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UNIVERSITÄT  
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## ERASMUS+ CBHE PROJECT

### Scalable Electronic Document Workflow for Universities: Enhancing Efficiency, Autonomy and European Integration

**101237141 – SEDWU – ERASMUSEDU-2025-CBHE**

## AGENDA

### Kick-off meeting

**Date:** 15-16 December 2025

**Hosted by:** University of Bayreuth

**Location:** Chair of Measurement and Control Engineering, University of Bayreuth  
FAN B Raum K6, Universitätsstraße 30, 95447, Bayreuth

#### Remote access:

Join Zoom Meeting

<https://us02web.zoom.us/j/85435840887?pwd=vcaU5x5lwBHjPjEYU9IGrZ8Dx3s1g.1>

Meeting ID: 854 3584 0887

Passcode: 748608

### Day 1. Monday, 15 December 2025

| Start | End   | Event   | Speaker      |
|-------|-------|---|--------------|
| 09:30 | 10:00 | Registration and Coffee   |              |
| 10:00 | 10:10 | Welcome words   | IFNUL<br>UBT |
| 10:10 | 10:30 | Presentation of the project. Concept. Objectives.   | IFNUL        |
| 10:30 | 12:30 | Presentations by partners focusing on the project theme (~15 min. per partner):<br>Ivan Franko National University of Lviv<br>University Bayreuth<br>Vytautas Magnus University<br>Politechnika Rzeszowska Im Ignacego Lukaszewicza<br>The National University of Water and Environmental Engineering<br>National University "Zaporizhzhia Polytechnic" | All partners |
| 12:30 | 14:00 | Lunch Break   |              |
| 14:00 | 15:30 | Presentations by partners focusing on the project theme (~15 min. per partner):<br>Chernihiv Polytechnic National University<br>Yuriy Fedkovych Chernivtsi National University  | All partners |



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|       |       |  |              |
|-------|-------|--|--------------|
|       |       | Kyryvi Rih National University<br>National University of State Tax Service of Ukraine<br>Lviv IT Cluster |              |
| 15:30 | 16:30 | Work packages overview   | IFNUL        |
| 16:30 | 17:00 | Meeting summary & AOB – All  | All partners |
| 18:00 |       | Social dinner.<br>The location will be specified later.  | All partners |

## Day 2. Tuesday, 16 December 2025

**Zoom broadcast is not provided.**

| Start | End   | Event  | Speaker      |
|-------|-------|--|--------------|
| 10:00 | 11:30 | Management and administrative arrangements, documents and finances. <ul style="list-style-type: none"> <li>• Roles and responsibilities of the Parters, Workpackage Owners, Contact Persons</li> <li>• Project timeline</li> <li>• Cooperation and communication</li> <li>• Documentation, templates</li> <li>• Reporting</li> <li>• Other issues</li> </ul> | IFNUL        |
| 11:30 | 12:30 | Project Management Handbook.   | IFNUL        |
| 12:30 | 13:00 | Meeting summary & AOB – All  | All partners |
| 13:00 | 15:00 | Networking time  | All partners |