



KICK-OFF MEETING

Electrical Appliances (JA2015)

Task Leader: James Spiteri

Task Coordinator (Consultant): Andrew Gordon

Invitation and Agenda for the one-day meeting on 2nd June 2016

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

Time: On Thursday 2nd June from 09:00 to 16:00

Project Leader (JA2015): Michael Cassar

Project Coordinating Consultants (JA2015): Torben Rahbek and Bruce Farquhar

IMPORTANT TO BE NOTED

Reimbursement of costs

PROSAFE reimburses travel and subsistence costs for the meetings for one market surveillance official from each Member State participating directly in 'Electrical Appliances JA2015' as per the JA2015 Grant Agreement.

Confirmation of participation

Please confirm your participation to loana@prosafe.org

Lunch

PROSAFE will serve a light sandwich lunch to all participants.

DRAFT AGENDA

2nd June 2016

TIME	N°	SUBJECT
9:00		Registration
9.30	1.	Opening of the meeting - Introductions by James Spiteri, Task Leader (Electrical Appliances, JA2015) - Participants Introduce themselves (tour de table)
10:00	2.	Adoption of the agenda
10:15	3.	Electrical Appliances-JA2015: Project Objectives and deliverables as per JA2015 Grant Agreement - James Spiteri (Task Leader), Andrew Gordon (Task Coordinator) - <i>Explanation & Discussion related to the Priority setting (Electrical Appliances)</i> - <i>Preliminary discussions with participants</i>
11:15		Coffee break
11:30	4.	Administrative Matters - Presentation by the PROSAFE Secretariat (t.b.c) - Filling in of Time sheets - Salary information - Travel and subsistence
12:00		Lunch
13:00	5.	Presentation & Discussion of Draft Outline Plan, including links that need to be established internally with various other working groups of JA2015 & JA(China) as well as with LVD-ADCO and various other external stakeholders.
14:30		Coffee Break
14:45	6.	ACTION PLAN - Discussion on what needs to be done and by whom, with regards to work / action needed for the following weeks / months; in particular: Priority Setting
15:45	7.	Any other matters
15:55	8.	Tentative date for next meeting (two-day planning with stakeholder participation)
16:00		Closure of the meeting