



LIFE17 ENV/GR/000352

Deliverable Name: Minutes from the Kick off Meeting

Deadline for the deliverable: 31/07/2018

LIFE PROJECT NAME: LIFE CAT4HEAVY

Data Project

Project location:	Bulgaria, Germany, Greece, Italy, Netherlands, Spain
Project start date:	02/07/2018
Project end date:	01/01/2022
Total budget:	€ 2,774,017
EU contribution:	€ 1,635,662
(%) of eligible costs:	60

Data Beneficiary

Name Beneficiary:	DIMOS GALATSI (Municipality of Galatsi), short name GALATSI
Contact person:	Mr. John Sklirakis
Postal address:	Arximidous 2 & Ippokratous str., 11146, Galatsi, Greece
Telephone:	+302132055418
E-mail:	jsklirakis@gmail.com
Project Website:	www.lifecat4heavy.eu



PROJECT MEETING

05 July 2018

Kamíni, Valtetsiou 4, Galatsi 111 46, Greece

MEETING ORGANISER

GALATSI

LIST OF PARTICIPANTS IN PERSON

PARTNER ORGANISATION- NAME - SURNAME

GALATSI - Ioannis Sklirakis
GALATSI - Gina Pandroula
GALATSI – Mayor George Markopoulos
MONOLITHOS - Iakovos Yakoumis
MONOLITHOS - Anastasia-Maria Moschovi
MONOLITHOS - Ekaterini polyzou monolithos
APAM - Maurizio Ballista
APAM - Giulia Penintenti
GEAM - andrea pasini
PNO - Ada Della Pia
PNO – Roberto Russo

LIST OF PARTICIPANTS BY TELCO

PURITECH – Bernhard Kahlert
LOMARTOV - Lorena Romero Santacreu



AGENDA 5th of July 2018

9:15 Arrival, registration and welcome coffee

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| 9:30 – 9:40 | Introduction and welcome speech by the Mayor of Galatsi (Coordinator) |
| 9:40 – 10:00 | Presentation of the LIFE CAT4HEAVY Project (Coordinator) |
| 10:00 – 11:00 | Introduction by the different partners - Roundtable (Galatsi, Ge.Am., Lomartov, Monolithos, PURItech, APAM) |
| 11:00 – 12:00 | 15' presentation of actions B1, B2 and B3 by Monolithos followed by 15' of discussion and question & answer session |
| 12:00 – 12:30 | 15' presentation of actions B4 by Galatsi followed by 15' of discussion and question & answer session |
| 12:30 – 13:00 | 15' presentation of actions C1 and C2 by Lomartov followed by 15' of discussion and question & answer session |
| 13:00 – 13:30 | 15' presentation of actions D1 by Galatsi followed by 15' of discussion and question & answer session |

13:30 Business lunch

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| 14:30 – 15:00 | 15' presentation of action E by Galatsi followed by 15' of discussion and question & answer session |
| 15:00 – 15:30 | 15' presentation of actions B5 and D2 by Galatsi followed by 15' of discussion and question & answer session |
| 15:30 – 16:00 | 30' session for discussion on Financial Management and Consortium Agreement issues |
| 16:00 – 16:30 | Summary of the decisions taken and next steps (Coordinator) |

16:30 End of the meeting

20:30 Networking dinner at Veikou Park located in Galatsi.



MINUTES OF MEETING

05 July 2018, meeting starts at: 09:30

Agenda item	9:30 – 9:40 Introduction and welcome speech by the Mayor of Galatsi (Coordinator)
Partners concerned	All
Speaker	GALATSI – Mayor - George Markopoulos
Summary of presentation and discussion	The Mayor briefly introduced the Municipality of Galatsi and the project to be started.
Reference documents	Slides available in the Private Area of the LIFE CAT4HEAVY website
Conclusion(s)/decision(s)	NA

Agenda item	9:40 – 10:00 20' Presentation of the LIFE CAT4HEAVY Project (Coordinator)
Partners concerned	All
Speaker	GALATSI – John Sklirakis
Summary of presentation and discussion	Brief summary of project objectives and expected impacts in Galatsi and at EU level
Reference documents	Slides available in the Private Area of the LIFE CAT4HEAVY website
Conclusion(s)/decision(s)	N/A

Agenda item	10:00 – 11:00 60' Introduction by the different partners - Roundtable (Galatsi, Ge.Am., Lomartov, Monolithos, PURItech, APAM)
Partners concerned	All
Speaker	All partners
Summary of presentation and discussion	Each Beneficiary introduce its organisation, role and interest in CAT4HEAVY project
Reference documents	Slides available in the Private Area of the LIFE CAT4HEAVY website
Conclusion(s)/decision(s)	N/A



Agenda item	11:00 – 12:00 15’ each for presentation of actions B1, B2 and B3 by Monolithos, followed by 15’ of discussion and question & answer session
Partners concerned	All
Speaker	MONOLITHOS – Iakovos Yakoumis
Summary of presentation and discussion	Per each action, objectives and expected outputs have been presented. Next steps and needed collaboration with other beneficiaries detailed.
Reference documents	Slides available in the Private Area of the LIFE CAT4HEAVY website.
Conclusion(s)/decision(s)	N/A

Agenda item	12:00 – 12:30 15’ presentation of actions B4 by Galatsi followed by 15’ of discussion and question & answer session
Partners concerned	All
Speaker	GALATSI – John Sklirakis
Summary of presentation and discussion	objectives and expected outputs of the action have been presented. Next steps and needed collaboration with other beneficiaries detailed.
Reference documents	Slides available in the Private Area of the LIFE CAT4HEAVY website.
Conclusion(s)/decision(s)	N/A

Agenda item	12:30 – 13:00 15’ presentation of actions C1 and C2 by Lomartov followed by 15’ of discussion and question & answer session
Partners concerned	All
Speaker	LOMARTOV - Lorena Romero Santacreu
Summary of presentation and discussion	Per each action, objectives and expected outputs have been presented. Next steps and needed collaboration with other beneficiaries detailed.
Reference documents	Slides available in the Private Area of the LIFE CAT4HEAVY website.
Conclusion(s)/decision(s)	N/A



Agenda item	13:00 – 13:30 15’ presentation of actions D1 by Galatsi followed by 15’ of discussion and question & answer session
Partners concerned	All
Speaker	GALATSI – John Sklirakis
Summary of presentation and discussion	objectives and expected outputs of the action have been presented. Next steps and needed collaboration with other beneficiaries detailed.
Reference documents	Slides available in the Private Area of the LIFE CAT4HEAVY website.
Conclusion(s)/decision(s)	All partners will provide their organisation’s logo to be published on the website.

Agenda item	14:30 – 15:00 15’ presentation of actions Es by Galatsi followed by 15’ of discussion and question & answer session
Partners concerned	All
Speaker	GALATSI – John Sklirakis
Summary of presentation and discussion	Per each action, objectives and expected outputs have been presented. Next steps and needed collaboration with other beneficiaries detailed.
Reference documents	Slides available in the Private Area of the LIFE CAT4HEAVY website.
Conclusion(s)/decision(s)	The quality managers and contact persons per each partner were identified.

Agenda item	15:00 – 15:30 15’ presentation of actions B5 and D2 by Galatsi followed by 15’ of discussion and question & answer session
Partners concerned	All
Speaker	GALATSI – John Sklirakis
Summary of presentation and discussion	Per each action, objectives and expected outputs have been presented. Next steps and needed collaboration with other beneficiaries detailed.
Reference documents	Slides available in the Private Area of the LIFE CAT4HEAVY website.
Conclusion(s)/decision(s)	N/A



Agenda item	15:30 – 16:00 30' session for discussion on Financial Management and Consortium Agreement issues
Partners concerned	All
Speaker	GALATSI – John Sklirakis
Summary of presentation and discussion	The financial rules have been explained and procedure to establish a correct financial accounting has been presented.
Reference documents	Slides available in the Private Area of the LIFE CAT4HEAVY website.
Conclusion(s)/decision(s)	All partners will prepare a list of procurements and their current green procurement procedure, to include in the related deliverable. Financial accounting will be initiated by all partners to correctly register all expenses related to the project.