

2016-07-22

Market Surveillance Project TYRES 2015 (MSTyr15)

Management Team Meeting No.2

WP4 (Data collection and database) Kick-off Meeting

WP5 (Inspection and testing tyres) Kick-off Meeting

Venue: Hotel Thon, Avenue du Boulevard 17, Brussels B-1210

Time: 20 September 2016 from 10.30 to 17.30
21 September 2016 from 09.00 to 16.30

NOTE: In general, it is expected that the same participants will all these meetings.

All participants must register that they will attend these September 20/21 meetings by replying to this email and copying to info@prosafe.org

Draft **Agenda** **Management Team Meeting No.2**

N°	SUBJECT
1. 10.30hrs 20 Sept.	Opening of the meeting
2.	Tour de Table
3.	The 1 st 6 months of the project - update on progress in WPs 1,2,3,4,5,6.
4.	Feedback from meetings with suppliers: ETRMA, ITMA
5.	Feedback from the participating organisations
6.	Outline of plans for next 6months
7. 12.30hrs 8. 20 Sept.	Closure of meeting
9.	Lunch

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Draft Agenda

WP4 (Data collection and database) Kick-off Meeting

N°	SUBJECT
1. 13.30hrs 20 Sept	Opening of the meeting
2.	Agreement on the Agenda
3.	Description of the data collection and database intentions
4.	Distribution of tablets (2 per participating authority)
5.	Training: <ul style="list-style-type: none">- Management and use of tablets- Management and use of database- Transferring data to ICSMS- Introduction to screencast tutorial- Problems? Where to get help
6. Expected 17.30hrs	Closure of meeting

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WP5 (Inspection and testing tyres) Kick-off Meeting

NOTE: Stakeholders will be invited to take part in a portion of the kick-off meeting for WP5

N°	SUBJECT
1. 09.30hrs 21 Sept	Opening of the meeting
2.	Agreement on the Agenda
3.	Scope: limited to Summer tyres? - discussion and agreement
4.	Timetable for WP5 activities - discussion and agreement
5.	Market research: Progress update
6.	Description of procedures used for testing tyres
7.	Developing the WP5 action plan for next 8(?) months
8.	Reflected thoughts on data collection, agreement on content and timing (20/21 October?) for WP3 Training meeting
9. 16.30hrs 21Sept.	Closure of meeting