

IMPROVE KICK-OFF MEETING: 2, 3 and 4 October 2006

(Revised on 5 September 2006)

AGENDA

Sunday 1st Oct 2006 – Arrival of the IMPROVE partners

Monday 2nd Oct 2006 – KICK-OFF Meeting

0815-0830: Welcome and coffee

0830-0845: Presentation and Introduction of the Agenda meeting (Ph Rigo, ULG)

0900-1000: - Review of the project Objective (P Rigo, ANAST)
- Review of the objectives of the 8 RTD WGs (V Zanic, UZ)
- Review of the tasks for first 6 months (A Klanac, TKK)

1000-1030: Break

1030-1100: Information from the EU Project Officer (Peter Crawley)

1100-1200: Information about Reporting (administrative, financial, progress report, deliverables) each 3 or 6 months, and the Project Management, ...(C Ghymers, P Rigo, ULG)

12:00: Lunch at Colonster (University Castle) – Business Lunch

1430-1530: Introduction to the Project Management tool BAL.pm (S Wurtz, BAL)

1530-1600: Presentation of the 3 shipyards involved in IMPROVE
- AKER YARDS, France (former CAT) (St Mleux, AKER) – 10 min
- SSN, Poland (Ozga J. & Domagała S., SSN) - 10 min
- Uljanik shipyard, Croatia (Dundara, ULJ)
& Uljanik USCS, Croatia (Milan, ULJ) - 10 min

1600-1630: Presentation of the 3 shipowners/operators involved in IMPROVE
- EXMAR, Belgium (M. Bouckaert, EXM) - 10 min
- TPZ, Croatia (Zvonko Brzic, TPZ) - 10 min
- GRIMALDI, Italy (Ferrari Luca, GRIM) - 10 min

1630-1700: Break

1700-1800: Partner presentations, focusing on their experience in relation with the project (continuation)

- CMT (F. Roland) – 5 min
- BUREAU VERITAS (J. Mac Gregor) – 5 min
- BALANCE (S Wurtz) – 5 min
- MEC (H Naar) – 5 min
- DN&T (A Hage) – 5 min
- SDG (I Chirica) – 5 min
- WEGEMT (Patrick Robert) – 5 min

20:00: Informal dinner – The restaurant, downtown, will be defined latter (Drinks will be sponsored by ANAST)

Tuesday 3rd Oct 2006 – KICK-OFF Meeting (continuation)

0830-1000: Presentation of partners of their experience in relation to the project, and their view of the project issues (continuation)

- ANAST (C. Toderan) – 20 min
- UZ (V Zanic) – 20 min
- TKK (A Klanac) – 20 min
- NAME (Osman Turan) – 20 min

1000-1030: Break

1030-1200: Improve Work Content (Ph Rigo, Coord)

Discussion to validate the partner understanding about the content of work to perform, by each partner, content of deliverable, time frame, ...

1215-1330: Lunch at Jacques & Laurent (University Restaurant) – business menu

1400-1500: Discussion about Reporting, Project Management, deliverables, deadline, meetings, Cost statement ... (C Ghymers, P Rigo, ULG)

15:00-16:00: DEMO: Use the BAL.pm Project Management tool (S Wurtz, BAL)

On line we will see how each partner will have to use (mandatory) the internet Management tool to record its statement.

IMPORTANT: It is recommended that a person from each IMPROVE partner in charge of the administrative management will attend to this demo. If not the person attending will have to transfer the information !!

1600-1630: Break

1630-1800: Review of the tasks for the first 6 months (Ph Rigo, Coord.)

→ Review per partner

New meetings (date & location),

Other business,

20:00: Free evening – A dinner at a Restaurant, downtown, will be proposed (optional)

Wednesday 4th Oct 2006 – IMPROVE WORKSHOP

It is rather important they all the improve partners also participate at the entire WORKSHOP on 4th October. This Workshop is part of the kickoff meetings and it is not an optional day! Appreciate your understanding.

0900-1215: IMPROVE WORKSHOP on "Ship Structure Optimisation" (Part I)

See detailed Agenda on a separate document

1215-1330: Lunch (Sandwich buffet)

1330-1730: IMPROVE WORKSHOP on "Ship Structure Optimisation" (Part II)

See detailed Agenda on a separate document

20:00: Dinner (with the WEGEMT delegates) at the AS OUHES Restaurant, (Liege downtown, Place du Marché, in front of the City House)

PLEASE SEND US ASAP THE PARTICIPATION COUPON

RESERVATION IS MANDATORY for the 2nd and 4th October dinner:

Please send by email (or fax) the next coupon to Mrs Muriel Bongarts <mbongarts@ulg.ac.be>, Fax : + 32-4-366 91 33

Sent to <mbongarts@ulg.ac.be>, Fax : + 32-4-366 91 33 (ASAP)

IMPROVE 3 DAYS KICK OFF MEETING

Name: Affiliation :

2th October

Yes/No : I will participate at the IMPROVE Kick Off meeting on 2th October

Yes/No : I will participate at the Lunch on 2th October

3rd October

Yes/No : I will participate at the IMPROVE Kick Off meeting on 3rd October

Yes/No : I will participate at the Lunch on 3rd October

4th October

Yes/No : I will participate at the IMPROVE WORKSHOP on 4th October

Yes/No : I will participate at the Lunch on 4th October

Yes/No : I will participate at the IMPROVE Dinner on 4th October

I have book a room at hotel:

Sent to <mbongarts@ulg.ac.be>, Fax : + 32-4-366 91 33 before 28th September 2006

Accommodation & Travel

We recommend the participants to arrive in Liege, Belgium on 1st October evening, (the day before Kickoff meeting) and to book ASAP a hotel in the downtown area of Liege for 3 or 4 nights (ask for the University rate).

More information is available in the “*Practical Info Liege Meeting 2006.pdf*” document

Participation fee

- Lunch and coffee Break will be supported by the IMPROVE coordination budget.
- Travel (including commutation from your hotel to the university) and accommodations are supported by each partner, individually.

Location of meeting

The meeting location will be:

University of LIEGE,
Campus of Sart Tilman
Building B37 (Mathematic), Parking B32 and Parking B52
This building is in front of the B52 Building – ANAST Dept.

On 2 October: IMPROVE Kick-off Meeting room: 1/55 (floor 1, room 55), Building B37

On 3 October: IMPROVE Kick-off Meeting room: 1/55 (floor 1, room 55), Building B37

On 4 October: WORKSHOP - Auditorium S39 (room -1/39, level -1) - Building B37
(Mathematic)

In case of problem (i.e. if you are lost,), contact ANAST secretariat :
+ 32 4 366 9227 or 9629 or 9341

Maps from the university are available at
<http://www.ulg.ac.be/acces/plans/zonenord.html> (only in French - sorry)
<http://www.ulg.ac.be/foreign/access.html>

Contact at the University of Liege

For any practical information related to Hotels and traveling, please contact
Mrs Muriel Bongarts <mbongarts@ulg.ac.be> or Coolen Christianne <ccoolen@ulg.ac.be>
Tel : + 32-4-366 9374 (or 9227) ; Fax : + 32-4-366 91 33

You can also contact

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