

FLAVIA – Kick-off Meeting Agenda

First Day, 18.03.2010

Venue: Technical University Wildau, Hofsaal (Bahnhofstraße 1, 15745 Wildau, Germany)

Time	Content	Responsible partner
13:00	Opening and welcome	Technical University Wildau
13:10	Introduction Round	All partners and associated partners
14:00	Overview of the project FLAVIA	Technical University Wildau, Mr. Prof. Sonntag
	- Goals	
	- Main results and core outputs	
	- Work flow and cooperation	
	- Discussion	All partners
15:00	Coffee break	
15:20	Presentations of synergetic transport and logistics projects (e.g. INTERREG IV B Baltic Sea Programme SCANDRIA) – further projects (SoNorA, BATCo, ChemLog) are to be confirmed.	
16:00	General discussion, questions	
17:00	End of First Day	
18:30	Reception at “Kavalierhäuser Königs Wusterhausen” (Castle Königs Wusterhausen, 1 S-Bahn station from Wildau)	
	- Speeches of Stakeholders	
	- Buffet	

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09:30	Administrative issues	Technical University Wildau, Mr. Meimbresse
10:00	Financial audits and eligibility	Technical University Wildau, Ms. Gravemann
10:20	Steering Committee Meeting of FLAVIA	All partners
	- Constitution	
	- Rules and procedures	
	- Signature of Project Partner Agreement (only representatives)	
	- Discussion	All partners
11:30	Coffee break	
11:50	WP Leader Meeting	WP Leader (but open for all partners)
	- Organisation of work WP2	WP Leader 2
	- Organisation of work WP3	WP Leader 3
	- Organisation of work WP4	WP Leader 4
	- Organisation of work WP5	WP Leader 5
	- Organisation of work WP6	WP Leader 6
13:30	End of Second Day	

Contact:

Alexandra Zülsdorff
Technische Hochschule Wildau (FH)
Bahnhofstraße (Haus 13, Raum 031)
D-15745 Wildau
Tel.: +49.3375.508 233
Fax: +49.3375.508 983
Mail: <mailto:alexandra.zuelsdorff@tfh-wildau.de>