

WATERLOSS Kick-off Meeting

Meeting called by:	Aristotle University of Thessaloniki
Type of meeting:	Project kick-off meeting
Place:	Mediterranean Palace, Salaminos 3 & Karatasou, 54626, Thessaloniki, Greece
Time:	20-21 September 2010
Goal:	Achieve common vision and plan future work

AGENDA

Monday 20 September

Opening / Welcome	AUTH	09:00 – 09:30
Round-table introduction of participants	All participants	09:30 – 09:45
Project overview <ul style="list-style-type: none"> • Overall strategy • Components • Objectives / expected results 	AUTH	09:45 – 10:30
Presentation of partners Each partner should prepare few slides providing information on the following topics: <ol style="list-style-type: none"> 1. Scientific / other capabilities of the organization 2. Previous experiences which can be capitalized in WATERLOSS project 3. Anticipated main roles and tasks in the project 4. Initial expectations from the project 	All partners (5-10 minutes each)	10:30 – 11:00
Coffee break		11:00 – 11:30
Presentation of partners (continue)	All partners (5-10 minutes each)	11:30 – 12:30
Presentation, discussion and consolidation of the work plan under the technical Components <ul style="list-style-type: none"> • CO3: Monitoring of the performance of Water Supply Systems (WSSs) and evaluation of Non Revenue Water-NRW (LG) <ul style="list-style-type: none"> ✓ <i>Phase 3.1: Overview of Water Supply Systems and performance assessment(LG)</i> ✓ <i>Phase 3.2: Establishment of an efficient performance indicator system (WBN)</i> 	Component and Phase Leaders (AUTH will moderate the procedure)	12:30 – 13:30
Lunch break		13:30 – 14:30

<p>Presentation, discussion and consolidation of the work plan under the technical Components</p> <ul style="list-style-type: none"> CO4: Development of a DSS tool for appropriate NRW reduction strategy (DH) <ul style="list-style-type: none"> ✓ <i>Phase 4.1: Preparation of a database of NRW management methods (DH)</i> ✓ <i>Phase 4.2: Development of the DSS tool (UL)</i> 	<p>Component and Phase Leaders (AUTH will moderate the procedure)</p>	<p>14:30 – 15:15</p>
<p>Presentation, discussion and consolidation of the work plan under the technical Components.</p> <ul style="list-style-type: none"> CO5: Demonstration of the DSS tool into specific WSS (DEYAK) 	<p>Component Leader (AUTH will moderate the procedure)</p>	<p>15:15 – 16:00</p>
<p>Coffee break</p>		<p>16:00 – 16:30</p>
<p>Discussion and conclusions</p> <ul style="list-style-type: none"> Exchange ideas and ensure full understanding of project's plan and objectives by all partners of the consortium 	<p>All partners</p>	<p>16:30 – 17:00</p>
<p>Dinner</p>		<p>~20:30</p>

Tuesday 21 September

Opening of the day and resuming the meeting of the previous day	AUTH	09:00 – 09:10
Main programme rules for project implementation	Gianluca Ferreri (WATERLOSS Project Officer, Joint Technical Secretariat)	09:10 – 09:30
Overview of Project Management structures <ul style="list-style-type: none"> • Administrative rules • Quality Assurance • Project committees • Contact persons • Progress Reports 	AUTH	09:30 – 11:00
Coffee break		11:00 – 11:30
Overview of Project Financial Management <ul style="list-style-type: none"> • Financial issues • First Level Control • PRESAGE • Questions / Discussion 	AUTH	11:30 – 13:30
Light Lunch break		13:30 – 14:30
Communication Plan	AUTH	14:30 – 15:00
Task list <ul style="list-style-type: none"> • Definition of task list • Assignment of works • Set-up of deadlines 	AUTH – All partners	15:00 – 16:00
Coffee break		16:00 – 16:30
Closing session <ul style="list-style-type: none"> • Recap of the meeting • Schedule of next meetings 	AUTH – All partners	16:30 – 17:00