

ICHNOS Plus

« 5th Steering Committee »

MINUTES 21 SEPTEMBER 15:30-18:30
2009 evening

Regional
Development
Funds of North
Aegean Region

AGENDA OF THE STEERING COMMITTEE	<p><u>Agenda topics:</u> <u>5th Steering Committee</u></p> <p><i>State of the art of the activities carried out at the second semester in partners' regions.</i></p> <ul style="list-style-type: none"> ○ Lead Partner checking 2nd Semester Outputs-Updating as far as outputs of the 3rd Semester are concerned-Speaking about the ERDF Funding ○ Cesga presenting the process of the Toolkit ○ Czech Republic speaking about the Newsletters (4th already published and 5th which is at stake), and presenting the functioning of the website. ○ Each partner presenting their approach and progress achieved as far as the feasibility study they are preparing, is concerned ○ Partners organizing future activities- formation of a time schedule for deliverables - speaking about the next staff exchange (Sardinia-North Aegean and probably Poland as well) ○ Conclusions –Discussion of the partners ○ Meeting closure
FACILITATOR	Aggelopoulou Silia
MINUTE PREPARED BY	Aggelopoulou Silia
ATTENDEES	
<i>NAMES</i>	<i>ORGANISATIONS</i>
Abis Annalisa	Sardinia Region
Maria Rosaria Madau	Ancitel Sardegna
Falco Pier Paolo	Ancitel Sardegna
Massimo Cossu	Ancitel Sardegna
Massimo Puggioni	Ancitel Sardegna
Andreina Farris	Minister of Sardinia Region
Nieto Diego	Cesga
Jachim Vaclav	Vysocina Region
Jaroslav Krotky	Vysocina Region
Pekarek Ales	Epma
Zalisova Irina	Epma

Illing Sven	Tartu Science Park
Taivo Tali	Tartu Science Park
Kulli Purret	Tartu Science Park
Wojciech Zamorski.	Ruda Slaska Business Incubator
Krzysztof Gadowski.	City of R.uda Slaska-Polish parliament
Grzegorz Tobiszowski	City of R.uda Slaska-Polish parliament
Martyna Jastrzebska	Ruda Slaska Business Incubator
Karas Aleksandra	Ruda Slaska Business Incubator
Krzysztof Zok.	City of R.uda Slaska-local authority
Pikon Pawel	Ruda Slaska Business Incubator
Protoulis Dimitris	North Aegean Region
Vougioukas Stratos	North Aegean Region
Aggelopoulou Silia	North Aegean Region
Drakoula Dimitra	North Aegean Region

TOPICS

15:30-18:30

Presentation and checking of the activities carried out at the 2nd semester. Activities planned for the 3rd semester.

DISCUSSION
<p>Mrs Maria Rosaria took up to coordinate that part of the meeting. She started by showing an excel file with the 2nd semester reported by the partners, outputs. She made some clarifications on some points misunderstood when reporting activities at the 2nd Progress Report and altogether the partners made corrections as far as their 2nd semester implemented actions are concerned. Partners made an informal time schedule with the future activities and the deliverables supposed to be implemented in the frames of the 3rd semester.</p> <p>She noted that it is very urgent to have the 2nd certification of the expenses reported to the 1st level control, as she must send it to the JTS as soon as possible in order to speed up the ERDF funding procedure.</p> <p>The first subject that was discussed had to do with the toolkit. Mr Diego Nieto presented and disseminated among the attendees, the printed version of the toolkit in English. The partners agreed that each one of them would decide whether to have the toolkit translated to their own language and printed or not.</p> <p>The next subject at stake, had to do with the feasibility study. Partners agreed to exchange the drafts of the feasibility study they have already prepared, in order to compose a more or less similar format and to adjust at that specific structure, the differences that each regional case presents. The Spanish and Sardinian partners will start, by sending the draft of their feasibility study to the Greek partners.</p> <p>The 3rd staff exchange was agreed to take place in the end of November at Sardinia. Representatives of the Greek and Polish partners, will visit Sardinia Region to implement that staff exchange. There was also discussed the possibility of other partners' representatives to participate in that staff exchange, if their budget can afford such an activity. The Greek and the Polish partners must prepare</p>

a list with what they expect to see and the subjects on which they would like to focus, at their visit to the Sardinia Region and send it to Maria Rosaria, till the end of October 2009, in order to enable her prepare the way the staff exchange will be organised.

The agenda of the '5th Steering Committee' in Lesvos island, included a section where Mr Vaclav Jachim was supposed to give detailed instructions on the way partners must handle the project's website and especially the version of their own languages. Mr Vaclav proposed instead and it was finally agreed as well, that his colleague Mr Marek Cop should gather from the partners all the material they wish to upload and he will be in charge from then on, to publish everything at the project's website. The only obligation of the partners as far as this activity is concerned, is to send to Mr Marek Cop the material they prepare and gather and to update Mr Vaclav that they have done so. All press releases published at partner's local press, is useful to be sent to Mr Marek Cop and upload it to the project's website.

Mr Diego Nieto underlined that it is a priority for him to upload all the interesting stuff concerning the project's progress at the local website of his Region and afterwards at the Ichnos-Plus project website.

Mr Vaclav Jachim defined as a deadline for the preparation of the 5th Newsletter the end of October 2009. Till then the Greek partner must compose an article concerning the '2nd Dissemination Conference'. It was agreed by all partners that the articles that will be prepared by them for the preparation of that newsletter should not be strictly linked to the project, but to their progress as far as the project aims' implementation is concerned, combined with their individual local processes.

The 4th newsletter is already uploaded at the project's website and partners must translate it and upload it to their own site versions.

The 6th Newsletter of the project is supposed to be ready by the end of December 2009 and will include info and details about the staff exchange that is programmed for November 2009 between the Sardinian, the Greek and the Polish partners.

Mr Vaclav will send 'alert emails' to the partners, in order to remind them of the deadlines for the texts they must prepare for each case.

All partners will be responsible for the drawing-up and publishing of articles in the specialised press for Public Authorities and regional newspapers on the project issues (single contact points, OSS and their connection with regional policies and Operational Programmes, etc.). At least 3 articles per partner.

All the presentations of the conference must be uploaded at the home page of the Ichnos Plus project. Mrs Aggelopoulou Silia is in charge to gather all the presentations, have the Greek and the Polish presentation translated in English, and send them to Mr Marek Cop to upload them at the Ichnos Plus project's website.

The Steering Committee ended with the definition of the last week of January, as the proper period for the next Steering Committee that is supposed to take place in Estonia. Mr Sven Illing will send e-mails in the following weeks to all partners to propose probable dates for that Committee and info about the more comfortable ways to get to Tartu.

The 3rd and last 'Dissemination Conference' of the project is already agreed in previous conferences, to take place in June 2010 in the Czech Republic. Mr Vaclav Jachim will send his proposal for possible dates for that happening as well.

ACTION ITEMS	PARTNER RESPONSIBLE	DEADLINE
5 th Newsletter	Vysocina Region	Oct. 2009
6 th Newsletter	Vysocina Region	Dec. 2009
Feasibility Study	All partners	Dec. 2009
Website	All partners- Vysocina Region	Every month
3 rd Staff Exchange	Ancitel Sardegna, North Aegean Region, Ruda Slaska Business Incubator	Nov 2009

Feasibility study	All partners	Dec 2009
6 th Steering Committee	Tartu Science Park	Jan 2010
3 rd International Conference	Tartu Science Park	Jan 2010
3 rd Scientific Committee Meeting	Tartu Science Park	Jan 2010
7 th Steering Committee Meeting	Vysocina Region	June 2010
3 rd (Final) Dissemination Conference	Vysocina Region	June 2010