

BALMAS KICK-OFF MEETING

AGENDA

1st day: presentations and discussions for WP1-WP3

	Responsible PP	Time
Registration & Coffee		9:30-10:00
Welcome & Introduction	LP	10:00-10:10
BALMAS project (Objectives, activities, expected results, time schedule, other issues)	LP	10:10-10:30
Presentation of the BALMAS partnership	All PPs and As	10:30-10:50
WP1		
BALMAS management structure	LP	10:50-11:00
Coordinating group introduction	LP	11:00-11:10
Constitution of the Steering Committee	LP	11:10-11:20
Reference User and Advisory Group	LP	11:20-11:30
Coffee break		11:30-11:40
BALMAS Partnership agreement and Subsidy contract	LP	11:40-12:25
Internal project management	LP	12:25-12:45
Evaluation plan	LP	12:45-13:00
Buffet lunch	PP1	13:00-14:00
Project Expenditure and applicable rules	LP	14:00-14:20
Reporting activities	LP	14:20-14:40
The Programme Management and Information System (M.I.S.)	LP	14:40-14:50
Validation of expenditure and reimbursement	LP	14:50-15:05
Public procurements	LP	15:05-15:20
Information & Publicity Requirements	LP	15:20-15:35
Procedure for project changes	LP	15:35-15:45
Coffee break		15:45-16:05
WP2		
BALMAS web page	PP1	16:05-16:15
BALMAS logo	PP1	16:15-16:30
BALMAS communication plan	PP1	16:30-16:50
WP3		
BALMAS knowledge centre	PP1	16:50-17:20
Financial sustainability	LP	17:20-17:35
Any other business	All	17:35-17:50
Kick-off meeting diner	LP	20:00-22:00

2nd day: presentations and discussions for WP4-WP9

Each WP leader presents own WP with clear involvement of activity leaders and PPs in the WP with approximately half of an hour presentation which will be followed with half of an hour interaction with PPs.

	Responsible PP	Time
WP4	LP, PP2, PP8	9:00-10:00
WP5	PP10	10:00-11:00
WP6	PP3	11:00-12:00
WP7	LP	12:00-13:00
Buffet lunch	PP1	13:00-14:00
WP8	PP2	14:00-15:00
WP9	PP3, PP5	15:00-17:00
Next BALMAS meeting	LP	17:00-17:30
Any other business	All	17:30-18:00
Free time		18:00-

3rd day: workshops as side events

	Responsible PP	Time
WP4 - Workshops		
Analyses of shipping patterns	LP	9:00-10:00
BW reporting and BWDA	LP	10:00-11:00
BWM methods for vessel	LP	11:00-12:00
BWM methods and sediment disposal in ports	LP	12:00-13:00
WP5 - Workshop		
PBS and methods for PBS	PP10	9:00-13:00
Closure of BALMAS Kick-off meeting	LP	13:00
Buffet lunch	PP1	13:00