



Brussels, 8th and 9th 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: - Grant and Consortium Agreement analysis - Technical overview of the project with a question & answer session	Bedford Hotel "Lindbergh" Meeting Room
19.30	Dinner	City center Portuguese Restaurant "O Bifanas"-Chez Sebastião Rue des Dominicains, 30 1000 Brussels Tel 02 502 25 48 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) Jorge Corker (IPN)
09.15	Overview of the project: 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: <ul style="list-style-type: none"> - Description and distribution of tasks - Internal coordination - Deliverables, Milestones and Deadlines - Challenges and other relevant issues 	(15 min each)
13.00	Lunch break at COV2 <i>cafeteria</i>	-
14.00	Work Package Discussion (WP8-W10) cont. Brief presentation of each WP by its leader: <ul style="list-style-type: none"> - Description and distribution of tasks - Internal coordination - Deliverables, Milestones and Deadlines - Challenges and other relevant issues 	WP leaders (15 min each)
14.45	Presentation of management and administrative aspects of the project, including: <ul style="list-style-type: none"> - Governance structure and internal communication tools - Submission of deliverables - Reporting periods and periodic reports - Keeping records and documentation - Rights and obligations of the parties, including third parties - Commission monitoring - Risk evaluation and IPR MGT 	Jorge Corker (IPN)
15.15	Financial issues and financial reporting requirements	Ana Manaia (IPN)
15.45	Project dissemination and communication <ul style="list-style-type: none"> - Exploitation and dissemination plan overview - Communication: significance and guidelines - Research publication 	Jorge Corker (IPN) Vladimir Gumilar (SGG)
16.15	Final discussion: <ul style="list-style-type: none"> - Summary of the upcoming tasks and related deadlines - Date and locations for the next meeting - Near future dissemination/communication actions to be performed by partners, including stakeholders meetings, international conferences, workshops, etc. 	Jorge Corker (IPN) All
17.00	Questions and briefing	All
17.15	Group photo and final words	Jorge Corker (IPN) Olga Rio Suarez (EC)
17.30	Closing of the meeting	-