

Energy Efficiency Compliant Products 2014 (EEPLIANT 2014)

Induction Training for Participants and Consultants

Venue:

PROSAFE Office
Avenue des Arts/Kunstlaan 41, 2nd floor, 1040 Brussels

Time:

30 April 2015 from 09:30 to 15:00

AGENDA - closed meeting

N°	SUBJECT
1.	Opening of the meeting
2.	Tour de Table
3.	Further detail of the background of PROSAFE
4.	Description of each of the 7 Work Packages (WPs)
5.	The content and organisation of the non-product WPs (WP1: Management, WP2: Implementing Best Practices, WP3 Training, WP7 Communication and Dissemination)
6.	The content and organisation of the product WPs (WP4: LEDs, WP5: Printers, WP6 Heaters)
7.	Further explanation of the roles of the participants from the market surveillance authorities and of the consultant coordinators appointed by PROSAFE
8.	The overall time plan
9.	The main deliverables
10.	Management administration issues e.g. Reimbursement of travel costs. Registrations of working hours by participants. Arrangements for circulating documents
11.	What happens next?
12.	Closure of meeting

A sandwich lunch will be available to attendees during the lunch break at circa 12.30hrs