

Integration of Solid waste management Tools Into specific settings of European and Asian Communities (ISTEAC)



Minutes of kick-off meeting

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Location:

Aristotle University of Thessaloniki, School of Engineering, Department of Mechanical Engineering, Building D, 7th floor.

Time:

- **Pre-meeting activities:** Tuesday, February 24th – Friday, February 27th: Partners' arrival at Thessaloniki, preliminary contacts (especially of the Asian Partners, with the Aristotle University). Friday-morning meeting of the Vice Rector for Academic Affairs of Hanoi University of Science, Prof. Bui Duy Cam with his counterpart in the Aristotle University of Thessaloniki, Vice Rector for Academic Affairs and Personnel, Prof. Ekaterini Douka-Kabitoglou.
- **Day 1:** Friday, February 27th, 2004, 9:15–18:15.
- **Day 2:** Saturday, February 28th, 2004, 9:30–14:30.

- **Post-meeting activities:** Saturday, February 28th – Wednesday, March 3rd: Further individual discussions and clarifications of project-related issues with all partners in smaller groups, partners' departure from Thessaloniki.

Attendance:

Prof. Bui Duy Cam	Hanoi University of Science, Vietnam (Vice Rector)
Prof. Nguyen thi Diem Trang	Hanoi University of Science, Vietnam
Prof. Bernd Bilitewski	Technical University of Dresden, Germany
Dr. Angelina O. Galang	Miriam College, The Philippines
Dr. Phares P. Parayno	Miriam College, The Philippines
Assist. Prof. Avraam Karagiannidis	Aristotle University Thessaloniki, Greece
Dipl.-Eng Maria Theodoseli	Aristotle University Thessaloniki, Greece
Dipl.-Eng Yiota Rakimbei	Aristotle University Thessaloniki, Greece
Dipl.-Eng Thomas Tsatsarelis	Aristotle University Thessaloniki, Greece
Cand.-Eng. Sara Pardali (only on 28 th)	Aristotle University Thessaloniki, Greece

1. Attendance and documents

With the exception of the Commission's scientific officer in charge for the project, Mr. Patrick – Joseph Cooney who sent his apologies for not being able to attend due to family reasons, the attendance at the meeting was as planned with at least one representative from each organization participating in the project.

The meeting followed and extensively built on the agenda, which had been determined, circulated and agreed among the project partners in advance to the actual gathering.

The presentations made at the meeting are attached to this document. Reference to the presentation files and their content is made in the meeting notes following.

2. Meeting agenda

Day 1

Date	What		Where	Who
27/02 AM	9:15	Welcome address	Aristotle University Thessaloniki	
	9:30	Beginning of the session		Leaders of the delegations from the participating parties
	9:45	Welcome address and approval of agenda		Avraam Karagiannidis
	9:45	Introduction of the participants <ul style="list-style-type: none"> ✓ <i>who's who</i> ✓ <i>experience from participation in other national and international research</i> ✓ <i>interest in participating in the project and expectations</i> 		Presentation by each participating institution
	11:00	Short presentation of the overall project Project Management Issues		Avraam Karagiannidis
	11:30	Overview of ISTEAC Project <ul style="list-style-type: none"> ✓ Review of workpackages structure and objectives ✓ Schedule ✓ Deliverables 		Maria Theodoseli
	12:00	Coffee break		
	12:15	General discussion on waste management (recycling-composting)		All
	13:00	Project background (Worldwide, Europe, Asia)		All
	14:00	Lunch break		

	15:30	Brainstorming session -Workpackages <ul style="list-style-type: none"> ✓ <i>Methodological approach and organisation of the work</i> ✓ <i>Source of information, data collection and structuring</i> ✓ <i>Data gaps, critical issues and proposals</i> ✓ <i>Deadlines and deliverables format</i> ✓ Website needs and input from the partners 		All
	17:00	Discussion on the findings of the Literature Review and Market Research Preparation of the 1st Quarterly updates	Aristotle University Thessaloniki	All
	18:00	End of session		
	21:00	Dinner	Thessaloniki	

Day 2

28/02 AM	9:30	Establishment of a communication platform between partners Definition of the internal monitoring and evaluation procedures	Aristotle University Thessaloniki	All
	11:00	Identification of the main public and private bodies from each country		All
	12:00	Coffee break		
	12:15	Final agreement on the roles and obligations of each partner Discussion and Signature of the Partnership Agreement		All
	13:30	Discussion and agreement on the dates and objectives of the next ISTEAC meeting		All
	14:00	Lunch break		
	15:30	Any other business		
		End of the meeting		

3. Meeting notes

The ISTEAC kick-off meeting followed and creatively built on the planned schedule, although the extent of the presentations and discussion held resulted in deviations regarding to timing.

These meeting minutes record the main points raised in each part of the meeting. Action points are noted in bold. Reference is made to the presentations made in the meeting.

Friday, February 27th

#1 Welcome, Review and Approval of the Agenda	Assist. Prof. Karagiannidis
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#2 Short introduction of the meeting participants	Assist. Prof. Karagiannidis
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#3 A quick review of each institute, their projects and accomplishments, see attachment files:

ResearchActivitiesLHTEE.ppt	Assist. Prof. Karagiannidis
institut.ppt	Prof. Bilitewski
anh Vietnam.ppt	Prof. Trang
ISTEAC presentation Miriam College.ppt	Dr Galang

Main points:

- Participants from Greece, the Philippines and Vietnam presented issues concerning waste management in their countries. The 1999 Payatas tragedy in the Philippines, where mountains of waste collapsed and killed hundreds of people who lived there, was the fact that prompted the local government to take actions regarding to waste management issues. A considerable waste management problem exists in Vietnam as well. In Greece the main issue is the restoration of uncontrolled landfills, in parallel with the on-going modernization of the solid waste management system. On the other hand Germany is at an advanced level in the field of waste management and their primary target is to reach a 100% recycling rate by 2020.
- Miriam College carries on a study concerning sanitary napkins whose results will be significant for ISTEAC.

#4 Presentation of on-going works for the ecological and aesthetical restoration of the uncontrolled landfill in the Efkarpia community, in Thessaloniki, Greece. See attachment file:

Research Activities LHTEE PENED .ppt

Main points:

- The presentation showed the first restoration of an uncontrolled landfill by the Laboratory of Heat Transfer and Environmental Engineering, AUTH. The problems met, the solutions given and the current status of the landfill were presented and discussed, along with the foreseen course of action.
- A small discussion over the kind of plants, which can be seeded, revealed that currently there is no knowledge, but experiments are necessary to illustrate further actions. The fact that the dump site is old, resulting in reduced biogas emissions, favors the growth of plants.
- In the future plan of the project is the evaluation of the construction of a recreation park, as well as of the effectiveness of the restoration.

#5 Overview of the ISTEAC Project, Workpackages and Deliverables. See attachment file:

Isteac general-new.ppt,	Assist. Prof. Karagiannidis
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Main points:

- The overview of ISTEAC Project pointed out the objectives, main targets, the AUNP priorities and the project activities.
- Regarding to the preparation of an informative leaflet, it was decided that the Hellenic partner will prepare a draft in English and circulate it to the other partners for approval and comments. In Germany, the final leaflet version will be distributed in English, in Greece both in English and Greek, in the Philippines in English and in Vietnam in Vietnamese.
- **The next workshop was decided to take place on September 20-21 at Hanoi, Vietnam.** In the following period, September 22 - October 1, 2004, teaching sessions will be held for students of the Hanoi University of Science, conducted by the participants of the project.
- Furthermore some general information about the reports and the timetable were given, emphasizing the obligations of each organization participating in the project, such as keeping track of work hours and documents.
- **At 13:10 the partnership agreement was signed.**
- The discussion on workpackages and deliverables raised a number of questions. Regarding to the study on sanitary napkins the Miriam College will experiment on the composition of the waste and the quality of the compost, mainly by conducting chemical analysis of compost.
- Concerning the Study of local cultural and socio-economic features that influence the structure of Solid Waste Management in different settings, qualitative and quantitative characteristics of waste is something already done, though the study of the socio economic structures is something new according to the participants. Therefore any **information about the waste scavenged in the Philippines or Vietnam and any other statistical data should be gathered until the next workshop.**
- In the light of the latter there was the proposal of creating a matrix about the influence of socioeconomic parameters on solid waste management. **This matrix should be composed by the Hellenic team, who will distribute it to the other participants for creative enrichment.** By the Vietnam workshop the matrix should be finalized, so that the social – economic study scheduled after this will be properly organized.
- Another matter is the adaptation of European technology in Asian countries, although according to the opinion of the Asian partners solid waste management in Asia does not necessarily need so much high technology, as sensitization and education of the citizens on proper waste-management, recycling and waste-avoidance behavior.
- Concerning the Philippines workshop and training mission, there was no final agreement, since in May, 2004 that is supposed to take place, there might be a problem regarding to the number of students that will be able to participate; thus, the agreement for the determination of the exact date of this meeting was postponed until the next workshop in Vietnam.

#6 Brainstorming session – Work Packages: Overview of the website, factors determining waste management organization.

See attachment file:

homepage.ppt,
slidescomposting.ppt

Assist. Prof. Karagiannidis
Prof. Bilitewski

- Concerning the project website, it was decided that this will be developed by TUD under the frame title 'WADEF - EU-ASEAN Waste Management Alternatives Development and Exchange Forum TUD, whereby AUTH, the Hanoi University and Miriam College will

include this website as a link in their own homepages. Furthermore it should be updated regularly and the basic aim is to answer every incoming email immediately, whereas the BSCW system will facilitate the exchange of information and the project management, since it is not a one-way tool (one person putting in the documents and the others reading it) but is really meant for interactive work, where everyone can enter his documents, post his comments and changes to the work done by others and monitor the entire workflow (e.g. trace who read when which document).

- It was decided that the project website will soon be open for the public and the participants agreed on its structure.
- In the webpage there should be a short translation of the project idea in English, German, Hellenic, Filipino and Vietnamese. **Every party should provide profile / activities and should send to TUD a list of links by March 15, until further changes.**
- Compost issues were discussed, including compost technology, problems, the ways they were solved and the German experience.
- According to this, the Pay-As-You-Throw incentive has highlighted as very valuable in reducing residual waste in increasing the recycling rate

Saturday, 28th Continuation of discussion round of the previous day

#7 Discussion on the composition of solid waste, composting logistics and paper recycling in Greece.

See attachment file:

Waste composition - ISTEAC.doc,
Waste composition in Gr cities.doc,
2 nd presentation.ppt,
COMPOST.PPT
PAPER.PPT

Assist. Prof. Karagiannidis

Main points:

- According to the tables there is a high percentage of plastic which can be recycled in Hellenic waste. Another issue is recycling of glass, as it is currently uneconomic in Greece.
- An incompatibility of results referring to two different surveys on waste composition of the same area brought to the surface problems regarding to surveys. Sampling is difficult and mistakes may happen, due to the methods used.
- Discussion concerning composting and paper recycling lead to an exchange of experience between the participants on the basis of past projects, which formulated the basis for streamlining the research to be conducted on composting and paper recycling in the frame of ISTEAC. In particular, a model for composting logistics and an economical evaluation scheme for paper recycling were presented and discussed.

#8 Summary of the meeting

Assist. Prof. Karagiannidis

Main points:

- A communication platform has been established. A valuable tool for this will be the BSCW system.
- The communication strategy was discussed.
- The first day of this meeting all the partners submitted their research work on the activities that are required for the previous period in accordance with the timetable.
- **Some of the waste composition findings will be included in the next Quarterly Update.**
- **The 1st draft of the leaflet will be composed by LHTEE and distributed to all partners.**

- By March 15, 2004, all participants should send the requested data for the website.
- The evaluation matrix should be filled in every 6 months.
- Partners should send the timesheets of the staff to the Project Leader every 3 months.
- Hanoi University of Science will have a draft plan on composting schemes for small and rural communities by August 25, 2004.
- The Hanoi workshop will take place on September 20 -21, 2004.

The timetable for reporting was reminded once again, also on the basis of the signed partnership agreement.

#9 End of the meeting

4. Table of Tasks and Responsibilities

2004													
Activity / Months	12	1	2	3	4	5	6	7	8	9	10	11	12
Year 1													
1. Kick off meeting													
2. Literature Review – Market Research													
3. Organic Waste Characterisation													
Report: 1st Quarterly Update													
4. Management Schemes for Sanitary Waste													
Report: 2nd Quarterly Update													
5. Leaflet production and Dissemination													
6. Establishment of the Website													
7. Internal Evaluation of the progress													
8. Composting Schemes for Communities													
9. Workshop/ Teaching mission - Vietnam													
Report: 3rd Quarterly Update													
10. Publications													
11. Website Update													
Interim Report – Action Plan – Payment													



5. Contact List

Name	Name of Organization/ Organization acronym	Ways of contact
Prof. Bernd Bilitewski	TU Dresden, Institute for Waste and Site Management (TUD)	Email: abfall@rcs.urz.tu-dresden.de Tel.: +49 3501 530030
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