

# ENVRI-FAIR Kick-Off Meeting

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## Meeting Details

Date	14 – 16 January 2019
Venue	Hotel International Prague <a href="https://internationalprague.cz/">https://internationalprague.cz/</a>

## Draft Agenda – Status 21 December 2018

### 14 January 2019

12:00 – 13:00	Registration and lunch
13:00 – 18:00	General ENVRI-FAIR presentation (45 min) Project management strategy and tools (30 min) WP overview talks WP 2 – 7: 15 min each WP 8 – 11: 25 min each WP leads give an overview of planned work and structure to the plenary and introduce the afternoon sessions
18:00 – 20:00	<i>Reception at the Hotel</i>

### 15 January 2019

09:00 – 11:00	Managing the implementation process; risk management <i>Coffee break included</i>
11:00 – 12:00	WP 3 - 4 plenary sessions
12:00 – 13:00	<i>Lunch, WP posters</i>
13:00 – 14:30	WP 5 - 7 plenary sessions
14:30 – 15:00	<i>Coffee break, WP posters</i>
15:00 – 19:00	WP 8 - 11 parallel sessions
20:00	<i>Dinner at Restaurant CIHELNA</i>

### 16 January 2019

09:00 – 12:00	General Assembly Final discussion
12:00 – 13:00	<i>Lunch</i>
13:00 – 14:45	EB meeting (all WP leads)
14:45 – 15:00	End of Meeting