



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 2nd meeting of project partners

Held in Graz, Centre for Building Technology/Graz University of Technology
on Thursday June 28th, 2007.

Participants: P1- doc. Materna, Dr. Lokaj, Mgr. Zahnašová, P2- Dr. Cvelbar, P3- Ing.Plíčka, P4- Dip.Ing. Augustin, Prof. Schickhofer, P5- Ing. Vídenský, P7- Mr. Hansen, MSc., P8 - Prof. Malo, dr.ing.Bell, P10- Assoc.prof. Premrov, Dr. Dobrila.

Apologies: P9- dr.inz.Marynowicz, P11- Mgr. Zlatňanská

Not present: P6-Ing. Pohloudek

1. Opening

Ing. Augustin and Doc. Materna welcomed all partners.

2. Roll call of delegates and their introduction.

All delegates are present except P9, P11 and P6.

3. Adoption of the agenda.

The draft agenda was adopted.

4. Minutes of the 1st meeting.

1. P1 – create a project website in English – term: 15.11.2006 – “COMPLETED”
2. P1 – a link will be sent to project partners for approval – 15.11.2006 – one week for comments – “COMPLETED”
3. Local language versions of website functioning (Czech, Slovak, Polish, German) - term: 30.11.2006 – “It was decided that Slovak website will not be created, others COMPLETED.”
4. P2 will create a project logo and send it to project partners for approval – term: 10.12.2006 – two weeks for comments – “Project logo was created – COMPLETED.”
5. P1 will prepare Project management plan – term: 15.11.2006 and send it to project partners – “COMPLETED, available at the project private part of the website.”
6. P2 will prepare Project marketing and communication plan – term: 15.11.2006– “P2 passed the latest version of the plan to P1 on 28.6.2007, P1 will send it to partners for evaluation”.
7. P1 will prepare template for case studies and entries into the database – term: 15.11.2006 – “ template for case studies COMPLETED, template for database in the phase of evaluation.”
8. Work on case studies start in November 2006 – P1, 2, 3,5, 6, 7, 9, 10. – “case studies of P3,5,6,9 and 10 COMPLETED, others in preparation”.



9. Dissemination on the project, its tasks and results start on the 1st day of the project duration.
– IN PROGRESS”.

5. Check of activities of single WorkPackages

5.1 WP1 – Coordination and management

5.1.1 Missing documents to be sent to P1 till 30.10.2007

- VAT declaration – P2 and P5
- Confirmation on obtaining grant from P1 – P2, 4, 5, 7 – important – must be attached to the Interim report in October 2007 – deadline **30.7.2007**
- Information on activities from 11/2006-3/2007 – P2, 6, 8, 9, 11 – important for P1 – preparation for Interim report – 11/2007 – a few lines presenting your activities in the 6 months of project duration – deadline **30.7.2007**

5.1.2 Information on Interim report

- Partners are advised to fill the Interim report for their organizations. P1 will then put all the single reports in one and make a final version.
- Financial part of Interim report: all partners fill the Self-calculating financial tables and send it with copies of receipts and a bank statement with actual exchange rate to P1.
- At the time of sending Interim report it is important to spent 70% of the pre-financing payment. After it is spent P1 will send a Payment application to the National Agency of Leonardo da Vinci.
- Final deadline for sending Interim report for the whole project is 30.11.2007. The deadline for sending the Interim report from partners together with financial tables and invoices **31.10.2007**.
- Interim report is available at the private part of the project website (<http://fast10.vsb.cz/temtis/en/>) in section Meetings.
- For more information on administrative and financial issues please read carefully the Administrative and Financial handbook (it is also available on the project website).

5.1.3 Technical annex

- This document was written by P1 immediately after the project was accepted by EC.
- It is important that the outputs at the time of the Interim report are in of the same extent as written in the Technical annex (i.e.: Handbook 1 – 70 A4 pages).
- If we do not reach the desired number of pages, the project will obtain lower evaluation values. The Interim report should contain a comment with explanation.
- The Technical annex and other documents are placed on the project website in section Documents.

5.1.4 Budgetary issues

- In countries where EUR is not a national currency, please attach bank statements with actual exchange rates to receipts for financial report.



- All partners must write a statement on credits on their bank accounts – important for Final report in 2008.
- It is possible to talk about shifts in the budget – from 1 partner to another as well as between items in a partner’s budget –partners who want to make changes in their budget will write to all partners about it to make an agreement. It is the best to agree on changes before preparing the Interim report so new budgets can be mentioned in the Interim report.
- If a partner spends more money for some item (like subcontracts) that money will not be considered eligible if you do not ask partners for increase of his budget.
- It is possible to make changes in the project budget, but please mind the rule of less than 10% of the total costs of a budget heading or 5 000 EUR. Changes can occur in the budget of one partner or between partners. It can be discussed at the meeting in Graz and then put into the Interim report with the revised budget.
- Staff costs: All people working on the project should have work contracts.
- estimation of rates for staff costs must be in agreement with the internal regulations of the institution. The rates stated by EU Commission can not be exceeded. The document is available at the project website in section Documents.
- Please keep in mind the difference between staff costs and subcontracts
- Subcontracts – write a subcontracting agreement to an external body.
- Experts with subcontracts can be paid travel and subsistence costs from Subcontracting money.
- ICT - CDs can be used both for ICT or Production – it depends on the purpose or in which budgetary heading you have more money.
- ICT – 3 groups of costs in the Excel table.
- Overheads – the real value spent for overheads must be calculated in the financial report.
- Other costs – press releases, conference fees, purchase of books, information materials, catering costs for a meeting or seminar (not for project partners).
- Bank fees are ineligible except the ones related to the transfer of funds.
- VAT – ineligible, with the exception that a sum with VAT is a final sum, VAT can not be refundable then.
- If invoices are presented in a language other than the working language of the project it might be useful to provide a short description (1-2 lines) of the content of the invoice.
- Where invoices are presented in a currency other than EUR the method and rate of calculation should be added to the invoice.
- Detailed information on financial issues are presented in the Administrative and financial handbook – 1st meeting, website, and in the PWP presentation prepared for the 1st meeting
- All partners are kindly asked to send all self-evaluation PRNs to the WP leader one week before the deadline, PRN evaluating the whole WP to be sent to the coordinator



on the deadline. Please read the Project management plan and PRNs – available in section Documents on the project website.

5.1.5 Partnership

If a partner does not cooperate on the life of the project and does not fulfil his duties and tasks he can be asked to leave the partnership. In this case the leaving partner has to agree with the leaving. His tasks and budget can be transferred to partners in the partnership or to a new partner. In both cases a Contract Amendment Request form must be sent to the National Leonardo agency. New partner signs Letter of Intent and a new contract.

5.2. WP 2 – Communication, promotion and management

5.2.1 Project communication, promotion and marketing plan

- A draft version of the document was presented to P1. The document will be sent to all partners for evaluation on 9.7.2007. Then partners have 2 weeks for commenting. After this period, in case there are no comments, the document will be considered as agreed and placed on the project website into private section.
- Project presentation at conferences, seminars...
- Information on the project on partners websites:
 - P1: <http://www.fast.vsb.cz/oblasti/veda-a-vyzkum/odborna-cinnost-fakulty/temtis>
 - P2: not placed yet
 - P3: not placed yet
 - P4: not placed yet on www.ckait.cz
 - P5: not placed yet on <http://www.ocel-drevo.fsv.cvut.cz>
 - P6: not placed yet
 - P7: not placed yet – in August-September
 - P8: not placed yet
 - P9: not placed yet
 - P10: not placed yet
 - P11: not placed yet
- All partners were informed about importance of dissemination activities – great attention is paid on this area by EC.
- Keep records of dissemination activities – when, where, how, whom did you inform about the project and its products. This information will be written in the Interim report.
- Internal evaluation – every 6 months by P1 and P4 – Please send the PRN evaluation to P1 till **30.7.2007**.

5.3. WP 3 – Handbook 1

- 18 chapters as suggested in the product card
- Chapters should give a ,theoretical‘ overview about the content
- Dissemination of each chapter to ,leading partners‘ and ,supporting partners‘ respectively dependent on know-how, grant and complexity of the content – dissemination table available on the project website.
- To reach a good quality handbook_1 should have a final output of about 150 A4 pages
- A template for work on handbook_1 was sent to all partners. It will be available on the project website in section Products, Handbook 1.
- You are kindly asked to send the procedure notes to P3 (PRN2) ONE week before the quarterly report date (Next report on: July 10th 2007 !!!)
- Call for the main headlines of each chapter **July 6th 2007**
- Call for the work until now July 6th 2007
- Call for draft’s of worked out chapters until **August 31th 2007** (one month before the final date of Interims report’s period)
- For the interims report (work within the period from 01/10/2006 until 30/09/2007) at least 70 A4 pages have to be send to the national LdV agency)
- The chapters of handbook_1 to fulfill the requirements of the Interim report have to be sent to P1 until October 31st 2007 -> You are kindly ask to send P3 the finalized chapters TWO week’s before (**October 15th 2007**).
- One chapter of the handbook written by P8 will be posted on the project website as an example for work.

5.4 WP 4 - Handbook 2

- Doc. Kuklík from CTU in Prague has prepared the core of the Handbook 2 focusing on Eurocodes. The task of the partners will be to prepare examples for particular topics concerning Eurocodes in timber engineering. The content of the handbook is an attachment to this Minutes as well as a table with names of topics for partners to choose from. The examples for elaboration are assumed to be 1 to 4 pages long.
- Partners ask doc. Kuklík to send the handbook text to all partners so they can choose the right chapters for them. Deadline – **30.7.2007**.
- The question of property rights was discussed.

5.5. WP 5 - Seminars

- The following seminars will take place in Opole and in Vitus Bering in 2008.
- Partner 7 asks P9 to move the meeting and seminar in Opole one month backwards – new date in March 2008 (not April). If P9 agrees the seminar in Vitus Bering will be organized in May 2008 – better time of the academic year – students and lecturers are

still at the university. P9 is asked for reply till **11.7.2007** and suggestion of a date for a meeting and seminar.

- Certain date of a seminar in Prague in August 2008 was not discussed.
- P1 gave information on Czech country seminar that took place in Brno on 19.4.2007. Info on the seminar participants are presented in the presentation to the 2nd meeting – available on the project website.
- P4 will write a report of the seminar on the content of seminar and elaborated evaluations from seminar participants, about 5 pages long. **Deadline 30.8.2007.**

5.6 WP 6 – Case studies

- 1st set of case studies was to be finished till 30.3.2007 – 3 still missing by P1, P2 and P7. Deadline was set for **16.7.2007** for P1 and P2, **15.8.2007** for P7.
- 2nd set should be prepared from 07/2007 till 12/2007 – concerns P1,P3,P5,P9 and P10.
- After 6-month evaluation by all partners 1st set of case studies+part of the instruction manual will be placed on the public website – 10/2007 – for Interim report.
- Partners are asked to send PRN concerning self-evaluation to P1 till 20.7.2007. After the 1st set of case studies placed on the project website the complete 1st of case studies + part of instruction manual will be evaluated by all partners and two weeks later it will be put on public part of the project website.
- Now case studies+Instructions manual are available at private part of the project website

5.7 WP7 – Database

- The purpose of the database is to give examples of timber structures and constructions in Europe. Such database does not exist at the moment. An example of an entry is placed in the private part of the web under section Database.
- partners are asked to send comments on the content and visual part of the database till **30.7.2007** so the final version can be established and entries can be put in.
- Number of entries per person will be stated by P1 till **30.7.2007** (distribution according to amounts of money in the staff costs) after discussion with partners.

6. Miscellaneous

P3 invited all partners to see the laboratories of Graz University of Technology.

7. Subsequent meeting

The date of the next meeting will be stated soon.

8. Closure of the meeting

The meeting was closed at about 1 p.m.

Minutes compiled by Marcela Zahnašová, marcela.zahnasova@vsb.cz on 2.7.2007.