



## IMPROVE KICK-OFF MEETING

### Minutes of the meeting

The implementation of the project IMPROVE LIFE (LIFE13 ENV/ES/000263) was initiated by the coordinating beneficiary IDAEA-CSIC in October 2014. The project kick-off meeting took place the 28th of October 2014, at the premises of the Transport Metropolitans de Barcelona (TMB), in Barcelona (C/60 nº 21, Zona Franca), where representatives of both partners attended: CSIC as the coordinating partner and TMB as associated beneficiary.

The agenda of the meeting included the presentation of the project, a comprehensive presentation of Life+ Common Provisions and key issues concerning reporting and other obligations to the European Committee, as well as the discussion and planning of the necessary steps to overtake the upcoming months.

#### Agenda

<b>09.00</b>	Welcome	Eladio de Miguel (TMB)
<b>09.10</b>	Presentation of the project	Teresa Moreno (CSIC)
	- Main actions/activities to deliver	
	- Questions and discussion	
<b>10.00</b>	Coffee Break	
<b>10:15</b>	Project management	
	- Election of Management Committee	Teresa Moreno (CSIC)
	- Project logo approval	Teresa Moreno (CSIC)
	- Project actions calendar	Teresa Moreno (CSIC)
	- Information on sampling/measuring campaigns	Sonia Centelles (TMB)
	- Communication issues	Teresa Moreno (CSIC)
<b>11:30</b>	Administrative information	Cristina de Vasconcelos (CSIC)
	- Partners Agreement (CSIC and TMB) documents	
	- Administrative and financial management	
<b>12:45</b>	Approval of next meeting calendar	all assistants
<b>13:00</b>	Discussion	



Sixteen participants attended the meeting (see attached signature list):

**IDÆA-CSIC**

**Teresa Moreno** - Project Manager

Xavier Querol - Senior Scientist

Maria Cruz Minguillón - Scientist

Crstina Reche - Scientist

Cristina de Vasconcelos - European Projects Administrative and Financial Manager

**TMB**

**Eladio de Miguel** - Environmental Department Director

Sonia Centelles - Environmental Department Manager

Marta Capdevila - Environmental Department Technician

Michael Pellot - International Relations Director

Mireia Clua - Projects Department

Carlos Alonso - Digital Communication Responsible

Oriol Pàmies - Media Responsible

Alejandro Egea - Operations Director

Lola Bravo - Business Development, International Relations and Management

Sebastian Jurado - President Executive Office

Lluïsa Riba - Administration and Finances



**The 1<sup>st</sup> part of the meeting** consisted of a presentation of IMPROVE Project's goals and foreseen activities, by Dra Teresa Moreno, the Project Manager. To the presentation also assisted the main responsible of TMB.

**On the 2<sup>nd</sup> part of the meeting**, the project's implementation and management were discussed. The main issues raised were the following:

(1) The immediate necessity for a calendar of activities to be carried out to comply with the Implementation Actions (B1 and B2), involving intensive sampling campaigns within the Metro premises, during 2015 and 2016. TMB produces monthly plans for work activities and changes of mechanical pieces. In this context a meeting will be scheduled over the coming weeks to finalise the calendar for all activities planned under Action B1.

(2) The necessity of organising an internal presentation of the project to the workers of TMB in order to enhance their knowledge and understanding of air quality in the metro environment, emphasising their active participation in the activities that are going to take place during the length of IMPROVE LIFE. A date for this presentation by Teresa Moreno (CISC) is scheduled for 12 November in TMB offices.

(3) The Management Committee was elected. The management of the project is IDAEA-CSIC responsibility with the participation of TMB as beneficiary and it's carried out at three different levels: strategic, operational and action group level. The management of the project is the responsibility of the Project Management Team, which includes:

- ✓ The Project Manager (strategic level) who will be also in charge of the scientific and technical management (operational level)
- ✓ Management of Dissemination actions (operational level)
- ✓ Monitoring of the project progress (operational level)
- ✓ Administrative and financial management (operational level)

The overall management structure is shown in Figure 1. The main tool and method for the project management is the Quality Assurance Plan (QAP) that will be prepared by the coordinator during November 2014.

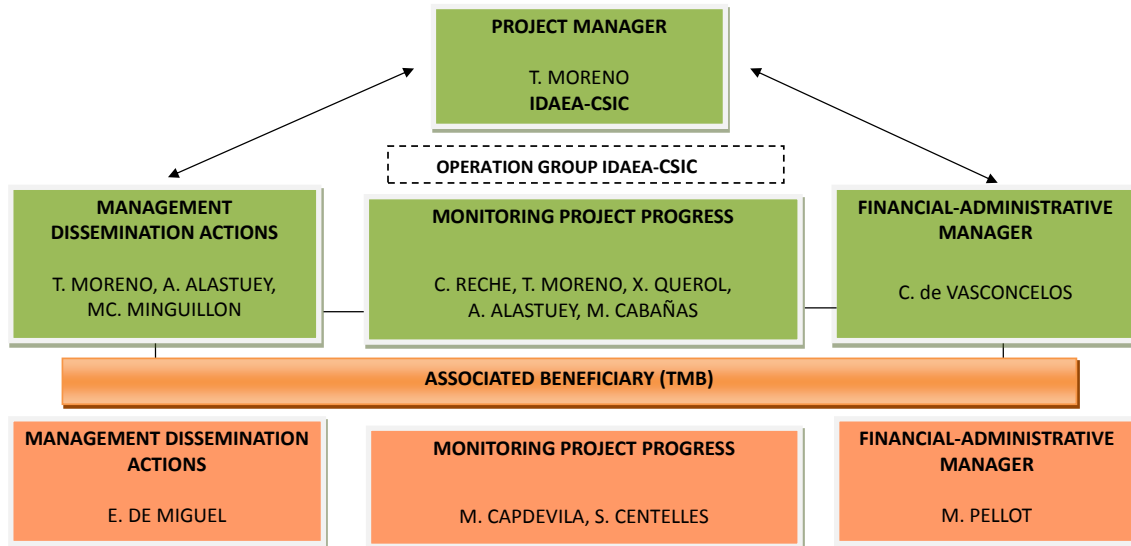


Figure 1. Organization chart - Project Management

(4) The logo, including the anagram of LIFE+ and the name of the project (as well as the reference number), was approved and shall appear in all documents related to the project.



(5) All the communication/dissemination activities will be jointly developed by both partners. CSIC will elaborate and maintain the IMPROVE LIFE web page, which will be available by the end of 2014. To this end TMB will contribute images and documents from metro activities and help with the updating of the web every month. A provisional design for the information boards was discussed; TMB will produce a redesign of the board presented and propose it within the next two months (information boards must be on display by the end of January 2015). It was also agreed that news from IMPROVE LIFE will appear in the internal television channel of the metro system (MouTV) that is watched daily by more than one million passengers while waiting in platforms and travelling inside trains. The first news bulletins will be prepared to coincide with the beginning of the project. In addition it was agreed that the calendar for the elaboration of questionnaires for passengers will be organised to coincide



with the October annual survey regularly done by TMB to more than 4000 passengers. This will greatly enhance our original plan for passenger surveys.

(6) The Partners Agreement document is under TMB signature, at the present moment, and is expected to be signed by both partners during November.

**On a 3rd and final part of the meeting**, the financial and administrative management of the project, with all the procedures to be followed, was described and discussed in detail.

The second plenary meeting was scheduled for January 2015, although the final date will be fixed depending on the availability of activity plans from TMB, related to the sampling campaigns in Action B1.

The meeting's programme, minutes, list of participants and photos, as well as the presentations, will be uploaded on the project's website.

Photo of the assistants to the IMPROVE LIFE 13 ENV/ES/263 kick-off Meeting







Assistants' signature list.

<b>INPROVE KICK-OFF MEETING</b> <b>Barcelona</b> <b>28 de Octubre de 2014</b>			
Nombre	Institución	e-mail	Firma
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