



EUROPEAN COMMISSION

Executive Agency for Small and Medium-sized Enterprises

Department B - LIFE and H2020 Energy, Environment & Resources

Unit B3 - LIFE and CIP Eco-Innovation

Head of Unit

Brussels, 31.07.2018

EASME.B.3

Subject: Kick-Off Meeting of LIFE17 projects

Dear Beneficiary,

You are invited, by the European Commission, Executive Agency for Small and Medium-sized Enterprises (EASME), to participate in a Kick-Off Meeting for CCA, CCM and GIC LIFE17 projects on 2 and 3 October 2018 in Brussels. The meeting will take place at the Crowne Plaza Brussels - Le Palace, Rue Gineste 3, 1210 Brussels, (<https://www.ihg.com/crowneplaza/hotels/us/en/brussels/brube/hoteldetail>).

The aim of the meeting is to provide you with an overview of the relevant policy topics, the LIFE Programme rules, your interaction with EASME and the role of the external monitoring team in project implementation. Financial and technical issues, as well as project reporting, dissemination and communication matters, will be discussed.

This Kick-Off Meeting is also to be used as a networking platform among the participating projects sharing common priority areas. Therefore, I kindly request you to prepare a short overview of maximum five PowerPoint slides (template attached) presenting the background, objectives, impacts and policy implications of your project. These slides will be used by you to introduce your project to the other meeting participants.

Given the need to ensure a good knowledge of both technical aspects and rules and procedures of LIFE, I strongly recommend that your project be represented at the Kick-Off Meeting by the people responsible for the project's technical and financial management. They should also get prepared to actively contribute to the policy and project replicability / sustainability discussions.

To maximise the added value of the meeting, it is strongly recommended that project representatives attend the whole programme, which includes the entire first day (10:30 to 19:00) and half of the second day (09:00 to 13:15).

The detailed Kick-Off Meeting agenda will be sent to you in the coming weeks.

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<http://ec.europa.eu/easme/> Angelo.Salsi@ec.europa.eu]

Please note that all discussions and presentations will be held in English.

The costs of attending the meeting (travel, personnel) for a maximum of two people will be considered as eligible project expenditure if the starting date of your project, as stated in Article I.2.2 of your Grant Agreement, is set before the date of the Kick-Off Meeting. Please note that due to logistical constraints no more than two persons will be allowed to participate per project. Registration should be done via the following link **only**:

https://ec.europa.eu/eusurvey/runner/Registration_LIFE17_KO-Meetings

Please clearly indicate, for each individual participant, the project number and acronym in each case. This registration link will remain open till **14 September** 2018, after which, **no further registrations will be possible**.

Please note that in addition to your online registration to the Kick-Off Meeting, you should also make sure to send (by **24 August** 2018) the 5-slide presentation of your project to Ms Barbara Emmerich (barbara.emmerich@neemo.eu) from the external monitoring team. Ms Emmerich is also at your disposal if you have any practical question regarding your participation.

Yours sincerely,



Angelo Salsi