

[PRACTICE]

D1.1 KICK-OFF MEETING

PRACTICE WP1 deliverable

Dissemination level: public

Nature: other

Title:	D1.1 Kick-off Meeting		
Date:	February 8, 2012		
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Summary Work Package 1

The objective of work package 1 is to

- a) coordinate proper functioning of the consortium through administrative and technical coordination of work,
- b) ensure the scientific and technical quality of the work and
- c) to interact with the Commission and act as a representative of the project to the surrounding communities and the public.

Work Package team:

Dzenan Sahovic	European CBRNE Center, Umeå University (UmU)
Hans Christian Gran	Norwegian Defence Research Establishment (FFI)
Ola Claesson	Swedish Defence Research Agency (FOI)
Svenja Stöven	European CBRNE Center, Umeå University (UmU)
Tarja Linjamaa	European CBRNE Center, Umeå University (UmU)

1. Contents

Summary Work Package 1	3
2. Executive Summary	5
3. Agenda.....	5
4. Meeting Type and Participants	6
5. Meeting Minutes	8
5.1 PRACTICE Project Presentation	8
5.2 Project management issues	8
5.2.1 Decision(s) made:	8
5.3 Presentation by the EU Project Officer (see annex).....	9
5.4 Work Package Planning Meetings.....	9
I Annex with presentations.....	10

2. Executive Summary

The PRACTICE project kick-off was held in Brussels, Belgium, in the offices of the Swedish Municipalities Council at Rue du Luxembourg. The objective of the meeting was to re-assemble the consortium as most of us have not had much contact since the Grant Agreement negotiations; to summarize and explain the outcome of Grant Agreement and Consortium Agreement negotiations; to present the project in its entirety to all participants; to outline the administrative principles and procedures; and to allow early-starting Work Packages to have their kick-off meetings.

Close to all consortium partners were present, other than a few that were delayed due to transport problems. Missing partners were informed about the contents afterwards.

The kick-off meeting had successfully reached its objectives.

3. Agenda

Tue 11th May

13.00 Welcome and project presentation

13.30 Work Package presentations

15.30 Project management issues

- Grant Agreement
- Consortium Agreement
- Financing and Budget
- Meeting Structure
- Time Reporting
- Project portal
- Points of Contact
- PRACTICE Boards
 - Advisory Board,
 - Security,
 - Ethics Committees,
 - Stakeholder groups

19.30 Project Kick-off Dinner

Wed 12th May

09.00 REA project officer presentation

09.30 Work Package planning workshop

11.30 Sum-up and departure...

4. Meeting Type and Participants

X Live meeting in Brussels 11-12 May 2011

Chair: Dzenan Sahovic, European CBRNE Center at Umeå University

Participants:

Richard Amlot, Health Protection Agency (HPA)

Erik Bakke, Bruhn Newtech A/S (BNT)

Ingrid Bastings, Netherlands Organisation for Applied Scientific Research (TNO)

Alain Boinet, Cassidian SAS (EADS)

Anna van den Boogaard, IB Consultancy BV (IBC)

Hanne Breivik, Norwegian Defence Research Establishment (FFI)

Josef Brinek, Statni Ustav Jaderne, Chemicke A Biologicke Ochrany vvi (SUJCHBO)

Ola Claesson, Swedish Defence Research Agency (FOI)

Erna Danielsson, Mid Sweden University (MIUN)

Jean-François Durant, Université Catholique De Louvain (UCL)

Monica Endregard, Norwegian Defence Research Establishment (FFI)

Pierre-Alain Fonteyne, Université Catholique De Louvain (UCL)

Jean-Luc Gala, Université Catholique De Louvain (UCL)

Paul Hooijmans, Prometech BV (PRO)

Florian Käding, Prometech BV (PRO)

Dominic Kelly, CBRNE Ltd. (CBRNEItd)

Regina Kozyra, Astri Polska Spolkaz Ograniczona Odpowiedzialnoscia (AstriPL)

Kristian Krieger, King's College London (KCL)

Wilfrid Lefbvre, Astrium S.A.S. (AST)

Kristi Mo, Norwegian Defence Research Establishment (FFI)

Ola Nerf, Södersjukhuset AB (SPC)

Maarten Nieuwenhuizen, Netherlands Organisation for Applied Scientific Research (TNO)

Anna Olofsson, Mid Sweden University (MIUN)

Frederic Perlant, Astrium S.A.S. (AST)

Jakub Ryzenko, Astri Polska Spolkaz Ograniczona Odpowiedzialnoscia (AstriPL)

Marcin Smolarkiewicz, Szkola Glowna Sluzby Pozarniczej (SGSP)

Freek-Jan Toevank, IB Consultancy BV (IBC)

Ed van Zelen, Netherlands Forensic Institute (NFI)

Tomasz Zweglinski, Szkola Glowna Sluzby Pozarniczej (SGSP)



5. Meeting Minutes

5.1 PRACTICE Project Presentation

The PRACTICE project was presented by the Coordinator Dzenan Sahovic. The presentation included both project data and project contents, *i.e.*, an extensive presentation of the PRACTICE Toolbox and its components.

Individual Work Packages were presented by each Work Package leader.

These presentations can be found in the annex.

5.2 Project management issues

- Grant Agreement. The project coordinator informed the consortium in detail about the PRACTICE negotiation process. The focus was on information on changes in the text of the Description of Work, as they were required by the European Commission, and due to mistakes and errors in the project application. Most notably, budget revisions and changes in sections such as Ethics, Resources to Be Committed and Security Sensitivity Issues were presented and discussed.
- Consortium Agreement. The Coordinator informed the consortium about the progress with the Consortium Agreement. Most importantly, the consortium agreed that there is no need for an additional round of comments and signatures due to lack of attachment of addresses of points of contact.
- Financing and Budget. The Coordinator informed the consortium about major principles of financial project management. Reminders about time sheets and proper documentation of all used resources were strongly emphasized. The payment schedule was discussed in detail.
- Meeting Structure. The Coordinator proposed a meeting structure for the entire project, including yearly Consortium meetings and Management meetings.
- Project portal. The Coordinator presented and demonstrated the CAMBRO virtual project tool to be used by all partners for all project communication.
- Points of Contact. The Coordinator informed the consortium about the requirements for correct financial point of contact info, including bank info, in order for pre-financing to be paid out in time.
- PRACTICE Boards. The consortium discusses construction and contents, including work description, of the four boards to be included in the project, namely the Advisory Board, Security and Ethics Committees, and Stakeholder groups.

5.2.1 Decision(s) made:

- Project coordinator will further investigate and inform on the pre-financing amounts
- Project coordinator will further specify the meeting structure
- All participants will send in their bank info

- All participants will send in Grant Agreement signatures within 40 days.
- Lead of the Security Scrutiny Committee Ola Claesson
- Lead of the Advisory Board Hans-Christian Gran
- Lead of the Ethics Committee Ola Claesson

5.3 Presentation by the EU Project Officer (see annex)

5.4 Work Package Planning Meetings

Work package meetings continued during Wednesday until lunch, when meeting is closed and group photo of all participants taken.

I Annex I

[PRACTICE Project presentation by Coordinator \(Dzenan Sahovic\)](#)

[WP2 presentation \(Monica Endregard\)](#)

[WP3 presentation \(Ingrid Bastings\)](#)

[WP4 presentation \(Kristi Mo\)](#)

[WP5 presentation \(Wilfried Lefebvre\)](#)

[WP6 presentation \(Dzenan Sahovic\)](#)

[WP7 presentation \(Wilfried Lefebvre\)](#)

[WP8 presentation \(Dominic Kelly\)](#)

[WP9 presentation \(Freek-Jan Toevank\)](#)

[Presentation by EU Project Officer \(Sandra Pinto Marques\)](#)