**Agenda iSQAPER review meeting**

**Madrid, 8 February 2017**

**(Draft)**

|  |  |  |
| --- | --- | --- |
| **Topic** | **Responsible** | **Time** |
| Arrival, registration and welcome  | REA Project Officer (PO) and Assistant | 9.00  |
| Tour de table introductions | PO, Monitors, Participants | 9.30 – 9.45 |
| Project overview: * Overall approach
* Activities reporting period
 | Coordinator (COO)  | 09.45 – 10.00 |
| Progress report WP1 (Project management) | COO | 10.00 – 10.15 |
| Progress report WP2 | Scientist-in-charge | 10.15 – 10.35 |
| Progress report WP3 | Scientist-in-charge | 10.35 – 10.55 |
| Coffee Break | 10.55 – 11.25 |
| Progress report WP4 | Scientist-in-charge | 11.25 – 11.45 |
| Progress report WP5 | Scientist-in-charge | 11.45 – 12.05 |
| Progress report WP6 | Scientist-in-charge | 12.05 – 12.25 |
| Progress report WP8 | Scientist-in-charge | 12.25 – 12.45 |
| Lunch Break | 12:45 – 13.45 |
| Progress report WP9 | Scientist-in-charge | 13.45 – 14.05 |
| Project highlights | COO | 14.05 – 14.15 |
| Closed discussion of PO and Monitors (optional) | PO and Monitors | 14.15 – 14.30 |
| Feedback and open discussion | PO and Monitors | 14.30 – 15.30 |
| Coffee Break | 15.30 – 16.00 |
| Site visit (optional) | All participants | 16:00 – 17:30 |
| End of Meeting | 17.30 |
| Joint dinner (optional) | All participants | 20:00 |