

URBEM Start-up meeting

Day 1 4th December

10:30am Coffee

11:00am Welcome

11:10 Introductions.

- Where
- Organisation
- Role in project
- What they bring
- What they want to get out of working on URBEM.
- What they perceive as the most difficult or challenging tasks.

11:40 Administration

- Presentation by EC Project Officer, Dr Thierry Prost
- Contractual matters
 Consortium Agreement

13:00 Lunch

14:00 Administration

- Communication
 Reporting
- Deliverables
 Annual progress reports
 Draft Technology Implementation Plan
 Mid-term Review
 Project deliverables
- Costs
 Annual Cost Statement
 Eligible costs
 Matching funds

15:30 tea

16:00 Objectives of Project: Discussion and Clarification

16:30 Description and discussion of Work Packages 1, 2,10,11

18:00 Close

19:00 Dinner

Day 2 5th December.

- 9:00 Description and discussion of Work Packages 3,4,5
- 11:00 coffee/tea
- 11:30 Description and discussion of Work Packages 6,7,8,9
- 12:30 Lunch
- 13:30 Discussion of work programme for next 6 months
- 14:30 Next meetings
 Dates and Locations
- 15:00 finish.