Project Kick-off Meeting

"Urban rainwater harvesting from niche to mainstream: challenges and opportunities for planning"

Date & Time: 6-7 March, 2014
Location: Seminar Room 4055 and 5084, Division of Urban and Regional planning, KTH, Stockholm

Research Team
- Lina Suleiman and Bo Olofsson (KTH)
- Esteban Castro (School of Geography, Politics and Sociology-Newcastle University)
- David Sauri (Geography, Universitat Autònoma de Barcelona- UAB) and
- Timothy Moss (Research Department Institutional Change and Regional Public Goods- Leibniz Institute for Regional Development and Structural Planning, IRS- Erkner).

Invitees:
- Hans Westland (URS, KTH), the head of our department
- Jan-Erik Gustafsson (LWR, KTH)
- Per-Erik Jansson (LWR, KTH)
- Imran Ali (LWR, KTH)
- Robert Earon (LWR,KTH)

Agenda:

First day: March 6, 2014

Please serve yourself tea, coffee and cookies	10:00-12:00	Introductory meeting at Drottning Kristinas väg 30, Plan 1, 4055 for coffee at 10:00 Orientation tour in the KTH-campus with David, Esteban, Bo, and Lina	Hans Westlund, Head of the Department may join in the first 20 minutes
	12:00-13:00	Lunch at Syster O Bror, Drottning Kristinas väg 24, KTH campus (http://www.systerobror.se/)	Hopefully, Tim will be able to join us at 12:00
	13:00-14:00	Welcoming words, purpose of the meeting and a round of self-introduction (15 min.)	Lina Suleiman and Bo Olofsson
	14:00-14:30	Circulate the agenda. Go through the agenda and give a brief introduction to each item in the agenda.	Lina Suleiman
	14:30-15:00	Introducing the project and put things in the research context	Lina Suleiman
	15:00-17:00	Presentation of project- relevant past experience by the research team in the context of the case studies or urban context in general	Bo Olofsson , Timothy Moss David Sauri, and Esteban Castro
17:00-19:00		Walking tour in the old city " Gamla Stan" and presentation by Bo Olofsson: " Environmental and Water History in the old city"	
19:00-		Dinner at Italian Restaurant in Gamla Stan " Ristorante Da Peppe (http://www.dapeppedue.se/) Tel: 08-103 100, Storkyrkobrinken 16 - Gamla Stan	

Second day: 7th of March , starting from 08:30		
08:30	**Build up a project platform for a common understanding** • Present the 3- year project plan as being described in the research program • How to manage the economy of the project • Discuss on how to make the plan complete & • Review the research themes (Do we need to develop any)	Project team Lina Project team
	Discuss research methodological framework • Define (and maybe develop) the project research tasks • Methods to be used for completing the tasks, contextual adaptation and comparison of case studies • How methods will be designed (who & when delivered and when applied)	Project team
	Discuss the project plan for scientific deliverables • Type of publications • Joint writing and authorship issues • Timing of expected publication	Project team
12:00-13:00, Lunch at Restaurant Q, Osquldas väg 4		
	First-year Plan • Decide on the planned research activities for the first year • Recap and emphasis roles and responsibilities of reach partners (teams) accordingly • Putting the research activities in an operational framework attached to time schedules and dates of completion	
	Communication platform, plan and channels (among the team) • Project updates • Task and activity planning sessions • Administration and practical issues updates	
	Communication platform and plan (to users, scientific community, main actors, and the public), website	
	Decisions made by the team	
	Reporting of action items for following up	
	Decide on the time of coming research meeting	
	Other issues (that are coming through the team discussions	
17:00	**Workshop closure**	

Veronica will scribe the session and capture important project-specific information that requires further review or discussion or follow up. The notes will be compiled into meeting minutes to be distributed to all the attendees and retained in the project repository.