

# I am CELISE

Sustainable production of  
Cellulose-based products and  
additives to be used in SMEs  
and rural areas

Kick-off meeting: minutes



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## **CELISE: Sustainable production of Cellulose-based products and additives to be used in SMEs and rural areas**

### **Kick-off meeting: minutes**

<b>Date:</b>	13.00-18.00 CET on Tuesday, 23 November 2021
<b>Place:</b>	On-line, by Teams
<b>Chair:</b>	UC, Alberto Coz

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## Kick-off meeting: minutes



*Table 1. Participants of the Consortium*

Country	Partner	Logo	Name/s	Means
ES	UC		Tamara Llano Astuy; Alberto Coz Fernandez; Catalin Ionut Tirnauca; Berta Galan Corta; Elena García Lafuente	On-line: Teams
	UPM		Francisco García	On-line: Teams
LV	LS-IWC		Laura Andze; Oskars Bikovens	On-line: Teams
PL	SGGW		Grzegorz Kowaluk	On-line: Teams
	LUT		Maria Rybarczyk	On-line: Teams
NO	NIBIO		Katrin Zimmer	On-line: Teams
GR	AUTH		Konstantinos Triantafyllidis; Christina Pappa; Sultana Ioannidou; Kyriazis Rekos; Eleni Psochia; Georgios Iakovou; Antigoni Margellou	On-line: Teams
	ECORES		Konstantínos Simeonídís	On-line: Teams
CZ	INOCURE		Jan Vanzura; Renato Nunes	On-line: Teams
UK	BANGOR			On-line: Teams
	TWI		Lynne Baker; Alec Gunner	On-line: Teams
	CCC		Robin Rawle	On-line: Teams
CO	UCC		Ramón Fernando Colmenares Quintero; Ma del Rosario Franco	On-line: Teams
EC	UNACH		Carlos Leonel Burgos Arcos	On-line: Teams
AR	UNL-FICH		Raul Comelli	On-line: Teams
EU		REA	Sandra Pinto Marqués; Rodrigo Gutiérrez-Domínguez; Reshma Anwar	On-line: Teams



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## 2. PLANNED AGENDA

Time	Session/activity	Speaker/ Organisation	Notes
13:00– 13:05	<b>Introduction to the agenda.</b> Remote participants and arrangements.	A. Coz / UC	Connection issues
13:05– 14:00	<b>Quick Roundtable:</b> Each CELISE participant organization has no more than 3 minutes to present his organization: main expertise, capacities, (research) interests, and key staff participating in the project.	All partners	Presentations of 3-4 slides (3 min.) from each organization participating in the project
14:00– 14:15	<b>Introduction to the Project:</b> Main objectives of the network and general planning. Presentation of the management structure. <b>Nomination and voting session:</b> Network Administrator (By UC). Steering Committee as the management committee (by all Beneficiaries - one person per Beneficiary). Project Administrator/Contact nomination at each node (by all partners). WP-leaders' nomination (by each respective partner). Technical Board members and Advisory Board (Impact Unit + Knowledge Transfer Unit) nominees (by all partners). <u>Steering Committee voting on the nominations.</u>	A. Coz + C. Tirnauca / UC	Decisions to be made. Q&A. All participants
14:15– 15:15	<b>WP Description:</b> Main objectives and associated activities, implementation of the milestones and deliverables (schedule and work plan), partners involved in the WP, and linked secondments. Communication strategy and corporate image of the project. <b>WP1 – LSIWC; WP2 – INOCURE; WP3 – UC; WP4 – SGGW</b>	WP-Leaders	15 min. presentation of each WP. Q&A
15:15– 15.45	Coffee break		
15:45– 16.45	<b>MSCA RISE Implementation and Challenges</b> presented by our Project Officer.	R. Gutiérrez / EC	30' Presentation. 30' Q&A
16:45– 17.30	<b>Administrative and Financial Aspects. Best practices for a project implementation at consortium level:</b> Presentation of WP5 and its deliverables; Allocation of resources for Category B costs: Organizational Fund and Coordination Fund; Quality Assurance of deliverables; Templates to be used by the consortium; Documentation for secondments: internal procedures and reporting; Project repository; Pending legal aspects and TO DO list.	C. Tirnauca / UC	Presentation + Q&A
17:30– 18.00	<b>Open Technical Discussion between Partners:</b> Definition and distribution of the first tasks; Setting of deadlines; Preparation of first deliverables; Next meetings at WP level (online); Secondments' conjecture and issues; Next Steering Committee meeting; Other issues.	A. Coz / UC	Open discussion with all participants. Q&A
18.00	<b>Closure of the meeting.</b>	A. Coz / UC	



### **3. DEVIATIONS FROM THE PLANNED AGENDA**

Due to technical issues and the time needed to fix them (e.g., many partners from different parts of the world connected same time through Skype, computer was changed, etc.), the meeting started with a delay of approx. 15 minutes. However, the order of the presentations has been adapted, breaks were shortened and technical issues were tackled during the presentations, such that all the points on the original agenda were carried out.

All presentations were done except the initial presentation of BANGOR.



#### 4. SUMMARY OF THE MEETING

All issues contemplated in the agenda (section number 2) were done. The video of the complete meeting can be seen in figure 1 or following the next link: <https://youtu.be/QlhwdFnwaRc>



Figure 1. Video of the kick-off meeting

Figures 2 and 3 show the screen capture in two different moments of the meeting.



Figure 2. One screen capture during the meeting.

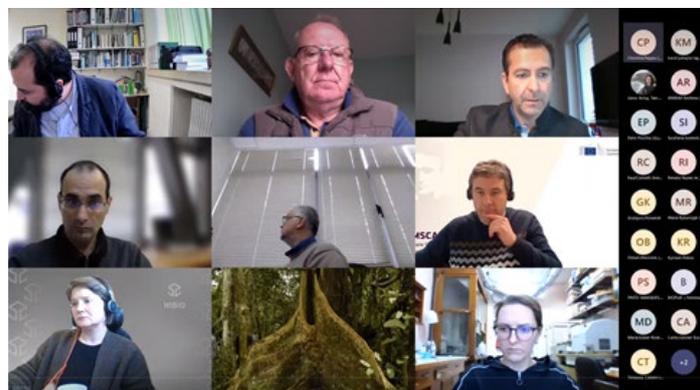


Figure 3. Another screen capture during the meeting



## 5. POST MEETING ACTIONS

WP	Action	Responsible	Deadline
4	Release news start (Kick-off)	UC and ALL partners	30/11/2021
6	First milestone (Kick-off Meeting) reported on the Participant Portal	UC	15/12/2021
6	Consortium Agreement Fully signed version	UC	15/03/2022
4	Social Media: Twitter, Facebook, LinkedIn and ResearchGate	UC, UCC and SGGW	15/03/2022
4	Leaflet and poster for dissemination and publicity	UC	15/03/2022
4	A manual of style of CELISE	UC and UCC	15/03/2022
3	Secondments guide and plan, and templates of the documents to be filled before and after the secondments	UC	31/03/2022
ALL	Templates of scientific posters, presentations, deliverables, milestones	UC	31/03/2022
4	Web page, adding an internal repository with all presentations of the kick-off meeting, video and all templates	UC, BANGOR, and SGGW	31/03/2022
4	Deliverable D4.1. Web site, dissemination, exploitation, outreaching and transfer of knowledge plans	UC and SGGW	31/03/2022
4	Deliverable D4.5. Data Management Plan	UC and SGGW	31/03/2022