

Venue: Berlin Room, Hilton Zurich Airport, **Zurich**, Switzerland

Time: 11:00 - 16:00

Contacts: Mari-Anne + 44 78 25 07 14 22
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Programme:

- 10:50 Arrival and refreshments (Please sign attendance sheet)
- 11:00 Meeting start and welcome (Introductions from all)
Appoint a project partner to chair meeting and keep good time
- 11:20 What's new after the approval of our project, overview of activities and expectations of the partnership
(Re-focus on what the project aims to achieve and how)
- Mari-Anne Harstad
- 11:40 Developing a Policy Framework
(Discussion on how the REPAIR partners will approach the four Pillars, who it will be used by and why and how we make best use of the Thematic Expert team)
- Clem Smith
- 12:15 Building a Policy Framework
(Formulate structure of Working Groups and agree preparation activities)
- Paulius Kulikauskas
- 13:00 Lunch – Chefs selection of finger food
- 13:45 Animation of local support groups and involving managing authorities
(Composition of groups, meetings and local action plan concepts – Q&A)
- Vincent Jasper
- 14:10 Planning Working Group for Pillar II & Publicity Event, 18-21 May 2009
(Debate on content, audience, speakers, participants, communication)
- Clem Smith
- Paulius Kulikauskas
- 14:40 Reporting procedures and expenditure control
(Presage, Certifying Body, Budgets – Q&A)
- Mari-Anne Harstad
- 15:15 Coffee refreshed
- 15:30 Communication plan
(How do we include non-partners and can we use virtual meetings?)
- Vincent Jasper
- 16:00 Meeting close

Lead Partner will be available until 17:15 for follow up issues