



BALTACTHAZ PROJECT KICK-OFF MEETING

Day 1, 4th February 2009

Place: Hotel Bruninieks

Address: Bruninieku street 6, Riga, Latvia

Participants: all project partners

Chairperson: Heidrun Fammler, BEF, Project supervisor

08:30	Registration of the participants
09:00	Opening and introduction <i>Heidrun Fammler, BEF, Project supervisor</i>
09:30	Introduction of project partners Please present your organisation according your role and following questions (3 min each): <ul style="list-style-type: none">• Industrial enterprises (Hanza Tarkon, Estko, Eskaro, Tenax, Rebir, Vienybe, Aurida, Vilniaus Vadenys)<ul style="list-style-type: none">○ Organisation name○ Which products are you producing?○ What are your main production processes where you are using chemicals?○ What are biggest problems with hazardous substances you face?• State authorities (Latvian State Environmental service, Lithuanian Environmental agency, Vilnius/Klaipeda/Siauliai Regional Environmental protection department)<ul style="list-style-type: none">○ Organisation name and actions○ How your work is related with hazardous substances?○ What are biggest problems with hazardous substances you face?• Laboratories (Estonian Environmental Research Centre, Latvian Institute for Aquatic Environment,)<ul style="list-style-type: none">○ Organisation name and actions○ Are you accredited or use accredited methods?○ Do you perform analysis only as obligation according regulation (monitoring, control) or also commercially?○ What do you see biggest problems with hazardous substances?• Consultants and others (Hendrikson&Co, BEFs)<ul style="list-style-type: none">○ Organisation name and actions○ How your work is related with hazardous substances?○ What do you see biggest problems with hazardous substances?

10:30	<i>Coffee and snacks</i>
11:00	Introduction of the BaltActHaz project <i>Kitty Kislenko, BEF-Estonia, Project manager</i>
11:20	Introduction of project actions Action 1: BEF-EE Action 2, 3, 4: BEF-LT Action 5, 6: Hendrikson & Co
13:00	<i>Lunch break</i>
14:00	Action 7, 8: BEF-LV Action 9, 10: BEF-LV and BEF-EE Action 11, 12, 13: BEF-EE Discussion
15:30	<i>Coffee and snacks</i>
16:00	Project administration: contracts, reporting, finances Budget <i>Heidrun Fammler, BEF, Project supervisor</i> Contracts and reporting <i>Kai Klein, BEF-Estonia</i> External Monitoring Team <i>Ina Duce, EC external monitoring expert</i> Discussion
17:30	Closing of the day
19:00	Dinner



Day 2, 5th February 2009

Place: Hotel Bruninieks

Address: Bruninieku street 6, Riga, Latvia

Participants: all project partners

Chairperson: Heidrun Fammler, BEF, Project supervisor

09:00	Project management coaching <i>Heidrun Fammler, BEF, Project supervisor</i>
10:30	<i>Coffee and snacks</i>
11:00	Detailed planning of next steps – setting of agreements <ul style="list-style-type: none"> • Project detailed schedule for the 1st half of year 2009 • Advisory board selection • Time for next events
12:20	Conclusions and Evaluation
12:30	<i>End of the meeting</i>

Day 2, 5th February 2009

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13:30- 15.30	<p>Content discussions on actions</p> <p>Meeting: planning on substance screening Participants: action leader BEF-LT, national laboratories: Estonian Environmental Research Centre, Latvian Institute for Aquatic Environment, Lithuanian Environmental protection Agency</p> <p>Meeting: planning on permitting actions Participants: action leader Hendrikson&Ko, permitting authorities: Latvian State Environmental service, Vilnius/Klaipeda/Siauliai Regional Environmental protection department</p> <p>Meeting: visibility and dissemination actions Participants: action leader BEF-EE, BEF-LV</p>
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