

Joint Follow-up Market Surveillance Action on GPSD Products - Power Tools JA 2014

(Grant Agreement no. 666174 - JA 2014 - GPSD)

Activity Leader (AL): Maksimiljan Bornšek

Activity Consultant (AC): Berend Kamerling

Invitation and Agenda for the two days

Kick-off and Planning Meeting, 17 and 18 September 2015 in Brussels

Venue: PROSAFE offices, Avenue des Arts - Kunstlaan 41, B1040 Brussels, Belgium

Time :

- *On Thursday 17 September from 9:30 to 17:00;*
- *On Friday 18 September from 9:00 to 16:00.*

IMPORTANT TO BE NOTED

Reimbursement of costs

PROSAFE reimburses travel and subsistence costs for the meetings for the market surveillance officials that have signed up as the authority representative for participating in 'Power Tools JA 2014'. Note: 'September is a meeting month in Brussels', please book flight and hotel as early as possible (less expensive too ...). Travel and hotel invoices are to be sent in together with the signed reimbursement/travel declaration form by email to info@prosafe.org.

Confirmation of participation

Confirm your participation to b.kamerling@kpnplanet.nl.

Draft agenda and preparation

This invitation mail is accompanied with draft agenda and documents for the meeting. This is also a call to participants to bring in, information upon the own PT market, PT incident data and/or MS cases upon PT.

TIME	N°	SUBJECT
9:15		<i>Thursday 17 September 2015 - Registration, Coffee</i>
9:30	1.	Welcome and opening of the meeting (AL); a special welcome to Commission and stakeholders
9:35	2.	Some introduction words from the Commission
9:45	3.	Making acquaintance with and between participants (AL); circulation (AC) of the attendance list
10:05	4.	Adoption of the agenda (AL);
10:10	5.	Presentation (AL/AC) of the Product Activity Power Tools (PPP_ A) ; items to discuss and decisions to be taken, priority setting (doc PT01), excerpt taken from the Grant Agreement JA2014) (doc PT02), harm. standards mentioned; developments IEC>>EC-IEC)
10:45		<i>Coffee</i>
11:00	6.	Impressions/presentations from Stakeholders upon the PT market and their risks for consumers, consumer complaints ?
11:30	7.	Experiences from Market Surveillance Authorities (MSA's) upon the PT market and their risks for consumers, incident data
12:00	9.	Presentation (AC) RAPEX search-overview PT last 5 years (doc PT03); and overview PT score proposal from /RAPEX (doc PT04)
12.30		<i>Lunch (light sandwiches)</i>
13.00	9.	Discussion upon scope and outcome RAPEX overview related to the risk impressions and incident data from MSA's and/or stakeholders (AL); what to do with flail type cutting attachments (doc PT05)
13:30	10.	Discussion, effect of choices to be taken, towards sampling and Joint laboratory testing (AC); sampling- c.q. testing(budget) effectiveness.
14:00	11.	Brainstorming , decision PT Activity scope JA2014 assuming realistic criteria for sampling and testing can be defined; suggestions ?
14:30		<i>Coffee</i>
14:45	12.	Explanation (AC) priority setting example CCA (doc PT06)
15:00	13.	Proposal (AL): Establish WG 'Priority setting future JA's Establish WG 'elaboration tools for first Activity choice '
15:15	14.	Any other business
15:30	15.	Closure of the Kick-off (open day), thanks to stakeholders
17:00	16.	Informal exchange of general JA information among (new) participants, procedures, existing best practices to share

TIME	N°	SUBJECT
		<i>Friday 17 January 2015</i>
9:00	1.	Welcome and opening of the planning meeting day (AL),
9:05	2.	Feedback Kick-off meeting, eventual open ends to address (AL)
9:15	3.	Adoption of the agenda (AL)
9:25	4.	Circulation (AC) attendance list
9:30	5.	Introduction detailed planning (AC), (doc PT07, first concept Deliverable)
10:15		<i>Coffee</i>
10:30	6.	Discussion /adaption detailed planning ?(AL), (doc PT07)
11:30	7.	Presentation (AC) headlines applicable Machinery Directive (PPP_ B),
12:15	9.	Discussion/questions related to applicable directives MD,LVD,EMC,GPSD, harmonized standards (AL)
13:00		<i>Lunch</i>
13.30	10.	OJ overview harmonized standards under MD (AC); distinction between type A, B and C standards (doc PT08)
14:00	11.	Expectations tasks towards next meeting (AL), WG's, All ?
14:30	12.	Administrative issues (AC), <ul style="list-style-type: none"> • Travel- and subsistence costs reimbursement claim, backlog ? • Timesheets (of the months, tackling backlogs) • Repeated salary information (template) • Inclusion request (form adding new participant)
15:15	13.	Any other business
15:30	14.	Proposal and reservation of future meeting dates, to insert in the detailed planning (AC)
16:00	15.	Closure of the meeting days (AL)