

**Event:**  
EcoShopping  
Kick-off Agenda

**To:**  
EcoShopping Consortium  
**Date:**  
16-17<sup>th</sup>/09/2013

**From:**  
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**KICK-OFF MEETING September 16-17<sup>TH</sup> 2013**  
88., Dózsa György St., Mirage Hotel  
Budapest H-1068

**SESSION 1: Monday, September 16<sup>th</sup> 2013**

Hour	Activity	Time	Partner
	<b>PART 1: WELCOME &amp; INTRODUCTION</b>		
9:00 – 9:20	Welcome & Opening	20 min.	ENR
9:20 – 9:35	Introduction of Project Technical Adviser, European Commission's Expectations	12 min.	Mr. Giorgio Recine
9:35 – 11:15	Brief Partners & People Introduction	8x12 min	
	- Who we are		
	- Main activities & business		
	- Contribution to the project		
	- Contact person during the project: Technical & Administrative		
	Sequence: ENR, FHG, SOL, AIT, ISA, NOVA, IZNAB, GCD		
11:15 – 11:35	Coffee break	20 min.	
11:35 – 13:15	Brief Partners & People Introduction	8x12 min	
	- Who we are		
	- Main activities & business		
	- Contribution to the project		
	- Contact person during the project: Technical & Administrative		
	Sequence: CNR, SYM, BRE, RED, YASAR, NTUST, LAG, ANC		
13:15 – 13:25	Summing up / Any other business	10 min.	ENR
13:25 – 14:05	Lunch	40 min.	
	<b>PART 2: TECHNICAL ISSUES</b>		
14:05 – 14:55	EcoShopping Practicalities		

**Event:**  
EcoShopping  
Kick-off Agenda

	- Project Expectations	10 min.	ENR
	- Governance structure & Communication flow	10 min.	ENR
	- Timetable Analysis & Targets	30 min.	SOL
	▪ First semester targets		
	▪ First year targets		
	▪ One and a half year targets		
14:55 – 16:15	Work package Review & Reminder and Presentation of RIPs by WPs into first period (18 months) <ul style="list-style-type: none"> <li>▪ State of the art</li> <li>▪ Definitions, descriptions, etc.</li> <li>▪ Connections between tasks and with other WPs (Inputs &amp; Outputs)</li> <li>▪ Organizational aspects</li> </ul>	4x20 min	All
	Sequence: WP Leaders (ENR, SOL, CNR, SYM)		
16:15 – 16:35	Questions & Propositions	20 min.	All
16:35 – 16:45	Summing up / Any other business	10 min.	ENR

**SESSION 2: Tuesday, May 9<sup>th</sup> 2012**

Hour	Activity	Time	Partner
	<b>PART 2: TECHNICAL ISSUES (CONT.)</b>		
9:00 – 9:10	Welcome & Opening	10 min.	ENR
9:10 – 10:30	Work package Review & Reminder and Presentation of RIPs by WPs into first period (18 months) (cont.) <ul style="list-style-type: none"> <li>▪ State of the art</li> <li>▪ Definitions, descriptions, etc.</li> <li>▪ Connections between tasks and with other WPs (Inputs &amp; Outputs)</li> <li>▪ Organizational aspects</li> </ul>	4x20 min	All
	Sequence: WP Leaders (NOVA, ANC, ENR, IZNAB)		
10:30 – 10:50	Coffee break	20 min.	
10:50 – 12:25	EcoShopping Practicalities (Cont.)		
	- Deliverables (18 First Months).	19x5 min	
	Sequence: ENR, BRE, IZNAB, LAG, SOL, CNR, RED, SYM, GCD, YASAR, AIT, ISA, FHG, ANC		

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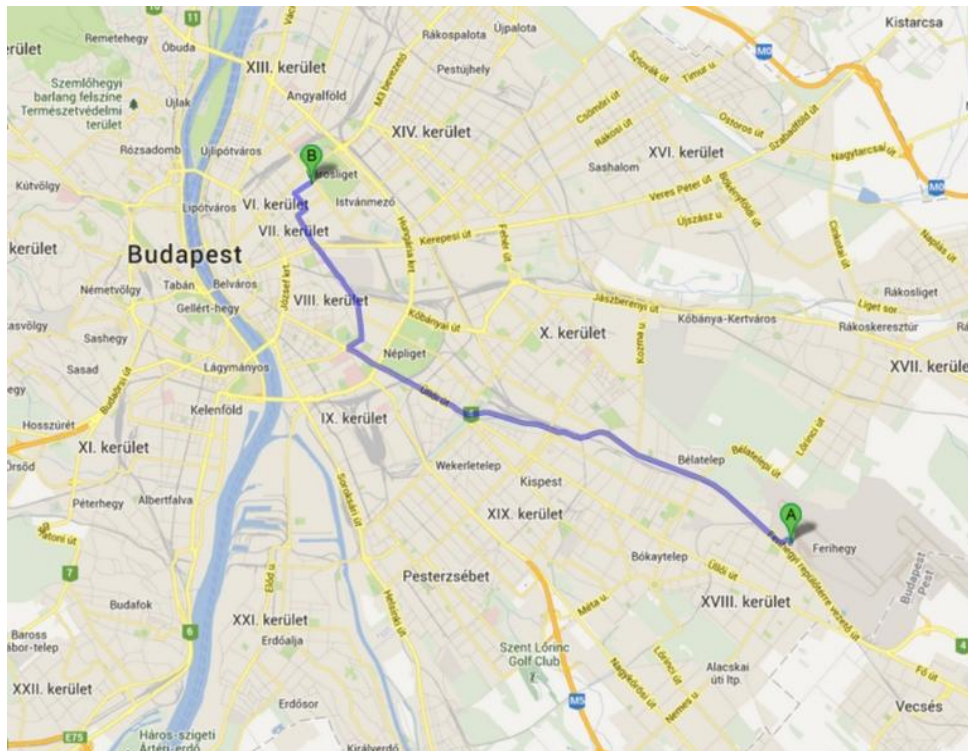
12:25 – 12:45	Questions & Propositions	20 min.	All
12:45 – 12:55	Summing up / Any other business	5 min.	SOL
12:50 – 13:30	Lunch	40 min.	
<b>PART 3: ADMINISTRATIVE ISSUES</b>			
13:30 – 13:50	Legal, Administrative and Financial Issues	20 min.	ENR
	- Grant & Consortium Agreement		
	- Financial Issues		
13:50 – 14:00	Internal / External Communication, website	10 min.	IZNAB
14:00 – 14:15	Next meeting propositions	15 min.	ENR
	- Targets, venue, date		
14:15 – 14:35	Questions & Propositions	20 min.	All
14:35 – 14:50	Summing up / Any other business	15 min.	
14:50 – 15:10	Good-bye coffee	20 min.	

**GENERAL ISSUES**

- **TRANSPORT.** Transport from the airport to Mirage Hotel:
  1. By taxi (30 min app.). For guests there is an offer for airport transfer by the Mirage hotel for the price of 2500 HUF (~8-9 €).
  2. By public transfer (1 h app.). Bus 200E to Kőbánya-Kispest (5 stops) + M3 Metro line to Deák Ferenc Tér (10 stops) + M1 Metro line to Hősök tere (7 stops) + 1 min. walk.

*Please note that the meeting place is in the VI. District. There are more streets in Budapest with the same name in other districts. Please see the map below.*

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- **ACCOMODATION.** Hotels near the meeting place (Optional):

Hotel	Address	Telephone, fax, email	Rates	Booking code
<b>Mirage Hotel</b>	88., Dózsa György St., H-1068	Tel.: +36 1 462 70 70 Fax: +36 1 462 70 77 Email: <a href="mailto:info@miragehotel.hu">info@miragehotel.hu</a>	79 € / 89 € /night	"EcoShopping"
<b>Mamaison Hotel Andrassy Budapest</b>	Andrássy út 111 H-1063	Tel.: +36 1 462 2100 Fax: +36 1 322 9445 Email: <a href="mailto:reservations.andrassy@mamaison.com">reservations.andrassy@mamaison.com</a>	-	-
<b>Hotel Benczúr</b>	Benczúr utca 35. H-1068	Tel.: +361 479-5650 Fax: +361 342-1558 Email: <a href="mailto:info@hotelbenczur.hu">info@hotelbenczur.hu</a>	-	-

- **MEALS**

- **Lunch.** Finger lunch and 2 coffees will be provided during the meeting (both days).
- **Social Dinner (Optional).**

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For a better relationship and knowing between the partners it has been programmed a social dinner.  
Location will be confirmed during the meeting. Time: 20:00h approx.