

Event	EU project “RISKCYCLE” (226552) Consortium meeting Sala de Conferencias Consejo Superior de Investigaciones Científicas (CSIC)
Location	Jordi Girona 18-26, Barcelona, Spain



MINUTES

Minutes Day 1

1. The Coordinator introduced the topic and time schedule for the current Consortium meeting to all partners.

2. The **workshop in Shenyang** was summed up and it was concluded that the structure should be kept. On day1 a general overview about the local issues should be included, from which everybody can learn a lot for the project. This will then be followed on the second day by project related presentations. The following structure for the third workshop in Rio de Janeiro was agreed on

Proposed **schedule for the 3rd workshop in Rio de Janeiro:**

- 1st day international speakers
- 2nd day Riskcycle related topics
- 3rd and 4th day work group sessions
(workshop summary, upcoming activities, work group sessions,...)
- 5th field trip

3. IRFMN suggested to hold phone conferences or **SKYPE** meetings to discuss urgent issues within the Work packages. These meeting will be organized by the single work package leaders if necessary.

4. Partner TUD informed about the necessary data for the **financial and technical reports** and will send around all templates (financial guide, report guide, time sheet template, GA Annexes including Form C, exemplary management report from CSIC).

The following deadlines were fixed:

- Technical report to TUD until **15th March 2011** (one report for each work package)
- Financial reports to TUD until **31st March 2011** (one Management report from each partner + financial report (timesheets + resource explanation))

5. **Technical report:** Each WP leader organizes the completion of each report. Options could be either that the work package (WP) leaders write a report draft to all WP members in advance and wait for additions or each WP member writes a report which will be summed up by the work package leaders. The chosen approach has to be decided by each WP leader.

The report guidelines dictate the following **content:**

1. Publishable summary
2. Project objectives for the period
3. Work progress and achievements during the period
4. Deliverables and milestones tables
5. Project Management
6. Explanation of the use of the resources
7. Financial statements -- Forms C and Summary financial report (signed originals sent in parallel by post)
8. Certificates (signed originals sent in parallel by post)

6. Partners CSIC, IRFMN, UPC, IVL and DTU presented the current status of the work packages 3-7.

7. During the presentation of Partner IRFMN, partner TUD stated to stick closer to products responsibility and which effects do they have.

8. Partner UPC presented the current status of **Volume I of the RISKCYCLE book**. It was suggested that the topic “environmental occurrence of chemicals from products” could also be included in volume II of the RISKCYCLE book. Partner IVL suggested to have a chapter about “sustainability threshold, acceptable risk level or critical load target of chemicals”. Partner TUD will contact a colleague from japan (working on sustainability), but needs to know the recommended content for the chapter.

9. Partner CSIC suggested to publish a 1 year or 18 month report (written by all partners as publishers) in the “journal of environmental management”. (Partner CSIC will provide an example from the project AquaTerra, which will be forwarded via e-mail). It was suggested that maybe the contents from the technical reports might be used as basis, to show the results of the project achieved until that date.

10. Partner IRFMN presented current information about the RISKCYCLE related session during the 21st annual meeting of SETAC Europe. The session (RA14 - WASTE FLUXES AROUND THE WORLD) is scheduled on Monday 16th May 2011 during the afternoon sessions. Each speaker will have 20 minutes time for the presentation. The programme can be found on the following link: http://milano.setac.eu/embed/Milan/AM11_Milan_scient_progr.pdf

11. Partner TUD suggested to use the SETAC meeting to contact already possible speakers for the final conference in Dresden in May 2012.

12. **MB meeting in Brussels** (7./8. march 2011): The draft slides for the single WP presentations should be ready **until 25th February 2011** and send to the coordinator. On Monday (7th march 2011) they will be discussed again. The suggested schedule for the 2hours on Tuesday contains:

A 15 minutes presentation by each of the work package leaders
(6x 10min presentation + 5min discussion)

A 15 minutes presentation about RISKCYCLE disseminations, book Volume I,...

A handout will be printed for the project officer Mr. Deschamps by partner TUD.

13. Outcomes of the **case study discussions**: partner UPC provided a table with an overview of the different case studies. Everybody agreed to start with case study 8 – “problems in paper recycling in Vietnam”.

Work package 6 members decided to focus on the following case studies: DTU: paper ; CML: plastics; IVL: WEEE.

Partner ILV suggested to run an LCA case study with “guesstimated values” to calculate it until the end and show how to do it, even if it uses guesstimated numbers.

Partner IRFMN suggested that every group should work in one common direction: a case study which can be joined by all together and every partner can add specific analyses.

Minutes Day2

14. For the **management board meeting in Brussels** the following tasks were proposed:

- Determination of the titles for the upcoming meetings and conferences
- Conference structure: general sessions in the morning followed by parallel sessions in the afternoon
- Possible speakers: GHS, REACH board members
Prof. Pham Hung Viet (HUS Hanoi)
one topic for each work package
a session on technologies to minimize waste
- It should be discussed whether an open call will be published for the final conference in Dresden (May 2012) and within which journals (Waste Management; Science of total environment) the call will be published.
- Discussion about the presentations day 2 with the project officer Mr. Deschamps

15. Additional **meetings/conferences to advertise the project RISKCYCLE** were suggested:

- * Conference on pesticides at the end of august in Piacenza (organizer: **UCSC**)
- * International dioxide conference in Brussels (summer 2011) – partner **CSIC** will take part (poster session)

16. The **leaflet for the final conference**: a first draft will be discussed in Brussels (conference announcement + advertising RISKCYCLE book Volume1)

17. The **address for the MB meeting in Brussels** (7th and 8th March 2011):

Rue du Trône 62; 1050 Brussels (7th floor; CSIC delegation)

Hotel recommendation: Partners TUD and UPC will stay in **Thon Residence Parnasse** (Rue d'Idalie 8; Brussels). Each partner should try to book the same Residence or a another one nearby.

18. Partner IRFMN suggested to connect to a group working on a database connected to the project called "pubchem". Partner URV will contact them.

19. Workgroup 5 decided to hold a work session learning how to use "UseTox" and "2Fun" at the end of March 2011. The final date will be send to everybody in advance.

20. The Instructions about how to use the internal **RISKCYCLE data exchange** will be sent around again by partner TUD. The usage should be increased!

21. All partners will have to send a list of **disseminations** they published within the work of RISKCYCLE (presentations, papers, ...) to partner UPC (R.M. Darbra) **until 21st February 2011**. All disseminations will have to be saved within the data library as a .pdf file (for example a scan from the disseminated articles in journals or proceedings)

22. Partner TUD will send again a reminder to sign the Consortium agreement.

23. Partner TUD will send around the draft for the time schedule for the MB meeting Brussels.

List of participants

No.	Parter ID	Participants name
1	TUD	Bernd Bilitewski
2		Veit Grundmann
3	CSIC	Damià Barceló
4		Antoni Ginebreda
5		Daniel Guillén
6	IRFMN	Emilio Benfenati
7	UPC	Rosa-Maria Darbra
8		Joaquim Casal
9		Alba Agueda
10	IVL	Thomas Rydberg
11		Jenny Westerdahl
12	URV	Marti Nadal
13		Joaquim Rovira
14	UCSC	Nicoleta Suci
15	DTU	Henrik Fred Larsen
16	HAW	Prof. Dr. Susanne Heise