



EUTRAIN Project Kick off Meeting October 17th, 2011 12.30 – 18.30	ECTRI offices rue du Trône, 98 1050 Brussels
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AGENDA

Timing	Item	Lead	Action
12:30 – 13:20	Welcome Lunch		
13:20 – 13:30	1. Welcome and Agenda approval	CO	Dec
13:30 – 13:45	2. Presentation of the Views and Expectations of the European Commission	PO	Inf
13:45 – 14:00	3. Project Overview	CO	Inf
14:00 – 14.45	4. Contractual, Financial and Administrative issues	CO	Dis/Dec
14:45 – 17:45	5. Presentation of Work-packages and Work Plan for the next 6 months	ALL	Dis/Dec
17:45 – 18.15	6. Links with other Projects and Initiatives, (DETRA, HERMES and EU-US TRB-EC Working Group)	ALL	Dis
18:10 – 18:15	7. Any other Business		Inf/Dis
18:15 – 18:30	8. Next Meeting(s)	ALL	Dec
18:30	9. End of Meeting		
19.30 onwards	Cocktail and Welcome Dinner		

CO = Project coordinator / PO = EC Project Officer / ALL = All partners

