******EurofleetsPlus KICK OFF MEETING AGENDA**

**5th – 7th March 2019**

**Marine Institute (MI), Rinville, Oranmore, Co. Galway, Ireland**

**Summary of Events by Day:**

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| **Date & Time** | **Activity** | **Location** |
| **Tuesday 5th March** |  |  |
| **Morning** | Executive Committee Meeting/ Project Management Board **(restricted to ExComm/PMB members)**  WP9 Communications Meeting **(Restricted to WP participants & invited members)** | MI |
| **Afternoon** | Parallel Work Package Meetings – WP 3 (JRA 1, JRA3) (Data & AUV JRAs) , WP4 Call Management **(restricted to WP participants & invited members)** | MI |
| **Evening** | Ice Breaker Event **(all participants) Galway City Museum** | Galway City Museum |
| **Wednesday 6th March** |  |  |
|  | Welcome Addresses & Introductions  Intro to the Work Packages **(all participants)** | Auditorium |
|  | Financial processes, deliverables, reporting requirements **(all participants)** | Auditorium |
| **Evening** | Dinner **(all participants)** | Il Vicolo |
| **Thursday 7th March** |  |  |
| **Morning** | **Stakeholder Engagement WP,**  **TNA Detail (AWI/MI)**  **Parallel Sessions:**  **New Beneficiaries/Participants**  **HelpDesk**  **WPs 3, 6, 7 and 8 meetings** |  |
| **Afternoon** | **Lunch and opportunity for further breakout meetings.** |  |

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| **Tuesday March 5th 2019**  **Time** | **Activity** | **Location** |
| **09:15 – 11:00** | **Executive Committee Meeting** | Boardroom |
| **11:00-11:30** | **COFFEE BREAK** |  |
| **11:30 -13:00** | **WP9 Dissemination & Communication Meeting** | Boardroom |
| **13:00 – 13:30** | **Registration** | MI Reception |
| **13:30 – 14:30** | **LUNCH** | Coriolis Restaurant |
| **14:30 – 17:00**  **Coffee Break @ 15:45** | **3 Parallel Work Package Meetings:**   1. **WP 4 Call Management and Proposal Evaluation** 2. **WP 3 JRA 3.1 Advancing shipboard data management systems and data access** 3. **WP 3 JRA 3.3 (Intelligent Robot Exploration)** | Rockall Meeting Room  Brendan the Navigator  Slyne Meeting Room |
| **19:30 – 21:30** | **Ice Breaker Social Event** | Galway City Museum |

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| **Wednesday March 6th 2019**  **Time** | **Activity** | **Location** |
| **08:45-9:15** | **Registration /Poster Installation** | MI Reception |
| **09:15 – 9:30** | **Welcome Address** – Peter Heffernan CEO Marine Institute | North Atlantic Drift Auditorium |
| **09:30 – 10:00** | **Welcome and Project overview & Details of Project Launch Event** – Aodhán Fitzgerald (Project Coordinator) | Auditorium |
| **10:00: 10:15** | **VC with Agnes Robin –** EC Project Officer | Auditorium |
| **10:15 – 10:45** | **TNA Calls, Call Management and Proposal Evaluation** – Veronica Willmott (AWI) | Auditorium |
| **10:45 – 11:00** | **COFFEE/TEA** |  |
| **11:00 – 12:00** | **New Beneficiaries Introductions - TNA Providers ( 5 minute presentation each)**  SYKE, UGOT, IPMA, MFRI, NIOZ, NATO-CMRE, GEOMAR, NIWA, SOCIB, GFOE, UQAR, BIOS. | Auditorium |
| **12:00 – 12:45** | **Introduction to Work Package 3 JRAs x 3**   1. ‘Advancing shipboard data management systems and data access’(15 mins) 2. Equipment for Deep Sea Operations (15 mins) 3. ‘Intelligent Robot Exploration’ (15 mins) – Rafael Garcia | Auditorium |
| **12:45 – 13:20** | **New Beneficiaries Introductions - Industry partners ( 5 minute presentation each)**  VoyagerIP, Seaonics, Hampidjan, IQUA, MacArtney, CORONIS, BLIT | Auditorium |
| 13:20 – 13:35 | Group Photo | Outside Auditorium |
| **13:35-14:35** | **Lunch** | **Coriolis Restaurant** |
| **14:35 – 14:50** | **Work Package 5 Stakeholder Engagement & Introduction to EMSO-ERIC**  Juanjo Dañobeitia (EMSO ERIC) | Auditorium |
| **14:50 – 15:10** | **Work Package 8 Foresight: Legacy and Roadmap** – Giuseppe Magnifico (CNR) | Auditorium |
| **15:10 – 15:30** | **WP6 Education & Training activities presentation and Roadmap for the 1st year –** Andrea Caburlotto (OGS) | Auditorium |
| **15:30 – 16:00** | **COFFEE BREAK** |  |
| **16:00 – 16:20** | **Communications Plan, Website, Templates** –Sandra Sa & Ruth Higgins (Eurocean) | Auditorium |
| **16:20-16:35** | **Work Package 7 Innovation Management & Exploitation –** SergeScory (RBINS) | Auditorium |
| **16:35-17:00** | **Financials, deliverables, reporting**  **Sharing documents (Sharepoint), Project handbook** Bernadette Ni Chonghaile(MI) | Auditorium |
| **17:00-17:15** | **Next General Assembly Locations – 2020, 2021…….** Aodhán Fitzgerald | Auditorium |
| **19:30** | **Dinner** | Il Vicolo, Galway city |

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| **Thursday March 7th 2019**  **Time** | **Activity** | **Location** |
| **09:00 – 10:00** | **Stakeholder Engagement WP5 participants’ meeting -** Juanjo Dañobeitia | Auditorium |
| **10:00- 11:00** | **TNA Detail (MI/AWI)**  **(Aodhán Fitzgerald /Veronica Wilmott)** | Auditorium |
| **11:00 -11:30** | **COFFEE** |  |
| **11:30 – 13:00**  **11:30 – 13:30** | **Reporting/Financial HelpDesk session for new beneficiaries** - Pauline Ni Fhlatharta – MI Funding Office  **Parallel sessions:**   1. **WP 8 Foresight: Legacy and Roadmap** 2. **WP 6 Training & Education** 3. **WP 3 - JRA 2 (Deep Sea Operations) Meeting** 4. **WP 7 Innovation & Exploitation Management meeting** | Auditorium  Erris Meeting Room  Brendan the Navigator  Porcupine Meeting Room  Slyne Meeting Room |
| **13:30-14:30** | **LUNCH** | **Coriolis Restaurant** |
| **14:30 - TBC** | **Additional WP meeting time / EMB working group meeting** | Brendan the Navigator /Boardroom |
| **14.30** | **Bus departing for Galway City Centre** |  |