

## FFW Kick-off meeting

# Agenda Day 1

**Venue:** IRPI-CNR CONFERENCE ROOM  
VIA MADONNA ALTA 126 PERUGIA

**Date:** Monday November 19 2012

**Time:** 2 p.m.

**Attendees:** 18

<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>Isacco Beritognolo</i>		<i>ISAFoM</i>	<i>IB</i>
<i>Roberto Nigro</i>		<i>UNINA</i>	<i>RN</i>
<i>Roberto Altieri</i>		<i>ISAFoM</i>	<i>RA</i>
<i>Matthieu Lavanant</i>	<i>WP3 leader</i>	<i>FRA</i>	<i>ML</i>
<i>Sarah Boringer</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>Olivier Rieux</i>		<i>VTG</i>	<i>OR</i>
<i>Antonio Barona</i>		<i>VTG</i>	<i>AB</i>
<i>Javier Royo</i>	<i>WP7 leader</i>	<i>SOLINTEL</i>	<i>JR</i>
<i>Fernando Centeno</i>	<i>Simulation expert</i>	<i>EXG</i>	<i>FC</i>
<i>Stephan Seidelt</i>	<i>Tar purification expert</i>	<i>ElFER</i>	<i>SS</i>

<i>No</i>	<i>Item</i>	<i>Presented by</i>	<i>Time</i>
	<b>Welcome lunch (13:00)</b>		
<b>1</b>	<b>Welcome and apologies (14:00)</b> EC expectations	<b>MB</b>	10

<i>No</i>	<i>Item</i>	<i>Presented by</i>	<i>Time</i>
<b>2</b>	<b>General presentation of the project (14:10)</b>	<b>MACN</b>	<b>30</b>
2.1	General objectives		15
2.2	Main targets of each WP		10
<b>3</b>	<b>Partners presentation (14:40)</b>		
3.1	Consiglio Nazionale delle ricerche ISAFOM	MB	5
3.2	Fraunhofer-Gesellschaft zur Foerderung der Angewandten Forschung E.V.	ML	5
3.3	Kungliga Tekniska högskolan	MBout	5
3.4	Soil-Concept S.A.	TK	5
3.5	Vertech Group SARL	OR	5
3.6	Solintel M&P SL	JR	5
3.7	Exergy LTD	FC	5
3.8	Eifer Europaisches Institut fur Energieforschung EDF-KIT EWIV	SS	5
<b>4</b>	<b>WP5 Discussion. How to implement the DEMO (15:20)</b>	<b>TK + round table</b>	
4.1	WP objectives: introduction, requirements from previous work packages	TK	15
4.2	Material requirements, definition of the physical demo, location	Round table	30
4.3	Required time schedule:	Round table	45
	- Reception of the different inputs (design)		
	- Final design and obtaining the equipment		
	- Reception of the physical inputs (raw materials and catalysts)		
	- Start off		
	- Test running		
	- Analysis		
4.4	Summary and confirmation of responsibilities		5
	Coffee break (17:00) (if you think it's best in the middle of the round table, we can change this)		
<b>5</b>	<b>WP7 Dissemination (17:15)</b>	<b>JR + round table</b>	<b>40</b>
5.1	WP objectives: introduction, interaction with other WPs	JR	15
5.2	Required time schedule:		20
	- Workshops preparation		
	- Web page production and maintenance		
	- Corporate video(s)		

No	Item	Presented by	Time
	- Stakeholder contact		
	- General strategy		
5.3	Summary and confirmation of responsibilities		5
<b>6</b>	<b>AOB (18:00)</b>	<b>MB</b>	<b>10</b>
<b>7</b>	<b>Sum up and conclusions of Day 1 (18:10)</b>	<b>MACN</b>	<b>10</b>
	Social Dinner (20:30)		

## Agenda Day 2

**Venue:** IRPI-CNR CONFERENCE ROOM  
VIA MADONNA ALTA 126 PERUGIA

**Date:** Tuesday November 20 2012

**Time:** 9 a.m.

**Attendees:** 18

No	Item	Presented by	Time
<b>1</b>	<b>Welcome and apologies (9:00)</b>	<b>MB</b>	<b>5</b>
<b>2</b>	<b>WP2 Physical pre-treatment and olive availability (9:05)</b>	<b>MB + round table</b>	<b>40</b>
2.1	a) Objectives and activities of task 2.1	MB	5
	b) survey and Delphi analysis	GM	5
	c) Instruments for data collection	IB	5
	d) Data Analysis	GM	5
2.2	a) Objectives and activities of task 2.2	MB	5
	b) Raw material obtaining and storage, equipment obtaining;	RA	5
	c) Pre-treatment options, pre-treatment protocols	RN	5
2.3	Summary and confirmation of responsibilities		5
<b>3</b>	<b>WP3 Chemical pre-treatment technology (9:45)</b>	<b>ML + round table</b>	<b>40</b>
3.1	WP objectives: introduction, interaction with other WPs	ML (we should define who)	15
3.2	Required time schedule:		20
	- Pre-treatment options, equipment obtaining and optimisation		
	- Raw material (pellets) from ISAFoM: amount,		

No	Item	Presented by	Time
	conditions, timing		
	- Pre-treatment optimisation, simulation		
	- ... (please, include other items if any)		
3.3	Summary and confirmation of responsibilities		5
<b>4</b>	<b>WP4 Development of technical solutions for SNG-diesel production (10:25)</b>	<b>MBout + round table</b>	<b>40</b>
4.1	WP objectives: introduction, interaction with other WPs	MBout (we should define who)	15
4.2	Required time schedule:		20
	- Equipment obtaining and optimisation		
	- Timing for the production of the catalyst, process, requirements from other partners		
	- Raw material (syngas composition from FRA)		
	- Optimisation, simulation		
	- ... (please, include other items if any)		
4.3	Summary and confirmation of responsibilities		5
	Coffee break (11:05)		
<b>5</b>	<b>WP6 Life Cycle Assessment (11:30)</b>	<b>MACN + round table</b>	<b>40</b>
5.1	WP objectives: introduction, interaction with other WPs	MACN	15
5.2	Required time schedule:		20
	- Preparation of the required templates for gathering LCA information		
	- Information gathering and analysis		
	- System definition		
	- ETV requirements		
5.3	Summary and confirmation of responsibilities		5
<b>6</b>	<b>Global project management structure (12:10)</b>	<b>MB and MACN</b>	<b>25</b>
6.1	Legal aspects		
6.2	Communication flow		
6.3	Project reporting and monitoring		
6.4	Plan for next meetings		
<b>7</b>	<b>Administrative and financial procedures (12:35)</b>	<b>MB</b>	<b>15</b>
7.1	Resources, founding, payment plan		
<b>8</b>	<b>AOB, sum up and final conclusions of the KoM (12:50)</b>	<b>MB</b>	<b>10</b>