



1st Follow-up Project Meeting

REC-POLYOLEFIN

LIFE10 ENV/ES/000460



Place:	Lurederra (Spain)	Date:	11 th of April of 2012	Nº Minutes	1
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Participants:	Company / Charge:
Irune Osés	Astrale-Idom / Monitoring Expert
Luís Martínez de Morentín	L'Urederra / Responsible R&D
Beatriz Arbizu	L'Urederra / Researcher
Javier Musgo	L'Urederra / Researcher
Marta Mayora	L'Urederra / Researcher
Laureano Martínez	SMSA / Manager Director
Alex Branderhorst	PHB/ SHEQ Manager
Gijs Schouten	MOS/ Manager Director

SCHEDULED AGENDA

- 10:00 Welcome and presentations
- 10:30 Action 2: Specifications products and equipments.
- 11:00 Action 3: Pre-treatment post-consumer polyolefin mixtures
- 11:30 Coffee
- 12:00 Action 1: Project Management / Action 8: Monitoring / Action 10: Dissemination
- 12:30 Planning activities for the 6 months following
- 13:00 Financial Issues
- 13:30 Scheduling of next meeting
- 13:45 Close the meeting



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TOPICS COVERED DURING THE FIRST FOLLOW-UP MEETING

Welcome and presentations

First, Ms Beatriz Arbizu began the meeting with a brief introduction the project's objective and the general actions to carry out during the execution global the project.

Action 2: Specifications products and equipments.

Ms Beatriz Arbizu and Mr Javier Musgo described the actions taken during the action 2. Action 2 lasted four months from September to December 2011 and the leader of the responsible beneficiary is Lurederra.

First, an introduction to the action was done in order to remind the partners the main activities and objectives of the project. Then, the results obtained during these months of action 2 were described.

The activities included:

- Identify waste materials of different collection and waste management centers.
- Definition of the requirements that the polyolefins to be treated must satisfy at the recycling plant and separation process.
- Tests performed to characterize polyolefins mixtures.

As a result, three deliverables are developed. These deliverables included the whole information generated during the tasks development.

Afterwards, Mr. Alex Branderhorst introduced the company PHB and Mr. Gijs Schouten, director of the company Machinefabriek Otto Schouten, introduced his company.

Also, Mr. Alex Branderhorst introduced a study of waste plastic waste in the region of his company.

Action 3: Pre-treatment post-consumer polyolefin mixtures

Action 3 lasted nine months from January to September 2012 and the leader of the responsible beneficiary is SMSA.



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Ms Beatriz explained that during the Action 3 it had elaborated a study of the different types of pre-treatments for the post-consumer polyolefin mixtures.

The following activities are:

- Testing with different types of pretreatments (August)
- Characterization of polyolefin mixtures (September)

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Action 1: Project Management / Action 8: Monitoring / Action 10: Dissemination

In relation of the action 1 and 8 These action lasts 36 months and its main objectives is the correct management and monitoring of the project and consortium. Three deliverables have been carried out in the Action 1:

- Deliverable 1.1. Project Presentation.
- Deliverable 1.2. Consortium agreement. Status of deliverable: send a copy of the agreement the Commission with the Inception Report.
- Deliverable 1.3. Project Website. This activity is the action of dissemination that has carried out during these months.

Ms. Beatriz Arbizu explained how would be carried out the reporting of the project progress both external and internal. First, it was explained that 3 official reports are required. Inception report is required on month 9. Secondly, it was mentioned that an internal progress will be also carried out. For this purpose, to type of templates were distributed to the partners. On the one hand, a two month technical progress report will be developed by each partner. The template to be used will be sent by the coordinator. On the other hand, a technical and administrative progress report will be developed by each partner every six months. As happened with the technical follow-up template, the coordinator will send to every partner a template of the report. The partners will send to Lurederra the technical and administrative follow-up template full-filled on the first of may of 2012.

Planning activities for the 6 months following

Ms Beatriz described the planning activities to carry out during the six months following and deliverables that will occur during this period in each action.

Action 1 - Project Management

In Month 9 (May 2012), the coordinator will send Inception Report to the Commission Europe and Astrale.



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Action 3 - Pre-treatment post-consumer polyolefin mixtures

The activities followings will be:

- Testing with different types of pretreatments (August 2012)
- Characterization of polyolefin mixtures (September)

The deliverables that will occur is Report of pre-treatments.

Action 4: Design prototype heat treatment

The task to carry out is design prototype taking into account all previous tests.

Action 8: Monitoring

It will be monitoring of project objectives and indicators.

Action 10: Dissemination

It was briefly described since more detailed activities of dissemination of these 6 months followings: poster, flyers, dissemination using other media, event 20th Anniversary LIFE

Scheduling of next meeting

It was suggested to decide when to carry out the second follow up meeting. It was decided to carry it out, possibly the first week of October of 2012.

Financial Issues

Ms Irune Oses and Ms Beatriz Arbizu reviewed the financial issues.

Finally, visit to the facilities, where is the Rotational Drum. This is the equipment where it is testing.

Close the meeting

AGREEMENTS AND ACTIONS TO DEVELOP			
Nº	Agreement/ Action of improvement	Responsible	Date
1	Work each partner on the Project assigned tasks	All the partners	October 2012



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2	Send fulfilled technical and administrative follow-up template months.	All the partners	1 st May 2012
3	Send fulfilled technical follow-up template each two months	All the partners	July 2012
4	Send fulfilled timesheet model following six months	All the partners	October 2012

FOLLOW-UP

Nº 1)

All the partners: Every partner will work with the execution of the activities assigned.

Nº 2 and 3)

All the partners: Send technical and techno-economic follow-up templates. Each partner will keep informed the coordinator with these templates every two and six months respectively. The partners will send to Lurederra the technical and administrative follow-up template full-filled on the first of may of 2012.

Nº4)

All the partners: Send fulfilled timesheet model of all partners the first six months.