

Invitation

Denmark 21 August 2013

Dear WaterCAP TaskForce partners,

You are invited to the Kick-off meeting in Drenthe, NL the 23 – 24 September 2013.

We expect around 20 people at the meeting. We hope those who are going to be engaged in the project will participate. Please make sure that the relevant people from your organisation get the invitation.

The meeting takes place at the hotel De Zeegser Duinen in Zeegse:

<http://www.hoteldezeegserduinen.nl/en/>

Accommodation is €89 p.p.p.n including breakfast. We have in advance probooked 20 rooms for us.

Before the 28 August we would like to know who is coming.

You can register by sending a mail to C.Patty@Drenthe.nl with a cc to Deirdre D.Buist@Drenthe.nl. In the mail we kindly ask you to provide details like name, organisation, mail address, phone number, specific needs, etc.

Please be aware that there are tasks for many of the participants - so please look at the agenda and prepare in advance. The coordination group will discuss the agenda in details at a skype/ telephone meeting which we expect will take place the 3 September. But if you want to discuss the agenda or have questions beforehand don't hesitate to mail Rolf rolf.johnsen@ru.rm.dk or Irene iaw@vfl.dk.

We are looking forward to see you in Drenthe.

Have a nice summer

Best regards from the organising committee

Rinke, Deirdre, Ben, Rolf and Irene

Draft agenda for Kick-off in WaterCAP taskforce

Day 1		
12.00	Lunch	
13.00	Welcome and introduction to the event	Rinke and Rolf
13.15	Presentation round	
13.30	Introduction to project and formal matters, including agreement on organization of project setup.	Rolf
WP 3		
14.00	Analytical framework for identification of stakeholders and regions What challenges and problems have been solved by WaterCAP? What existing knowledge do we have from WaterCAP?	Silke and Frank presents overall frame
14.20	Which climate problems have you been solving, which knowledge have you been using and what were the relevant stakeholders. How can your organization contribute with knowledge? How can your organization support the identification of relevant stakeholders? Which problems/questions are ahead (probably to be solved by MTTF) (all partners prepare a ppt and all presentations will be recorded for future use in MTTF and the web)	10 min presentation per partner River Trust, UK Province Drenthe, NL Deltares, NL CDR, DK KCA, DK OOWV, D
14.30	Break	
14.45	Which climate problems have you been solving..., continued	10 min presentation per partner
15.35	Break	
15.45	Workshop on integration and process tool	OOWV and Deltares
WP4		
16.30	Setup of the Mobile Transnational Taskforce Suggestions for how to implement the MTTF meetings and related activities	KCA

16.50	Break	
17.00	Exchange of ideas of using the MTTF meetings. Do you already have plans for using the MTTF meetings. How do you expect to arrange and implement the MTTF meetings? What do you expect / need from other partners?	10 min presentation per partner River Trust, UK Province Drenthe, NL Deltares, NL CDR, DK KCA, DK OOWV, D
18.00	End of workshop	
19.00	Dinner and ??	PD
Day 2		
Breakfast		
8.00	Steering group meeting - agreement on structure and future actions	Alistair, Rutger, Silke, Ben, Rolf, Irene
8.45	Excursion	PD
11.25	Return from excursion	
11.30	How to evaluate and how to secure the EU dissemination, etc.	KCA and CDR
11.50	Publicity and communication strategy	PD
12.10	Use of Web and social medias	KCA
12.30	Lunch	
13.15	Examples of good communication	5 min presentation per partner River Trust, UK Province Drenthe, NL Deltares, NL CDR, DK KCA, DK OOWV, D
14.00	Plenary discussion on how to improve the publicity and communication strategy	CDR and KCA
14.30	How to proceed- next meetings	CDR
15.00	Coffee and goodbye	PD