

MEETING FOR THE PROJECT

“Life Cycle Assessment (LCA) as a Decision Support Tool (DST) for the ecoproduction of olive oil (ECOIL)”

Madrid, Monday 25th September 2006



Participants

Name	Organisation
Dr. G. Papadakis	Technical University of Crete (TUC)
Mr. In. Laburu	Fundacion LEIA, Centro de Desearrolo Tecnologico Minano, Spain
Mr. J. Molero	Fundacion LEIA, Centro de Desearrolo Tecnologico Minano, Spain

Day Programme

- 8:30 Meeting opening– introduction (G.A. Papadakis, J. Molero)
- 8:30 -9:30 Overall project development
- 9:30 – 10:30 Spanish partnership overview: tasks completed and to be completed
- 11:30 – 13:00 Tasks’ reports and dissemination plans in Spain (G.A. Papadakis, In. Laburu J. Molero)
- 13:00 – 14:45 Financial control of the partnership – Conference scientific arrangements, allocation of responsibilities
- 14:45 – 15:45 Lunch
- 15:45 – 16:45 Discussion of further developments in European dissemination plans, management issues and follow up.
- 16:45 Meeting closing

Minutes of the meeting

The meeting between TUC and LEIA took place for the manager to create an overall picture of the developments and to highlight the tasks to be completed for the completion of the project at the end of October 2006. Following the meeting it was agreed that:

1. A list of items to be presented in the coming Conference – Workshop by the Spanish partners under the responsibility of LEIA will be developed and mailed to the project manager before the 4th of October.
2. A completed version with the final findings and contents of report 3.3 should be mailed to the project manager by 5th September 2006.
3. A meeting will take place in Athens as a follow up of the present meeting with partners representatives including Mr. Molero (LEIA) , Mr. Avramidis (UCY) and TUC reps. The scope of the meeting is to commend on deliverables 3.1, 3.2 and 3.3 and proceed with case studies consensus on assessment results as they come out of LCI in all cases. In addition, the agenda contents of the conference should be agreed upon in detail in order to finalise the arrangements of the event, such as development and publishing of proceedings.
4. The dissemination plan in Spain should be reinforced with announcements and short reports on project results in local newspapers.
5. A seminar will be organised by LEIA and should take place before 31 October as specified in task 5.
6. A provisional date, 30 October, for the Conference in Crete has been agreed and proposed to other partners and potential participants (to be confirmed). In addition LEIA accepted to invite a leading figure in LCA in order to deliver an opening speech in the Conference. The invitation and arrangements are under the responsibility of LEIA to be finalised by 10th October and all costs should be incurred within the budget of LEIA.
7. It was agreed that all remaining activities should be carried out by 31st October (formal closure of the project) and all related costs should be accompanied by relevant receipts dated within the remaining period.
8. It was accepted that any activities that will remain uncompleted by LEIA and other partners by the milestone dates will put in risk the smooth development of the project with possible consequences to all partners. In order to prevent unwanted developments such activities will be undertaken by co-partners with relevant budgetary reallocation between partners. A key meeting for such a decision is said to be the next meeting in Athens (10th October).