

## **MEETING FOR THE PROJECT**

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

**Chania, Tuesday 31<sup>st</sup> October 2006**



#### **Participants**

Name	Organisation
Dr. G. Papadakis	Technical University of Crete (TUC)
Dr. Christina Marouli	LIFE ENVIRONMENT Monitoring Expert, MoT Astrale GEIE - Prospect C&S
Mr. J. Molero	Fundacion LEIA, Centro de Desearrolo Technologico Minano, Spain
Mr. Inaki Laburu	Fundacion LEIA, Centro de Desearrolo Technologico Minano, Spain
Mr. Evangellos Vageloglou	Production & Management Engineer Scientific Collaborator, Technical University of Crete
Ms. Anastasia Chalkidou	Production & Management Engineer Scientific Collaborator, Technical University of Crete
Mr. Marios Avraamides	Scientific Collaborator, University of Cyprus (UCY)
Mrs Sonia Stamatoudaki	Financial officer of ECOIL at TUC

## **Day Programme**

- 9:00 Meeting opening– introduction
- 9:15-12:30 Auditing of project development, final financial obligations, reporting requirements and continuation activities.
- 12:30 – 13:30 Meeting with the TUC officials (auditing financial management)
- 13:30 – 14:30 Lunch- discussion – end of meeting

## **Minutes of the meeting**

The meeting between ECOIL partners and Mrs Marouli took place at TUC administration building to create an overall picture of the developments and to highlight the completion of tasks for the reporting of the project by all partners. Following the meeting it was agreed that:

1. Dissemination and training activities should be entirely completed in all study regions before reporting deadline.
2. Tasks deliverables were checked
3. Financial statements from TUC records were sampled and checked according to the SAP provisions.
4. Stamps should be applied to all checked documents (a dedicated ECOIL stamp has been ordered)
5. Spanish dissemination tasks were checked.
6. All comments of previous reports have been checked whether fulfilled.
7. All financial documents should be dated by 31<sup>st</sup> October (formal closure of the project) and all related costs should be accompanied by relevant receipts dated within the remaining period.



**Figure 1: Photo from the meeting at TUC**