



EDUCATION AND CULTURE

Leonardo da Vinci Pilot Project:

EDUCATIONAL MATERIALS FOR DESIGNING AND TESTING OF TIMBER STRUCTURES

Project number: CZ/06/B/F/PP-168007

MINUTES

From the 1st meeting of project partners

Held in Ostrava, VŠB-TU Ostrava, Faculty of Civil Engineering on Friday October 20, 2006.

Participants: P1-doc. Materna, Ing. Lokaj, Mgr. Zahnašová, P2-Dr. Cvelbar, P4-Dip.Ing. Augustin, P5-doc. Kuklík, P6-Ing. Pohloudek, P7-Mr. Hansen, MSc., P8-Prof.Malo, P9-dr.inz.Marynowicz, inz. Pawlik, P10-Assoc.prof. Premrov, P11-Mgr. Zlatňanská, pí Slabejová, Ing. Sandanus

Apologies: P3-Ing.Plíčka

1. Opening (Alois Materna)

Doc. Materna welcomed all participants.

2. Roll call of delegates and their introduction.

All delegates are present except Ing. Plíčka P3, who was apologized.

3. Adoption of the agenda.

The draft agenda was adopted.

4. Presentations made by the project participants on themselves and their institution.

Representatives of all project partner institutions gave presentations on their institutions.

5. Introduction of the project and its goals (Alois Materna).

5.1. Mr. Materna gave basic information on the project and its goals. Target groups, project results and information on WP and products were introduced.

5.2. All partners were given a CD containing: Project application form, products cards, work packages, Project quality management plan, Valorisation plan, List of partners and budget by partner, Budget, Staff costs, Contracting form, Technical Annex, Project information sheet, Programme-form D and two PowerPoint presentations by Mr. Materna and Ms Zahnašová .

6. Discussion on partners' roles in the project.

6.1. Role of every partner is written in the project application in section D.2. Characteristics of the partnership and in the Work programme Form D – large colour table.

7. Discussion over the project programme and the working plan.

7.1. Partners were informed about the fact that time programme that is a part of the project Application form is not correct – all activities will be moved one month forward due to a new date on the project start – 01.10.2006 (not 01.09.2006).

7.2. Actual tasks:

1. P1 – create a project website in English – term: 15.11.2006
2. P1 – a link will be sent to project partners for approval – 15.11.2006 – one week for comments
3. Local language versions of website functioning (Czech, Slovak, Polish, German) - term: 30.11.2006
4. P2 will create a project logo and send it to project partners for approval – term: 10.12.2006 – two weeks for comments
5. P1 will prepare Project management plan – term: 15.11.2006 and send it to project partners
6. P2 will prepare Project marketing and communication plan – term: 15.11.2006
7. P1 will prepare template for case studies and entries into the database – term: 15.11.2006
8. Work on case studies start in November 2006 – P1, 2, 3,5, 6, 7, 9, 10.
9. Dissemination on the project, its tasks and results start on the 1st day of the project duration.

7.3. WP leaders are responsible for actions and activities planned and realized in their WP to be going smoothly in harmony with the project work programme.

7.4. WP3 and WP4 leaders prepare 3 chapters of Handbook 1. Both leaders control and distribute work on these WPs among partners in accordance with the Characteristics of the partnership (D.2.) and Form D and decide who the chapters will be prepared by and till when.

8. Administrative and financial issues (Marcela Zahnašová).

8.1. Partners were asked to send information on their bank account so as the Contract between the Contractor and a partner can be sent. After the Contract is signed by legal representatives of both institutions the 1st pre-financing payment can be sent – 40% of the allocation. The Contracts will be sent to partners in November 2006.

8.2. Interim report covering period 1.10.2006-30.9.2007 must reach National agency in Prague by 30.11.2007 at the latest – partners are asked to send invoices, financial tables and other documents related to both the content part and financial part to P1 till 30.10.2007.

8.3. Interim report form and Financial tables are part of the minutes.

8.4. It is important to read the Administrative and financial handbook very carefully. All crucial information on eligibility of costs is written there.

8.5. Changes of larger scale must be approved by National agency – Amendment requests form.

8.6. All amounts given in the project reports must be expressed in EUR. Please use the exchange rate applied by the bank to convert the first pre-financing payment into national currency.

8.7. VAT declaration form is an annex to the minutes. Would you please fill it and send it by post to P1 till 31.12.2006.

8.8. Contractor asks all partners to send to P1 information on dissemination activities, whether their work is in harmony with the work programme. P1 is obliged to send National Agency Progress work report every 3 months, so information on progress in every WP or product is needed.

9. Miscellaneous.

9.1. Mr. Materna's proposal to visit Faculty's laboratories was accepted by all partners as well as suggested visit of the new Aula (Auditorium) of VŠB-Technical University of Ostrava in the afternoon hours.

10. Subsequent meeting (in Graz in July 2007).

10.1. Following terms for the next meeting in Graz connected with Austrian country seminar are proposed: 28.- 29.6.2006 or 12.-13.7.2006. Please send your comments to Ms Zahnasova's e-mail address as soon as possible.

11. Closure of the meeting

11.1. The meeting was closed at 11 followed by tour of the faculty and visit of Aula. The actual end of the 1st partners meeting was at 3 p.m.

Minutes compiled by Marcela Zahnašová, marcela.zahnasova@vsb.cz on 27.10.2006.