

# e - MOTICON

## KICK OFF MEETING

20th December 2016 — Agenda		Sala Pirelli, Palazzo Pirelli - Milano
Time	Topic	Respon.
9.00 – 9.15	<b>Arrival of the participants and registration</b>	
9.15 – 9.30	<b>Lead Partner and Hosting partner greetings</b>	RSE/LR
9.30 – 9.45	<b>Alpine Space Programme and National Cometeet welcome Alpine Space Joint Secretariat welcome</b>	JS/RL
9.45 – 10.00	<b>Perspectives and Synergies with EUSALP:</b> <ul style="list-style-type: none"> <li>• <b>Action Group 4</b></li> <li>• <b>Action Group 9</b></li> </ul>	EUSALP
10.00 – 10.15	<b>Partners &amp; observers presentation (max. 30" each)</b>	ALL
10.15 – 10.45	<b>e-MOTICON Project</b> <ul style="list-style-type: none"> <li>• Objectives</li> <li>• Main Results and Core Outputs</li> <li>• Work Structure</li> <li>• Management flow</li> </ul> <b>Updated Application form presentation: JS recommendation</b>	RSE
10.45 – 11.00	<b>Coffee break</b>	
11.00 – 12.30	<b>WPT1 e T2 – State of art and Strategy</b> <ul style="list-style-type: none"> <li>• Structure/ description of WP</li> <li>• Activities/ interconnection with other WP/ content flow</li> <li>• Main output</li> </ul>	PVF/RSE
12.30 – 13,45	<b>Light lunch</b>	
13.45 – 14.15	<b>WPT3 – Test the Strategy</b> <ul style="list-style-type: none"> <li>• Structure/ description of WP</li> <li>• Activities/ interconnection with other WP/ content flow</li> <li>• Main outputs</li> </ul>	WFG
14.15 – 15.00	<b>A.T3.2 Implementation of pilot action e-HUB (WPT4– Site visit T.4.2)</b> <ul style="list-style-type: none"> <li>• Activity Description</li> <li>• Deliverable</li> </ul>	Prov. BS
15.00 – 15.45	<b>A.T3.3 Implementation of pilot action e-TRAIL</b> <ul style="list-style-type: none"> <li>• Activity Description</li> <li>• Deliverable</li> </ul>	BSC
15.45 – 16.30	<b>A.T3.4 Implementation of pilot action Process &amp; Localization (P&amp;L)</b> <ul style="list-style-type: none"> <li>• Activity Description</li> <li>• Deliverable</li> </ul>	HKE
16.30 - 17,30	<b>WPT4 - Transnational Community</b> <ul style="list-style-type: none"> <li>• Structure/ description of WP</li> <li>• Activities/ interconnection with other WP/ content flow</li> <li>• Main outputs</li> <li>• <b>Involvement of observers</b></li> </ul>	AP



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Time	Topic	Respon.
17.30 -	<ul style="list-style-type: none"> <li>Conclusion of 1<sup>st</sup> day (15 min. with MM2 green metro line to reach MUST)</li> </ul>	RSE/RL

### 20th December 2016 — Agenda Museo della Scienza e della Tecnica - Milano

Time	Topic	Respon.
18.30/19.00-21.30	<b>e-MOTICON e-Charging Stations at MUST(WP T4 – Site visit T.4.2)</b> <b>&amp; press conference at Museo della Scienza e della Tecnica</b>	RL/RSE

### 21th December 2016 — Agenda Sala Pirelli, Palazzo Pirelli - Milano

Time	Topic	Respon.
9.00-9.30	<ul style="list-style-type: none"> <li><b>Sum-up of the day one</b></li> </ul>	RSE
9.30 – 10.30	<ul style="list-style-type: none"> <li><b>WPM Project Management</b></li> <li>Structure/ description of WP</li> <li>Activities/ interconnection with other WP/ content flow</li> <li>Main outputs</li> <li>Financial Management: reporting and eligibility rules</li> <li>An overview and instructions for e-MS portal</li> <li>info on subsidy contract and pp agreement</li> </ul>	RSE/JS
10.30-11.30	<b>WPC Project Communication</b> <ul style="list-style-type: none"> <li>Structure/description of WP + description of specific objectives link with WPT4</li> <li>Activities</li> <li>Deliverable and its description</li> <li>Focus on public event</li> </ul>	RL
11.30 – 11.45	<b>Coffee break</b>	
11.45 – 12.15	<b>Steering Committee</b> <ul style="list-style-type: none"> <li>official set up of the project steering committee (rules and procedures)</li> </ul> <b>e-MOTICON Advisory Board (e-MAB)</b> <ul style="list-style-type: none"> <li>official set up of the Advisory Board (e-MAB) (rules and procedures)</li> <li>selection of the members of e-MAB</li> </ul>	RL/RSE
12.15 – 13.00	<b>Bilateral meetings if needed (to be requested before the meeting)</b>	ALL
13.00 – 14.00	<b>Lunch</b>	
14.00	<b>departure</b>	ALL

