

MEETING AGENDA

Tuesday, July 27

Collection Partners from Okęcie Airport. Transfer to hotel. Accommodation in hotel.

18:00 Optional city guided walk.

Wednesday, July 27

Common meeting – plenary session (London room):

Collection Partners from Okęcie Airport. Transfer to hotel. Accommodation in hotel

11:00 Invitation of the meeting participants by DP RENOWATOR representative.

11:15 Presentation of meeting participants.

11:20 Presentation and approving the day's agenda.

11:30 Current formal state of CEMA-NET TCA and administrative authority issues – report of the TCA Secretary and discussion.

11:45 Internal organization of the Steering Committee discussion (*Is it chairman needed? Rotational or elected chairman?* Internal structure of Steering Committee). Designation of Steering Committee members.

Separate Steering Committee meeting (Paris room)

12:15 General discussion about Steering Committee role and relation with working groups.

13:00 Lunch (offered by the organisation), LALKA Restaurant

14:00 Working Group goals and main topic definition discussion

14:30 Discussion and initial decisions about rules of internal communication and relation between Steering Committee and Working Groups and between Working Groups.

15:30 Coffee break.

16:00 Preliminary specification of the TCA portal as a main communication tool discussion (preliminary assumptions). (*For example: Is it a need of permanent representatives in each Working Group? What are the internal Working Group rules?*).

17:30 Dinner (offered by the organisation), Warsaw Room

18:00 Social event: City guided walk through Warsaw's Old Town.

Thursday, July 28

Common meeting – plenary session (London room):

- 10:00 Questions related to the Working Groups directed to the Steering Committee
- 10:20 Information about Steering Committee decisions related to the Working Groups.
- 11:30 Coffee break
- 12:00 Information about Steering Committee recommendations to the Working Groups starting point documents.

Steering Committee meeting (London room):

- 12:15 Monitoring system and evaluation mechanism for the Steering Committee and Work Groups – Polish Partner presentation and discussion
- 14:00 Lunch (offered by the organisation), LALKA Restaurant

Common social events

- 17:00 Bus city seeing (Palace of Culture and Sciences – Warsaw from the bird eye view, Old Town, Łazienki king's palace and park, Warsaw Ghetto, visit in the City of Warsaw Historical Museum)
- 19:30 Return to the hotel – short rest.
- 20:00 Transfer to the restaurant in the city
- 20:30 Dinner (offered by the organisation)

Friday, July 29

Common meeting (London room)::

- 10:00 Preparation to the next meeting in Slovakia. Preliminary meeting Agenda
- 11.00 Coffee Break
- 11.30 Agreements and conclusions
- 14:00 Lunch, LALKA restaurant