



ECO-innovation
WHEN BUSINESS MEETS THE ENVIRONMENT

CIP Eco-innovation
First application and market replication projects
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Meeting Report – Kick-off Meeting
Project acronym: Less-Water Bev.Tech
Contract ECO/13/630314

Covering the Kick-off Meeting

Reporting Date

<01/10/2014>

Project coordinator: A DUE DI SQUERI DONATO & C. S.p.A.

Project website: TBC (expected at month 6 – March 2015)

Introduction:

The kick-off meeting for the project Less-Water Bev.Tech has been held on Oct. 1st, 2014 at A DUE S.p.A. premises in Riccò di Forno (PR), Italy.

The Kick-off meeting has been divided as follows:

- General meeting, from 9:30 to 10:00;
- Administrative sub-meeting, from 10:10 to 11:45;
- Technical meeting, from 12:00 to 13:30, and from 14:30 to 16:00;
- General meeting, from 16:15 to 17:00.

The Kick-off meeting appointed a Project Management Team (PMT), composed by the following people:

- Simone Squeri, A DUE S.p.A., CEO;
- Federico Cappa, A DUE S.p.A., in-house consultant;
- Alberto Regattieri, Università Bologna, full professor;
- Craig Clayton, CVAR Ltd, Owner.

The PMT aims at coordinating the whole activities of the projects, considering all the aspects, both technical and administrative, and also with regard to market exploitation, ensuring the necessary coordination, coherence, and the respect of the general scheduled program, or intervening for the needed changes.

Moreover, the Kick-off meeting appointed a Project Quality Team (PQT), composed by the following people:

- Simone Squeri, A DUE S.p.A., CEO;
- Marco Bortolini, Università Bologna, senior researcher;

The PQT aims at ensuring the best results achievable in technical, financial, environmental and organizational dimensions of the project.

Then the general meeting has been followed by two sub-meetings.

Report of Administrative sub-meeting

Sub-meeting Participants:

- Simone Squeri, A DUE S.p.A., CEO;
- Alberto Dilda, A DUE S.p.A., COO and R&D director;
- Federico Cappa, A DUE S.p.A., in-house consultant;
- Micaela Guerzoni, A DUE S.p.A., subcontractor;
- Mauro Gamberi, Università Bologna, associate professor;
- Marco Bortolini, Università Bologna, senior researcher;
- Francesco Pilati, Università Bologna, junior researcher;
- Craig Clayton, CVAR Ltd, Owner.

Sub-meeting topics discussed:

During the Administrative sub-meeting, the following topics have been discussed:

- Review of the project;
- Review of the project's budget, divided by project's participant, going into details of time schedule and cost categories for each participant;
- Review of the Financial Guidelines from EASME;
- Review of the documents needed for the costs' reporting to EASME;
- Review of documents and procedures to be respected by the participants in order to record the costs related to the project;
- Review of the project's deliverables, their schedule, and the related administrative activities needed for on-time reporting;
- Review of the documents to be submitted to EASME during the project's life, in correspondence with the deliverables;
- Organization of the project's administrative workflow;
- Updating of Project Information Sheet;
- Definition of rules to reduce the carbon footprint of the project.
- Schedule of next meetings.

Sub-meeting decisions:

- All the administrative documents needed for costs recording and financial reporting to EASME will be collected through a specific application dedicated to Project Management (Base Camp) on which the Web Platform of the project will be created.
- The administrative workflow will be executed by an "Administrative Group" of people in charge for these activities in each participants. The member of the "Administrative Group" have been decided to be:

- Grazia Reggiani, A DUE S.p.A., Accounting Dept. Director;
 - Federico Cappa, A DUE S.p.A., in-house consultant;
 - Claudia Siguranza, Università Bologna, Accounting office of Industrial Engineering Department;
 - Craig Clayton, CVAR Ltd., Owner.
- The record keeping will be held on the same documents' templates, as defined in this kick-off meeting.
 - The recording of the project's costs will be done on a continuous base, and then they will be collected and reviewed every quarter by the Coordinator, through the Web Platform application.

Sub-meeting next steps:

- The Web Platform for the project's management and file sharing will be implemented by end of December 2014. A DUE S.p.A. will be responsible for such implementation.
- Review the Project Information Sheet by end of November 2014, by Cappa and Guerzoni of ADUE S.p.A.
- Administrative Group will meet once again on December 3rd, 2014 at A DUE S.p.A. premises in Riccò di Forno (PR), Italy.
- Then, the next meeting will be in March 2015.

Report of Technical sub-meeting

Sub-meeting Participants:

- Simone Squeri, A DUE S.p.A., CEO;
- Alberto Dilda, A DUE S.p.A., COO and R&D director;
- Pietro Manzini, A DUE S.p.A., Commercial Director;
- Claudio Guatelli, A DUE S.p.A., Aftersales Field Manager;
- David Delmonte, A DUE S.p.A., Automation Dept. Manager;
- Gian Paolo Pescini, A DUE S.p.A., Technical Dept. Manager;
- Micaela Guerzoni, A DUE S.p.A., subcontractor;
- Federico Cappa, A DUE S.p.A., in-house consultant;
- Mauro Gamberi, Università Bologna, Associate Professor;
- Marco Bortolini, Università Bologna, Senior Researcher;
- Francesco Pilati, Università Bologna, Junior Researcher;
- Craig Clayton, CVAR Ltd, Owner;
- Ing. Maurizio Violi, subcontractor;

Sub-meeting topics discussed:

- Review of the project;
- Review of project's technical activities and scheduled deliverables;
- Review of the documents needed for the technical reporting to EASME;
- Organization, management and coordination of technical workflow;
- Appointment of the Quality Control Group;
- Implementation and schedule of the first activities of WP2 "Design of a new water treatment and waste recovery system";
- Roles and deadlines of project's activities scheduled in the first semester;
- Schedule of next meetings of the Technical Group.

Sub-meeting decisions:

- The technical workflow will be executed by a "Technical Group" of people in charge for these activities in each participants. The member of the "Technical Group" have been decided to be:
 - o Alberto Dilda, A DUE S.p.A., COO and R&D director;
 - o Alberto Regattieri, Università Bologna, full professor, Department of Industrial Engineering;
 - o Craig Clayton, CVAR Ltd., Owner.
- The first activities scheduled to be implemented will be:
 - o Up-date of the state-of-the-art (UNIBO): due by end November 2014;
 - o Scouting of CSD plants to visit in order to collect samples of water to be analysed (ADUE): due by end of November 2014;
 - o Contact with such CSD plants (ADUE): due by end of October 2014;
 - o Definition of a list of information to collect at the CSD plant and of specific points in the production process where collect samples and data (ADUE): due by end of November 2014;
 - o Visit of such plants and collection of water samples (ADUE and UNIBO): multiple visits in the period October- January 2014;
 - o Analysis of the collected samples (ADUE and UNIBO): multiple analysis in the period October - January 2014);
 - o Definition of the main technical specification of the pilot plant (ADUE, UNIBO and Ing. Violi Maurizio as subcontractor): due by end of February 2014. First discussion during next meeting of Technical Group.

Sub-meeting next steps:

- o Definition of main characteristics of water to be treated by the new water treatment plant, due by end of January 2014;

- Definition of the main technical specification of the pilot plant, due by end of February 2014.
 - Technical Group will meet once again on December 3rd, 2014 at A DUE S.p.A. premises in Riccò di Forno (PR), Italy.
 - Then, the next meeting will be in March 2015.
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REQUIRED STRUCTURE

1 Achievements of the action

1.1 General progress - Summarise the project's state of the art and the next steps established during the meeting.

The project's has just started at the Kick-off meeting and the next steps are reported above.

1.2 Results achieved as compared to what was planned in the project proposal

The scheduled activities have been confirmed as they were in the Annex I to the Grant Agreement.

1.3 Deviations, problems and corrective actions taken in the whole project period.

No deviations from the original plan or problems have emerged so far.

2 Other issues (max 1 page) - *If any, indicate other issues*

No other issues have emerged so far.

3 Overview on hours spent

No hours spent before Kick-off meeting.

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