

# ClimACT – Acting for the transition to a low carbon economy in schools – development of support tools

Kick-off meeting

Opening Session

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7<sup>th</sup> September 2016  
Campus Tecnológico e Nuclear



# Outline of the Kick-off Meeting

<b>8:15-8:30</b>	Reception of the participants	
<b>8:30-8:40</b>	Opening and Welcome Address	
	Welcoming Remarks	Marta Almeida
	Outline of the Kick-off Meeting	
<b>8:40-10:10</b>	<b>Session I: Introduction of the team: background, presentation of the organization, previous works in the field of the project and role in the project</b>	
<b>8:40-8:50</b>	IST	Marta Almeida
<b>8:50-9:00</b>	ISQ	Ricardo Rato
<b>9:00-9:10</b>	Edigreen	José Luís Alexandre
<b>9:10-9:20</b>	ABAE	Margarida Gomes
<b>9:20-9:30</b>	CIEMAT	Yolanda Perez
<b>9:30-9:40</b>	Univ. Seville	Ricardo Chacartegui
<b>9:40-9:50</b>	Univ. La Rochelle	Patrice Blondeau
<b>9:50-10:00</b>	Ville La Rochelle	Hélène Rouquette
<b>10:00-10:10</b>	Univ. Gibraltar	Amaia Fernandez
<b>10:10-10:30</b>	<b>Session II: Project goals, structure and timeline</b>	
<b>10:10-10:30</b>	General overview of the project, objectives, Work Packages (WPs), WPs interrelation and timeline	Marta Almeida Ricardo Rato (WP1 leader) José Luís Alexandre (WP2 leader) Ricardo Chacartegui (WP3 leader)
<b>10:30-10:50</b>	<b>Coffee Break</b>	

# Outline of the Kick-off Meeting

<b>10:50-11:50</b>	<b>Session III: Work Package definition over the first 6 months – objectives, methodology for each task, information flow, inputs required from the partners, interaction between partners, deliverables, milestones and deadlines</b>	
<b>10:50-11:20</b>	Work Package 1: Development of a thematic networking in SUDOE	Ricardo Rato (WP1 leader) Amaia Fernandez (Task leader) Marta Almeida (Task leader)
<b>11:20-11:50</b>	Work Package 2: Development of tools to support the transition to a low-carbon economy in schools	José Luís Alexandre (WP2 leader) Yolanda Perez (Task leader) Margarida Gomes (Task leader)
<b>11:50-12:20</b>	Work Package 3: Implementation of a methodology conducting to a low carbon economy in 35 pilot schools	Ricardo Chacartegui (WP3 leader) Margarida Gomes (Task leader) Marta Almeida (Task leader)
<b>12:20-13:00</b>	<b>Session IV: Transversal Work Package definition</b>	
<b>12:20-12:35</b>	Transversal WP1: Project Management	Marta Almeida (WP T1 leader)
<b>12:35-12:45</b>	Transversal WP3: Project Monitoring and Evaluation	Marta Almeida (WP T3 leader)
<b>12:45-13:00</b>	Transversal WP2: Project Communication/Dissemination	Marina Almeida-Silva (WP T2 leader)
<b>13:00-14:15</b>	<b>Lunch Break</b>	

# Outline of the External Advisory Board Meeting

<b>14:15-14:30</b>	Reception of the EAB members	
<b>14:30-14:35</b>	<b>Opening and Welcome Address</b>	Marta Almeida
<b>14:35-15:25</b>	General overview of the project: objectives, introduction of the team (beneficiaries and EAB members*) and structure of the project	Marta Almeida Beneficiaries EAB Members
<b>15:25-16:05</b>	<b>WP description and expected roles and involvement of each EAB member in the WP</b>	
<b>15:25-15:35</b>	Work Package 1: Development of a thematic networking in SUDOE	Ricardo Rato (WP1 leader)
<b>15:35-15:45</b>	Work Package 2: Development of tools to support the transition to a low-carbon economy in schools	José Luis Alexandre (WP2 leader)
<b>15:45-15:55</b>	Work Package 3: Implementation of a methodology conducting to a low carbon economy in 35 pilot schools	Ricardo Chacartegui (WP3 leader)
<b>15:55-16:05</b>	Work Package T2: Project Communication/ Dissemination	Marina Almeida Silva (WPT2 Leader)
<b>16:05-16:25</b>	<b>Coffee break</b>	
<b>16:25-17:45</b>	<b>Round Table SWOT Analysis</b>	All

20:00 – Dinner at Restaurante Zambeze

- Member of the organizing team of the meeting;
- Registers the interventions and achievements of the meeting;
- Prepare the minutes according the “ClimACT Minutes Template”;
- Circulate the minutes until 7 days after the meeting between all the partners;
- Partners have 7 working days to comment and in the absence of comments the minutes are approved;
- Minutes are signed in the next SC meeting.

Rapporteur of the kick-off and EAB meeting: Nuno Canha (IST)