

Minutes from the meeting, 10th of September 2013.

Participants: Silke, Frank, Ilke, Ben, Alistair, Irene and Rolf(Author)

Aim: to prepare the Kick off meeting

Theme	Responsible
Formal matters: Partnership agreement is in the pipeline and will be sent out in advance of the kick off. A new dropbox will be initiated for the use for WaterCAP Taskforce. A list of activities will be send around to the partnership with relavant dates and tasks for the partnership. Please book your calendar	Rolf Rolf All
Aim of the project. The overall aim of the project is to exchance knowledge between partners and their related networks. We all build upon the former InterReg projects we have been involved in but further we also represent an organisation which also includes a network and knowledge. The knowledge and demands have to be interlinked and this is what we will identify and bring together in the WaterCAP Taskforce. As long as we deliver the output stated in the aplication	All
General information about Kick off	
The kick off related excursion is arranged. There will be print out of programme, participants list and a participation note for us all to sign	Ben
WP3: Frank and Silke will send out a template in advance of the kick off for us all to fill in. They are together with Rutger working on a process tool. Further they will revise the agenda including one hour increase in time slot for the WP3 and sent it to Irene and Rolf.	All Silke and Frank
WP4: The revision of the agenda has initiated a reschedule in the agenda for the kick off concerning WP4 and therefore Irene adjust this part as well	Irene
WP2, Communication	
Drenthe has made a communication plan: Please read it carefully and answer the mail from Ben and fill in the template made concerning communication Deadline 20 th of September As internal communication we will use the jabber solution for meetings between the partnership. Please be ready for the next meeting on the 22 nd of October, 13.30	All
Ensure integration to LNS:	

<p>Finding the synergies between the LNS and the WaterCAP is an important task. We will use the kick off to identify cross-overs. We can also bring in expertise from the LNS. The LNS beneficiaries would like to contribute and be present on meetings.</p>	
<p>Other matters Links to the two most important outputs from WaterCAP will be send out LNS products will also be distributed A proposal for the next meeting in Oldenburg in the beginning of December will be send out</p>	<p>Rolf Alistair Silke</p>