperation and  
Quality Assurance

**Workshop 2**  
Mobility Management:  
Promotion and  
Selection

**Workshop 3**  
Financial Management

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*Coffee Break* **10.30**

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**Plenary Session** **11.00**

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- **Harmonisation and recognition**
- **Wrap-up Session**  
Quiz: How much did you learn about the programme's rules?
- **Closing Remarks**

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*Lunch* **12.00**

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**Parallel Partnership Meetings** **13.30 – 18.00**

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- 614584 MASTET Mobility of African Scholars for Transformative Engineering Training
- 614586 SPREE Strengthening Mobility and Promoting Regional Integration of Engineering Education in Africa
- 614587 AWaRMN African Water Resources Mobility Network: Building transdisciplinary capacity for sustainable water resources management in Africa
- 614606 AFRIDI Appui à la Formation, à la Recherche et à l'Innovation pour le Développement Intra-Afrique
- 614641 FRAME Fostering Research and Intra-African knowledge transfer through Mobility and Education
- 614655 ELbM Education for Laser-based Manufacturing
- 614658 MIRET Mobility for Innovative Renewable Energy Technologies

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**END OF THE MEETINGS**

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