



KICK – OFF MEETING FOR THE PROJECT “Life Cycle Assessment (LCA) as a Decision Support Tool (DST) for the ecoproduction of olive oil (ECOIL)”

ATHENS, THURSDAY 2 DECEMBER 2004

Minutes

Participants

Name	Organisation
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Mr. A. Mentzis	Technical University of Crete (TUC)
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Mr. I. Galanakis	Technical University of Crete (TUC)
Dr. Ch. Litos	Technical University of Crete (TUC)
Dr. D. Fatta	University of Cyprus (UCY), CYPRUS
Dr. D. Komilis	Collaborator of Municipality of Mantamados (DIMANT) and TUC, GR
Mrs. M. Cebrián	Fundación LEIA, Centro de Desarrollo Tecnológico Miñano (Alava), SPAIN
Mrs. P. Rio	Fundación LEIA, Centro de Desarrollo Tecnológico Miñano (Alava), SPAIN
Dr. C. Marouli	LIFE Environment, External Monitoring Team, GREECE

The Kick-off Meeting of ECOIL Life Environment project, organized by the Technical University of Crete, was held in Athens on the 2nd of December 2004. All invited partners participated with scientific representatives. In addition, Dr. C. Marouli represented the Greek LIFE Monitoring Team.

Supporting material, including partners' presentations, the SAP, work allocation scheme and work schedule proposals, were distributed to all partners at the meeting.



The proposed agenda was adopted with the addition of Dr. Marouli's presentation on administrative and financial guidelines and highlights.

All partners presented their organizations and the collaborators of TUC presented the objectives, the tasks, the deliverables and the expected results of the project. A round table discussion allowed for clarifications on questions and concerns of the partners, mainly on administrative and work organizing issues.

The main item in the agenda was the presentation and discussion of the TUC analytical proposal on partners' task allocation. Agreement was reached between partners for all subtasks per partner covering the whole duration of the project and planned tasks. A specific work schedule per partner was proposed by TUC. It was discussed and agreed for the first nine months period of the project.

The important conclusions of the meeting concerning the major issues addressed at the Kick-off meeting of the ECOIL LIFE ENV project, can be summarized in the following:

- General understanding and agreements on project tasks (1 to 6), overall and detailed work requests and individual partners' roles and responsibilities.
- General agreement on detailed work-schedule per partner for the period November 2004 to August 2005. The work-schedule includes tasks 1 and 2 and part of tasks 5 and 6.
- Contractual agreements will be concluded between beneficiary and partners in the first period of the project. Financial and technical commitments of partners will be explicitly described on reached agreements.
- Guidelines were presented by the representative of the Greek monitoring team and discussed in detail, focusing on issues such as:
 - principles for managing changes
 - external assistance issues
 - communication and consultation policy of the Commission officials
 - ways to widen dissemination
 - obligations for personnel involvement (time sheets, etc)
 - expenses related to project events, own contribution and external support.



A list of actions was agreed for the following 4 month period of the project.

1. Minutes of kick-off meeting will be distributed by TUC for comments. All commitments for the 4-month work schedule will be organized, executed and monitored by TUC. Deliverables will be organized according to sample template indicated by the representative of the Greek monitoring team
2. TUC will open, host and maintain a website dedicated to the project activities for the entire project.
3. TUC will distribute (by 15 December) to partners an indicative list of items to be used as a minimum list of information related to existing regulations and standards (task 1.1) to be collected.
4. All partners should send to TUC by 15 February 2005, complete data related to task 1.1
5. TUC will distribute to all partners a questionnaire (by 31 December 2004) to be used for the collection of data required under task 1.2, related to industrial and regional practices of the three regions in examination and for a two year period 2002-2003.
6. All partners should send to TUC the completed questionnaire and information related to task 1.2, by 15 February 2005
7. UCY will undertake the coordination of task 1.3, on success stories internationally, and will develop a complete report to be sent to TUC by 25 February 2005
8. LEIA will search and report to UCY Spanish and international success stories, by 15 February 2005
9. LEIA will organize a site visit for all partners, to a regional Spanish mill with interest for the project scopes. The site visit should take place in the beginning of 2005.
10. TUC will search and report any interesting success LCA story in Italy where the partners will potentially organize a site visit in the beginning of 2005. A report on availability and visit organization should be sent to partners by end of year 2004.
11. TUC will distribute material and information to all partners, related to the preparation and execution of task 2.1 (LCA system principles) by end of January 2005.
12. All partners should respond with comments, additional material and approval of work framework by mid March 2005.
13. LEIA and TUC will organize a general meeting of partners in Spain (preferably in February) related to the development of work of tasks 1, and subtasks 2.1 and 2.2.

The meeting was closed at 17:00 and the participants renewed their appointment for the next general meeting which will take place in Spain in the beginning of year 2005.



Documents attached to minutes

- a. List of Participants' and their coordinates**
- b. Approved agenda**
- c. Agreed task allocation per partner for the entire project duration**
- d. Agreed work schedule per partner for the first 6 month period**
- e. Presentations of partners (to be distributed)**