



EUROPEAN COMMISSION  
RESEARCH DIRECTORATE-GENERAL

Directorate B - European Research Area: research programmes and capacity  
**Regions of Knowledge and research potential**

Brussels, 07 December 2007  
DG RTD-B.4/IB D(2007) (draft-ag2.doc)

1<sup>st</sup> official meeting (FC 08/1) of the  
**FOOD-CLUSTER**  
11-12 February 2008  
CDMA and SDME - Brussels

Agenda

**Day 1 - Monday 11 February**

Note: underlined reference numbers refer to final supporting information page

Plenary session – CDMA (Room SDR1)

- 10.00 Welcome: overall objectives, meeting structure and arrangements)  
08/1-1
- 10.10 Introduction of new FP7 projects:  
A short 5 min. presentation by the coordinator of each project showing (i)  
project objectives and (ii) the consortium .  
(*RAF-REGIONS;FEED-TO-FOOD;CHROMLAB-ANTIOXIDANT; EU-BALKAN  
VEGETABLES; SAFETechnoPACK;BALTFoodQUAL*)
- 10.45 Objectives of a cluster and purpose of the first meeting (XG) 08/1-2
- 11.15 The practical aspects of organising a cluster – a successful  
example, FINE. (LR) 08/1-3
- 11.45 The purpose of project start-up meetings
- Commission guidance (IB) (paper provided) 08/1-4
  - The SWOT requirement as an initial project activity (XG) 08/1-5

Individual sessions – SDME

- 12.15 Adjourn to initiate individual start-up meetings in SDME (room  
locations by project have been e-mailed)

**Lunch** (self-service restaurant available in SDME)

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Office: SDME 6/75. Telephone: direct line (32-2) 295 66 77. Fax: (32-2) 295 29 77.

E-mail: Irmela.Brach@ec.europa.eu

14.00 Start-up meetings of new FP7 projects to run concurrently in designated SDME rooms 08/1-6

Plenary session - CDMA

16.00 Report back by project coordinators on outcomes of start-up meetings – 10 min presentation of key points/comments

17.10 Comments and Conclusions from Day 1

17.30 Close of Meeting

19.30 Possible Evening Social event (to be arranged *without EC financial implication*) 08/1-7

<b>Day 2 - Tuesday 12 February</b>
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The SWOT/SOR Activity - CDMA

09.00 Introduction - the theoretical basis of the SWOT and SOR (XG) 08/1-8

09.45 FINE - a practical example of a food sector SWOT/SOR (LR) 08/1-9

10.30 SWOT/SOR Training Session (XV – moderator) 08/1-10

**Lunch**

14.00 SWOT/SOR Training Session continued (XV – moderator)

15.30 Cluster coordination, outcomes, impacts and policy development (KH) 08/1-11

16.00 Conclusions, summary and future actions  
For example:

- Key points from Day 2
- Principal messages from the overall 2-day meeting 08/1-12
- Working arrangements (methodologies, communication, benchmarks and outputs, visits.)
- Inputs required for meeting 15-16 September 2008 (e.g. SOR preparation)

16.30 Close of meeting

(XG, Xavier Gellynck; KAH, Keith Harrap; LR, Linze Rijswijk; IB, Irmela Brach)

## SUPPORTING INFORMATION

### Agenda item

- 08/1-1                    Meeting structure and arrangements
- Arrangement of meeting between the two buildings and the security requirements and badges for entry; other admin matters
  - Two activities involved: (i) the Cluster and its role and development, (ii) the start up of the individual new FP7 projects;
  - Involvement of FINE partners and their possible contribution of advice for the new Cluster;
  - Lunch most easily taken in SDME during, or at start of, project start-up sessions;
  - Cluster coordinators will circulate between start-up project meetings;
  - Project coordinators to report back to afternoon plenary session on start-up meetings – a 10 min presentation;
- 08/1-2                    Objectives of a cluster
- (information to follow)*
- 08/1-3                    The practical aspects of organising a cluster
- See E-mail provided by Linze Rijswijk on 4.12.07:  
Re:FOOD CLUSTER pre-information meeting  
Attachment: FINE\_CooperationFP7\_29Nov.ppt*
- 08/1-4                    Commission guidance
- The benefits of a kick-off meeting – Paper e-mailed by  
Irmela Brach 29/01/08*
- 08/1-5                    The need for a SWOT as an initial project activity
- (information to follow)*
- 08/1-6                    Designated SDME rooms
- Information e-mailed by Anne-Francoise Meyers 28/01/08:  
RAF-REGIONS -Room 1F  
FINE – Room 2F  
FEED-TO-FOOD – Room 4M  
CHROMLAB-ANTIOXIDANT – Room 6L  
EU-BALKAN VEGETABLES – Room 8M  
SAFETechnoPACK –Room 9M  
BALTFoodQUAL – also Room 9M  
Coordinators – Room 1E*

- 08/1-7                    Possible Evening Social Event
- Please indicate whether you wish to participate in a Cluster group evening restaurant meal by e-mail response **Yes** or **No** to [keithharrap@gmail.com](mailto:keithharrap@gmail.com)  
Note: the cost of the meal per person is at your own expense and payable at the time.*
- 08/1-8                    The theoretical basis of the SWOT
- (information to follow)*
- 08/1-9                    FINE - a practical example of a food sector SWOT
- See E-mail provided by Linze Rijswijk on 4.12.07:  
SWOT FINE  
Attachment: D2.1 AND D2.2 SWOT\_Food\_RTD\_POLICY\_FINAL.zip*
- 08/1-10                  SWOT Training Session
- (information to follow)*
- 08/1-11                  Cluster coordination, outcomes, impacts and policy
- Paper to be provided*
- 08/1-12                  Principal messages from the meeting
- Summary to be provided after the meeting*