

## Management committee and working groups meetings for NEOH

Thursday, 29<sup>th</sup> January and Friday, 30<sup>th</sup> January 2015

Royal Veterinary College

Hawkshead Campus

Hawkshead Lane

North Mymms

Hatfield AL9 7TA

United Kingdom

<http://www.rvc.ac.uk/>

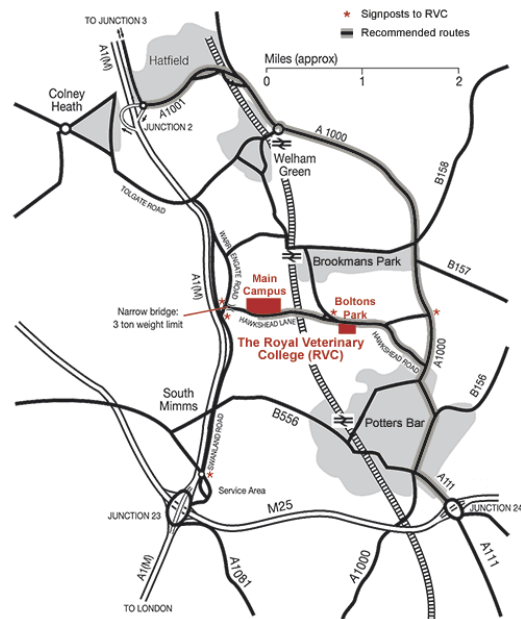
Telephone reception: +44 (0)1707 666333

Individual arrival. Detailed travel directions can be found here:

<http://www.rvc.ac.uk/About/Campuses/HawksheadTravel.cfm>

## Invited participants

All management committee members (or their substitutes) plus two WG members per country will get re-imbursed, other NEOH members can join using their own funds. A list of participants is provided as an attachment to this agenda.



## Overall Meeting Objectives

1. Familiarisation with the NEOH activities, organisation, rules, finances and outputs
2. Agreement on responsibilities for the first grant period
3. Discussion and agreement on NEOH management decisions
4. Establishment of detailed work plans for the four working groups
5. Presentation of information, document and data sharing tools

## Agenda

**Thursday 29<sup>th</sup> January 2015, Conference Suite, Rooms 1-5**

Time	Topic	Organisation / person(s) in charge
Morning	<i>Management committee members arrive</i>	
12.30-13.30	<i>RVC seminar by NEOH member Liza Rosenbaum Nielsen on endemic disease control in the Danish cattle sector – All NEOH members are invited to attend this seminar</i>	
14.00-15.15	Management committee meeting Part 1 (management committee only, separate agenda)	Barbara Häsler, Maurizio Aragrande, Houda Bennani
15.15-15.30	<i>Tea break</i>	
15.30-16.30	Management committee meeting Part 2 (management committee only, separate agenda)	Barbara Häsler, Maurizio Aragrande, Houda Bennani
16.30-16.45	<i>Arrival and welcome of other NEOH participants</i>	
16.45-17.15	Plenary session (management committee and working group members) <ul style="list-style-type: none"> <li>• Welcome and introduction</li> <li>• Background</li> <li>• COST principles</li> <li>• NEOH aim and objectives</li> <li>• NEOH structure and organisation</li> <li>• Website</li> </ul>	Barbara Häsler, Maurizio Aragrande, Houda Bennani, Sue Welburn/Iona Beange
17.15-18.15	Presentations of working groups 1-4 goals and planned activities by WG leaders	Simon Rüegg, Sara Savic, Vladimir Grosbois, Nenad Turk
18.15-19.00	General discussion	All participants
19.00-19.30	Networking event	All participants
19.30-...	<i>Dinner – The Royal Veterinary College, Hawkshead Campus, Hatfield, AL9 7TA (conference suite/refectory) – see Appendix 1 for the menu.</i>	

**Friday 30<sup>th</sup> January, Conference Suite, Rooms 1-5**

<b>Time</b>	<b>Topic</b>	<b>Organisation and person(s) in charge</b>
08.00-08.30	Plenary session: Introduction to Alfresco	Simon Rüegg, Kristina Pelikan
08.30-10.00	Working group discussions (Part 1) in separate rooms <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Review of WG objectives and deliverables</li> <li>• Presentation of (draft) work plan by leaders/co-leaders</li> <li>• Discussion on tasks</li> </ul>	All participants (in their respective working groups)
10.00-10.15	<i>Tea/coffee break</i>	
10.15-11.30	Working group discussions (Part 2) in separate rooms <ul style="list-style-type: none"> <li>• Agreement on roles and responsibilities and tasks for all members</li> <li>• Agreement on work plan</li> <li>• Establishment of a time plan and communication structures</li> </ul>	All participants (in their respective working groups)
11.30-12.30	Plenary session <ul style="list-style-type: none"> <li>• Summary of discussions presented by working group with actions, responsibilities</li> <li>• General discussion</li> </ul>	Working group leaders and co-leaders
12.30-12.45	<i>Tea/coffee break</i>	
12.45-13.15	Project management <ul style="list-style-type: none"> <li>• Administration</li> <li>• Finances and re-imburement</li> <li>• Communication</li> <li>• Reporting</li> </ul>	Barbara Häsler, Maurizio Aragrande, Houda Bennani
13.15-13.30	Any other business	All participants
13.30	<i>Official close</i>	
13.30-14.00	<i>Practical session for WG leaders to get to know Alfresco</i>	<i>All WG leaders/co-leaders, Kristina Pelikan</i>

Appendix 1 – Dinner Menu

Hot Buffet Menu

Char-Grilled Chicken Coated with  
Sun Dried Tomato Sauce

served with a Steamed Rice

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Poached Salmon & Dill Cream with Penne Pasta

topped with Fresh Grated Parmesan

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Roasted Vegetable & Potato & Gratin  
served with Mixed Leaf Salad

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Roasted New Potatoes

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Panache of Vegetables

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Desserts

Apple & Blackberry Crumble

served with Custard