



Leonardo da Vinci

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 3rd meeting of project partners

Held in Opole, Faculty of Civil Engineering/Technical University of Opole

on Thursday March 27, 2008.

Participants: P1 - Dr. Lokaj, Mgr. Zahnašová, P5 - Doc. Kuklík, P6 – Ing. Kuděla, P7- Mr. Hansen, MSc., P9- dr.inz.Marynowicz, Prof. Kubik, dr.inz. Perkowski, Prof. Wyrwal, mgr. inz.Pawlik, mgr inz. Kucharczyk, P10 - Assoc.prof. Premrov.

Apologies: P3 - Ing.Plíčka, P4 - Dip.Ing. Augustin, P8 - Prof. Malo

Not present: P2- Dr. Cvelbar, P11- Mgr. Zlatňanská – no apologies

1. Opening

Dr.inz. Marynowicz and Mgr. Zahnašová welcomed all partners. Presentation of the Dean of the Faculty of Civil Engineering prof dr inż. Roman Jankowiak followed together with representatives of the Rector's office of OUT Opole - dr inż. Joanna Boguniewicz, mgr Małgorzata Głuszek.

Mgr. Zahnašová has apologized partners who were not able to attend the meeting as well as Assoc.Prof. Materna who had some previously arranged appointment in Brno.

2. Roll call of delegates and introduction of F.N.B.

Representatives of 6 partner organizations were present, two partners sent apologies, and two partners sent no explanation of their absence.

Ing. Arnošt Kuděla from F.N.B introduced the company as a new partner in TEMTIS project. F.N.B. replaces RD Rýmařov as P6.

3. Time organization – 27.-28.3.2008

Mr. Marynowicz outlined the programme of the events in Opole. Programme of the event is attached to the minutes together with the programme of the seminar.

4. Adoption of the agenda.

The draft agenda was adopted.

5. Check of Minutes from the 2nd meeting.

1. Internal evaluation of WP2 - 30.7.2007 – not sent yet
2. WP3 – 15.10.2007 all chapters prepared – no (3 still missing)
3. WP4 – 30.7.2007 - text of HB2 sent to all partners – sent later
4. WP5 – evaluation of Graz seminar – ok

- seminar organization in Opole – date sent later than 11.7.2007
- 5. WP6 - case studies – 16.7.2007 for P1 and P2 – P1 ok, P2 not sent yet, 15.8.2007 for P7 – ok,
 - 2nd set -3 still missing
- 6. WP7 – Database – number of entries was stated by P1 - ok
- 7. **Dissemination** of the project, its tasks and results start on the 1st day of the project duration – pay more attention to it!
- 8. **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 – contact partners.

6. Check of activities of single WorkPackages

6.1. WP1 – Coordination and Management

6.1.1. Mgr. Zahnašová informed about the preparation of **Interim report** which was sent to Prague on 29.11.2007. Finally the Interim report consisted of text part, financial part and 14 annexes. The Interim report is available at the coordinator's institution.

- Assessment of the Interim report was sent as a scan to all partners on 18.3.2008. A copy will be an annex to the Minutes.

- Content and financial parts were evaluated in Green Light, so the contractor could send the request for the 2nd pre-financing payment to the National agency in Prague.

- Summary of the assessment is a part of the PWP presentation prepared by P1 for the meeting. The presentation is an annex to the Minutes.

- Recommendation – partners must use self-evaluation forms and send them to WP leaders of WP they participate on. WP leaders will then send the quarterly reports to P1. Must be prepared for Final report.

- Partners are advised to pay attention to dissemination and valorisation. Documentation from seminars should be in evidence and sent to P1 for Final report – for ex. invitations, conference programme... **The partnership should pay further attention to valorisation and dissemination events on national and European level and to testing activities among various target groups.**

6.1.2. Mgr. Zahnašová gave information on **Final report**

- Final report – activities from 10/2007 – 9/2008 (+copy of accepted data from Interim report – will be arranged by P1)

- cooperation of all partners with filling the report is crucial

- Important for all partners to send self-evaluation forms to all WP leaders – must prepare all WP evaluations **retrospectively** to be attached to Final report!!! – all available at TEMTIS website in section Documents

- Deadline for partners to send information for text version, receipts and documents for financial part + additional documents for annexes is **30.10.2008!**

- Deadline for sending the final version to Prague – 28.11.2008

- Try to keep the budget – do not overdraw it



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- **The report is a mirror of all activities done during the 2 years of the project duration – bad evaluation = reduction of staff costs!!!**

- Calculation of travel costs is a document necessary to be attached to every travel occurred from the project budget – available at private part of the project website as annex to this Minutes

6.1.3. Dissemination – partners are asked to pay greater attention to dissemination and valorisation activities. It is necessary to keep records of dissemination activities – when, where and how partners informed about the project – invitations, photos etc.

- P1 fills Progress report on the project activities every three months and sends it to Prague. Partners are asked to send this information to P1 till **17.4.2008**

6.1.4. Evaluation of WP1

- Internal evaluation of final report – all partners – **08/2008**

- External evaluation – P1/subc. and P4/subc. – **09/2008**

6.2. Communication, Promotion and Marketing

- P2 – IMK – WP leader

- Project presentation at conferences and seminars, meetings – all partners

- Contact to other projects P1

- Media contact – mainly P1,2,6,7,8,10 and 11

- Marketing to professions – P2,4,8,11

- Marketing to universities – P5

- Marketing to local authorities – P1,2,4,5

- Internal evaluation of WP2 – every 6 months – P1 and P4 – send to P2 – **06/2008**

- Closing promotion campaign – P1 – **09/2008**

6.3. Handbook 1

- WP leader P3

- Duration 01/2007-01/2008

- State of work – 3 chapters missing – **P1**-Ultimate limit states-structural members, **P2**-Chapter 4 and **P9**-Timber in aggressive environment– deadline **15.4.2008**

- English editing – P7/subc. – **20.5.2008**

- Internal evaluation – all partners – **1.6.2008**

- External evaluation – P4/subc. – **15.6.2008**

- Placing the handbook on the public web – **20.6.2008**

- Mr. Augustin would like to thank all partners for cooperation; they did a very good job. The only thing to do is to finalize the missing chapters.



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- It is necessary to finish the chapters according to the deadline as the handbook must be ready for translations into local languages after evaluation in June 2008! No delay is acceptable.

6.4. Handbook 2

- WP leader P5
- Duration 01/2007-01/2008
- State of work – the core is finished, but some examples missing – deadline: **15.4.2008**
 - 18-3+5=20 examples will be included in the handbook
- English editing – P8/subc. – **20.5.2008**
- Internal evaluation – all partners – **1.6.2008**
- External evaluation – P11/subc. – **15.6.2008**
- Placing the handbook on the public web – **20.6.2008**
- It is necessary to finish the examples according to the deadline as the handbook must be ready for translations into local languages after evaluation in June 2008! No delay is acceptable.

6.5. Organization of seminars

- WP leader P4
- 19.4.2007 – Brno - OK
- 29.6.2007 – Graz - OK
- 28.3.2008 – Opole – OK – report must be prepared by P1 and P9
- May 2008 – **Vitus Bering** - date specification
 - **new date** - proposal of organization of the seminar in **September 2008** – P7 will send date proposals to all partners in **April 2008**
- Teaching seminar in August 2008 in **Prague**
 - **new date** – proposal of seminar organization in the middle of **June 2008** – P5 will send date proposals to all partners till **20.4.2008**
- organizing partner will prepare questionnaire for seminar participants and attendance list because of quality indicators
- P3,4,6 and 10 prepare evaluation of seminars
- Preparation of future events – all partners – future seminar on timber structures and constructions!

6.6. Case studies

- WP leader – P1
- 1st set of case studies was to be finished till **03/2007** – 1 still missing – P2 – **P2 must contact P1 to solve the situation**

- 2nd set was to be finished till **02/2008** – 3 still missing – P3, P5 and P9 – Deadline: **30.4.2008**
- Internal evaluation – all partners - **15.5.2008**
- Placing the products on public website – **20.5.2008**
- Now, case studies + Instructions manual are available at the private part of the project website.

6.7. Database

- WP leader – P1
- Concerns all partners!
- Number of entries –see table
- <http://fast10.vsb.cz/temtis/en>
- **On 25.3.2008 – only 6 entries!**
- Till the end of project – min. 51 entries!
- Internal evaluation – P1,2,6,9,11 – **09/2008**

Distribution of database entries per partner

		No. of entries/partner/project
P1	VŠB-TUO	5
P2	IMK	3
P3	TU Graz	4
P4	CKAIT	3
P5	ČVUT	5
P6	F.N.B.	6
P7	V.Bering	4
P8	NTNU	5
P9	TU Opole	7
P10	U. of Maribor	5
P11	SKSI	4
total		51

- Partners are asked to send the database entries to P1 according to the table till the end of the project duration. The number of entries must be fulfilled by every partner!

6.8. Products' local transfer

- WP leader – P11
- Partners concerned: P3, P4, P9, P11/subc.



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- On programme from 04/2008 – important to have the handbooks finished till 30/3/2008 – not possible
- Find subcontracts for translations
- 20.6.2008 – 20.7.2008 – translation + adding small technical dictionaries to the end of the handbook in every language version
- Finished on 1.8.2008 – placed on the project website by P1
- Attempts for obtaining accreditation – P3,4,9,11 – 08-09/2008

7. Miscellaneous

P9 invited all partners to see the laboratories of Technical University of Opole and treated them for lunch.

8. Subsequent meeting

The next meeting will take place in Vitus Bering in September 2008.

Short meeting can also take place in Prague in June 2008 to discuss some issues if necessary.

9. Closure of the meeting

The meeting was closed at about 12.30.

Minutes compiled by Marcela Zahnašová, marcela.zahnasova@vsb.cz on 1.4.2008