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PROGRAMME MED

Mediterranean Transnational Technology Transfer



MET³

1st Project Meeting C2.2 Project co-ordination, quality & steering

*Responsible Partner: ARTI
Involved Partners: All*

Project Details

Programme	MED
Priority Axis	1. Strengthening Innovation Capacities
Objective	1.1: Dissemination of innovative technologies and know-how
Project Title	Mediterranean Transnational Technology Transfer
Project Acronym	MET3
Project Code No	1G-MED08-309
Lead Partner	National Hellenic Research Foundation
Total Budget	1.715.000,00 Euro (€)
Time Frame	
Start Date - End Date	01/05/2009 - 31/10/2011

Deliverable Details

Component	C. 2.2
Phase	Project co-ordination, quality & steering
Title of Deliverable	1 st Project Meeting Minutes
Partner Responsible	ARTI
Partners Involved	All
Due Date of Deliverable	30.11.2009

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1. INTRODUCTION

The present Minutes Report is being generated in order to provide an overview of the Project Meeting of MET³ Project, “Mediterranean Transnational Technology Transfer” which was held in the city of Bari on the 13th of November 2009, from 9:00 am to 11:30 am.

2. PROJECT COMMITTEE MEMBERS PARTICIPATING

The Project Committee members of the following partners participated in the Meeting:

LP - NHRF: Mrs Kleri Foniadaki, Mr Aris Xenakis

PP2 - UoA : Mrs Athena Roumboutsos, Mr Christofidis Sevastos

PP3- MT: Mrs Laure Avignon

PP4 - ARTI : Mr Paolo D'Addabbo

PP5 - FUERM : Mrs Consuelo García Sánchez , Mr Carlos Belmonte, Mrs Begona Cases Lapuente

PP6 -CITAndalucia : Mrs Leonor Camacho, Mrs Carolina Rodriguez

PP7 -FORTH: Mr Apostolis Dimiatridis, Mr Vangelis Argoudelis

Note:

Due to organization of the Project Meeting and the Steering Committee Meetings within the same day, all participants could also attend the Project Meeting and provide fruitful feedback.

The signed list of the participants is available in Annex I.

3. MEETING AGENDA

The agenda of the meeting was reproduced as Annex II shows. The Project Meeting consisted of three (3) main sessions, as the following table presents:

MET3 “Mediterranean Transnational Technology Transfer”	
Session	Comment/ description
Discussion on management and financial issues	Reporting procedures guideline.
Focus on Communication Component	Proposal on the Communication Strategy Roadmap and preview on the Technology and Innovation Portal
Final Agreements	Agreements on the new deadlines and the start up of the other Med Transnational Technology Pilot Activities

4. OBJECTIVES

Overall the Project Meeting had the objectives of reaching a proposal shared among partners on the deadlines to postpone for current activities and defining a more detailed planning for the next activities.

5. FINANANCIAL MANAGEMENT & REPORTING PROCEDURES

Kleri Foniadaki from the LP, NHRF, illustrated to all participants the General Guidelines on Financial Management & Reporting Procedures. Regarding the financial and reporting procedures, the following issues have been analyzed in details:

- I. Invoice Linkage To Specific WP Phase & Budget Line Subcategory
- II. Insertion of Paid Expenses only
- III. Justification of Expenditures
- IV. Coherence with Budget Available
- V. Coherence with Time plan
- VI. Proportional & Justified allocation of Costs per Phase
- VII. Insertion of Expenses: On-going Procedure
- VIII. Modification of Expenses validated
- IX. Recommendations on specific BL
- X. Budget Monitoring Tool

In particular, concerning costs implementation, Kleri underlined that each partner should plan and implement costs in accordance to the budget planning for each phase and budget line subcategory.

Then, she stated that any request of budget amendment from partners need to be preliminarily discussed with the LP.

Some doubts from partners came out on the Staff Subcategories line reported in the budget. A further definition of the subcategories has been then provided by the LP as below:

Project DIRECTOR: Senior staff member

Project MANAGER: Middle staff member

Project ASSISTANT: Junior staff member (could be a secretary, junior researcher, administrative staff etc) .

The LP noted that for all differences that will occur in the actual staff costs allocation per subcategory, partners shall ask for specific modifications.

Finally, the LP said that if there are differences with the initial budget, adjustments need to be done at the same step for all Partners. It is required to partners to eventually send these information to the LP at the latest by the end of January 2010.

6. COMMUNICATION

NHRF showed to participants a preview of the Med Technology and Innovation Portal structure and its functionalities. The responsible partner, University of the Aegean is willing to receive any useful comment and suggestion in order to implement a final version that would rely on partners several experiences too.

Then, NHRF presented the Communication Strategy Roadmap which aims are: ensuring that the project effectively communicates results to the widest possible audience; promoting networking; targeting specific audiences and establishing a coordinated approach to maximize impact; supporting all partners in their communications activities.

The Communication plan structure, as described in its provisional content by the responsible partner, is based on:

- methodological approach of a Communication Strategy Plan;
- definition of a hierarchy of objectives (long/ short term);
- aggregation of Communication Good Practices Examples (EU level);
- role of the MET3 “Communication & Capitalization” Group;

identification of target groups & their key actors, characteristics, needs;
guidelines on creating publicity material according to EC Regulation and complying to EC requirements;
communication toolkit;
content of messages;
communication channels (media);
list of communication activities in a time plan framework;
expected outputs per activity;
rules of on-going monitoring;
set up of effectiveness measures (Evaluation Indicators-Criteria)

The Communication plan will be implemented by phases (based on the detailed time plan):

Start: information and raising awareness;

Cruising speed: motivation and targeted information to beneficiaries, associated bodies and policy makers;

Evaluations: pilot Activities & capitalization meeting;

Follow-up: diffusion of project results.

Besides, the responsible partner showed a range of logo for the graphical identification of the project and defined a procedure for making the choice.

The following were the final arrangements on communication issues:

LP will collect votes from partners and get the choice of project logo;

LP will send project brochures and templates by the end of December 2009.

7. FINAL AGREEMENTS

According to what agreed among partners during the meeting, the next steps and deadlines the LP will submit to JTS are represented in the table below:

Deliverable Title	Responsible Partner	Comments / Contribution	Delivery Month
2. Management	NHRF	NHRF, ALL	Mar / May '10
1. Communication Material	NHRF	NHRF	Dec '09
3.1 / 3.2 / 3.3	FORTH-MT-ARTI	ALL	Dec '09
3.5 --- 60 TBOs	FORTH	ALL	Feb '09
4.1 --- 33 EXPL.	CITA	Structure of Exploitation Plan Planning from all Partners	Apr '09
4.2 Portal	NHRF- UoA	Fully operational with content	Apr '09
4.3 Missions / Meetings / Events	ALL	Detailed Planning	Apr '09

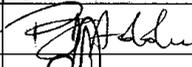
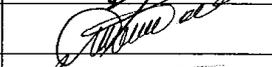
8. ANNEX 1 - LIST OF PARTECIPANTS



PROJECT COMMITTEE MEETING

- BARI, 13 November 2009 -

Attendees:

NAME	ORGANIZATION	SIGNATURE
Paolo D'Addabbo	ARTI	
Consuelo García Sánchez	FUERM	
Carlos Belmonte	FUERM	
Vangelis Argoudelis	FORTH	
Kleri Foniadaki	NHRF	
Aris Xenakis	NHRF	
Laura Avignon	IT	
BEGONA CASES LAPUNTE	FUERM	
CAROLINA RODRIGUEZ	CITANDALUCIA	
Lenor Guadalupe	CITANDALUCIA	
Serastos Christofidis	U. AEGEAN	
Athena Rumboutos	UO AEGEAN	

9. ANNEX II - MEETING AGENDA

Arti, Friday 13 November 2009

Start time	Planned duration	Item description	Desired outcome
<i>9:00</i>	<i>15 min</i>	<i>Arrival of attendees</i>	
<i>9:15</i>	<i>15 min</i>	<i>Welcome speech by President of Arti, Prof. Giuliana Trisorio Liuzzi</i>	
<i>9:30</i>	<i>15 min</i>	<i>Introduction of the 1st Project Committee Meeting by NHRF</i>	
<i>9:45</i>	<i>45 min</i>	<i>Discussion on management and financial issues</i>	
<i>10:30</i>	<i>15 min</i>	<i>Deliverable Task C1.1 NHRF</i>	<i>Presentation of the “Communication Strategy Roadmap”</i>
<i>10:45</i>	<i>15 min</i>	<i>Discussion on Task C1.1</i>	
<i>11:00</i>	<i>15 min</i>	<i>Deliverable Task C4.2 NHRF</i>	<i>Overview of the “Technology & Innovation Portal”</i>
<i>11:15</i>	<i>End of Project Committee Meeting</i>		