



**Brussels, 8<sup>th</sup> and 9<sup>th</sup> of September 2016**

# **KICK-OFF MEETING AGENDA**

**HIGHLY EFFICIENT CLADDING ECO-PANELS  
WITH IMPROVED NANO-INSULATION PROPERTIES**  
H2020 EEB-01-2016 - INNOVATION ACTION



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 723425

# AGENDA

## DAY 1

**Venue:** Bedford Hotel & Congress Centre  
"Lindbergh" Meeting Room  
Rue du Midi 135, 1000 Brussels, Belgium

| TIME          | TOPIC                                                                                                                                                           | LOCATION                                                                                                                                               |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| 15.30 - 18.00 | Welcome & Get-Together meeting, including:<br>- Grant and Consortium Agreement analysis<br>- Technical overview of the project with a question & answer session | Bedford Hotel<br>"Lindbergh" Meeting Room                                                                                                              |
| 19.30         | Dinner                                                                                                                                                          | City center<br>Portuguese Restaurant<br>"O Bifanas"-Chez Sebastião<br>Rue des Dominicains, 30<br>1000 Brussels<br>Tel 02 502 25 48<br>www.o-bifanas.be |

## DAY 2

**Venue:** REA Offices - Room: 5.183 (COV2 floor 5)  
Covent Garden 2  
Place Rogier, 16  
Brussels, Belgium

| TIME  | TOPIC                                                                                                                                   | SPEAKERS                                   |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| 08.30 | Meeting registration at COV2 entrance hall                                                                                              | -                                          |
| 09.00 | Welcome and introduction                                                                                                                | Olga Rio Suarez (EC)<br>Jorge Corker (IPN) |
| 09.15 | Overview of the project:<br>Objectives, main work plan, deliverables and milestones, challenges and risks, expected results and impacts | Jorge Corker (IPN)                         |
| 10.00 | Brief presentation of each Partner and their role in the project                                                                        | All (one speaker per Partner   5min each)  |
| 11.00 | Coffee Break                                                                                                                            | -                                          |
| 11.15 | Work Package Discussion (WP1-WP7)                                                                                                       | WP leaders                                 |

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                              |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
|              | Brief presentation of each WP by its leader:<br><ul style="list-style-type: none"> <li>- Description and distribution of tasks</li> <li>- Internal coordination</li> <li>- Deliverables, Milestones and Deadlines</li> <li>- Challenges and other relevant issues</li> </ul>                                                                                                                                                                                                         | (15 min each)                                |
| <b>13.00</b> | Lunch break at COV2 <i>cafeteria</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                 | -                                            |
| <b>14.00</b> | Work Package Discussion (WP8-W10) cont.<br>Brief presentation of each WP by its leader:<br><ul style="list-style-type: none"> <li>- Description and distribution of tasks</li> <li>- Internal coordination</li> <li>- Deliverables, Milestones and Deadlines</li> <li>- Challenges and other relevant issues</li> </ul>                                                                                                                                                              | WP leaders<br>(15 min each)                  |
| <b>14.45</b> | Presentation of management and administrative aspects of the project, including:<br><ul style="list-style-type: none"> <li>- Governance structure and internal communication tools</li> <li>- Submission of deliverables</li> <li>- Reporting periods and periodic reports</li> <li>- Keeping records and documentation</li> <li>- Rights and obligations of the parties, including third parties</li> <li>- Commission monitoring</li> <li>- Risk evaluation and IPR MGT</li> </ul> | Jorge Corker (IPN)                           |
| <b>15.15</b> | Financial issues and financial reporting requirements                                                                                                                                                                                                                                                                                                                                                                                                                                | Ana Manaia (IPN)                             |
| <b>15.45</b> | Project dissemination and communication<br><ul style="list-style-type: none"> <li>- Exploitation and dissemination plan overview</li> <li>- Communication: significance and guidelines</li> <li>- Research publication</li> </ul>                                                                                                                                                                                                                                                    | Jorge Corker (IPN)<br>Vladimir Gumilar (SGG) |
| <b>16.15</b> | Final discussion:<br><ul style="list-style-type: none"> <li>- Summary of the upcoming tasks and related deadlines</li> <li>- Date and locations for the next meeting</li> <li>- Near future dissemination/communication actions to be performed by partners, including stakeholders meetings, international conferences, workshops, etc.</li> </ul>                                                                                                                                  | Jorge Corker (IPN)<br>All                    |
| <b>17.00</b> | Questions and briefing                                                                                                                                                                                                                                                                                                                                                                                                                                                               | All                                          |
| <b>17.15</b> | Group photo and final words                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Jorge Corker (IPN)<br>Olga Rio Suarez (EC)   |
| <b>17.30</b> | Closing of the meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                               | -                                            |