

FFW 6M meeting

Agenda Day 1

Venue: Madrid
Date: Tuesday April 16, 2013
Time: 1:30 p.m.

Attendees:

<i>Name</i>	<i>Role</i>	<i>Org</i>	<i>Abbrev</i>
<i>Marina Bufacchi</i>	<i>Project coordinator, WP2 leader</i>	<i>ISAFoM</i>	<i>MB</i>
<i>Gaetano Martino</i>		<i>UNIPG</i>	<i>GM</i>
<i>Antonio Rispo</i>		<i>ISAFoM</i>	<i>AR</i>
<i>Matthieu Lavanant</i>	<i>WP3 leader</i>	<i>FRA</i>	<i>ML</i>
<i>Sarah Böringer</i>		<i>FRA</i>	<i>SB</i>
<i>Magali Boutonnet</i>	<i>WP4 leader</i>	<i>KTH</i>	<i>MBout</i>
<i>Sven Järås</i>		<i>KTH</i>	<i>SJ</i>
<i>Javier Barrientos</i>		<i>KTH</i>	<i>JB</i>
<i>Thorsten Kläs</i>	<i>WP5 leader</i>	<i>SOIL</i>	<i>TK</i>
<i>Alex Kolomitchouk</i>		<i>SOIL</i>	<i>AK</i>
<i>Marta Azahara Calero Navarro</i>	<i>Project technical coordinator. WP6 leader</i>	<i>VTG</i>	<i>MACN</i>
<i>Paola Castrillo</i>		<i>VTG</i>	<i>PC</i>
<i>Javier Royo</i>	<i>WP7 leader</i>	<i>SOLINTEL</i>	<i>JR</i>
<i>Vladimir Vukovic</i>	<i>Simulation expert</i>	<i>EXG</i>	<i>FC</i>

<i>No</i>	<i>Item</i>	<i>Presented by</i>	<i>Time</i>
1	Welcome and apologies (13:30)	MACN	10
	EC expectations		
2	Management and execution aspects (13:40)	MACN & MB	60
3	General Assembly (14:40)		45
3.1	New figure: Technical Coordinator		
3.2	New body: Scientific Committee		
3.3	Chairing of the Steering Committee		
3.4	Request of an amendment to the Grant Agreement		
3.5	EC financial rules		
4	WP2 Physical pre-treatment and olive availability (15:25)	MB + round table	80
4.1	Work Package overview, objectives, timing, results	MB	5
4.2	Task 2.1 Gathering information on availability	GM	30
4.3	Task 2.2 Assessment of technical solutions for pre-treatment of raw materials	AR	10
4.4	Task 2.3 Technical requirements of olive farming waste	AR	5
4.5	Task 2.4 Technical requirements of olive oil waste		5
4.6	Round table: discussion on steps to take and interaction with other Work Packages		20
4.7	Summary and confirmation of responsibilities		5
5	WP3 Chemical pre-treatment technology (16:45)	ML	45
5.1	Work Package overview, objectives, timing	ML	5
5.2	Tasks result presentations; deliverables; milestones Timeline for the work to develop, responsibilities, interaction with other Work Packages		20
5.3	Round table: discussion on steps to take and interaction with other Work Packages		15
5.4	Summary and confirmation of responsibilities		5
	Coffee break (17:30)		30
6	WP4 Development of technical solutions for SNG-diesel production (18:00)	MBout + round table	45

<i>No</i>	<i>Item</i>	<i>Presented by</i>	<i>Time</i>
6.1	Work Package overview, objectives, timing	MBout	5
6.2	Tasks result presentations; deliverables; milestones Timeline for the work to develop, responsibilities, interaction with other Work Packages		20
6.3	Round table: discussion on steps to take and interaction with other Work Packages		15
6.4	Summary and confirmation of responsibilities		5
7	Sum up and conclusions of Day 1 (18:45)	MACN	10
	Social Dinner (20:30)		

Agenda Day 2

Venue: Madrid
Date: Wednesday April 17, 2013
Time: 9:00 a.m.

<i>No</i>	<i>Item</i>	<i>Presented by</i>	<i>Time</i>
1	Welcome and apologies (9:00)	MC	5
2	WP5 Industrial application of the FFW system (9:05)	TK + round table	45
2.1	Work Package overview, objectives, timing	TK	5
2.2	Tasks result presentations; deliverables; milestones Timeline for the work to develop, responsibilities, interaction with other Work Packages		20
2.3	Round table: discussion on steps to take and interaction with other Work Packages		15
2.4	Summary and confirmation of responsibilities		5
3	WP6 Life Cycle Assessment (9:50)	MACN + round table	45
3.1	Work Package overview, objectives, timing	MACN	5
3.2	Tasks result presentations; deliverables; milestones Timeline for the work to develop, responsibilities, interaction with other Work Packages		20
3.3	Round table: discussion on steps to take and interaction with other Work Packages		15
3.4	Summary and confirmation of responsibilities		5
	Coffee break (10:35)		30
4	WP7 Business models, exploitation and dissemination (11:05)	JR	75
4.1	Work Package overview, objectives, timing		10
4.2	Tasks result presentations; deliverables; milestones		35
4.3	Dissemination strategy, tasks for other partners, preliminary organisation of workshops. Publication policy		
4.4	Round table: discussion on steps to take and		25

<i>No</i>	<i>Item</i>	<i>Presented by</i>	<i>Time</i>
	interaction with other Work Packages		
4.5	Summary and confirmation of responsibilities		5
5	AOB, sum up and final conclusions of the KoM (12:20)	MACN	10