



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 4th meeting of project partners

Held in Horsens, VIA University College

on Friday September 12, 2008.

Participants: P1 - Dr. Lokaj, Doc. Materna, P3 – Ing. Plíčka, Ing. Zimová, P4 - Dip. Ing. Augustin, P5 - Doc. Kuklík, P6 – Ing. Kuděla, ing. Poledník, P7- Mr. Hansen, MSc., P8 - Prof. Bell, P9 - dr. inż. Marynowicz, P10 – Assoc. Prof. Premrov, P11- Mgr. Zlatňanská, Mrs. Slabejová, dr. Sandanus

Not present: P2- Dr. Cvelbar

1. Opening (8.30)

Doc. Materna welcomed all partners.

2. Check of activities of single WorkPackages

2.1. WP1 – Administrative issues

- The National LdV agency approved the change of the project duration – the project will terminate on 31.12.2008. All activities must be finished till that time. All partners took this change into account.

- Dissemination of the project, its tasks and results – please send list of seminars you participated on or articles in magazine for 07-09/2008 till **23.10.2008** – necessary for Progress report sent to Prague by P1 every 3 months. Copies will be part of Final report!

- WP leaders (P2,P3,P4,P5,P11) must send to P1 PRN – quarterly evaluation of the WP for the whole project duration– will be part of Final report!!! – Available at project website – deadline **31.10.2008**.

- Project website – being updated, will be updated till 15.11.2008. After that date local language versions should be updated – pay attention

- Final report – activities from 10/2007 – 12/2008

- Deadline **30.11.2008!** – applies to all partners – empty document will be sent to partners for filling in the information that concerns them

- all relevant copies of documents, receipts, invoices should be sent to P1 till **31.11.2008**

- Deadline for sending the final version – 28.2.2009 – applies to P1

- 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!!!**

2.2. WP2

- 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.
- Great attention is paid to this activity – will be written in the Final report for every partner
- 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
- concerning marketing please keep records (emails, letters, addresses of organizations contacted) and send them to P1
- The sooner we finish the products the sooner the marketing actions can start

2.3. Handbook 1

- already completed, final version available at private part of project website
- English editing - done
- All partners are asked for Internal evaluation of the Handbook 1. Please use form PRN 6 for the evaluation and send it to P1 till **10.11.2008**
- P4 will find subcontract for External evaluation and send the evaluation to P1 till **10.11.2008**
- Placing the handbook on the public web – **15.11.2008**

2.4. Handbook 2

- already completed, P5 is asked to send the final version to P1 to put it on the website for all partners till **10.10.2008**
- English editing – done
- All partners are asked for Internal evaluation of the Handbook 2. Please use form PRN 6 for the evaluation and send it to P1 till **10.11.2008**
- P11 will find subcontract for External evaluation and send the evaluation to P1 till **10.11.2008**
- Placing the handbook on the public web – **15.11.2008**

2.5. Organization of seminars

- 19.4.2007 – Brno - OK
- 29.6.2007 – Graz - OK

- 28.3.2008 – Opole – OK
- 20.6.2008 – Prague – OK – report will be prepared by P1 and P5
- 11.9.2008 – Horsens – OK - report will be prepared by P1 and P7
 - all partners evaluate the organization of the seminar of Mr. Hansen very positively.
- P7 and P5 are asked to send attendance lists, final programme of the seminar, photos, questionnaire and its evaluation till **15.10.2008**.
- Preparation of future events – please think of seminar organized on the topic of timber structures and constructions – must be mentioned in the Final report

2.6. Case studies

- All case studies and Instruction handbook finished. Available at private part of the project website.
- All partners are asked for Internal evaluation of case studies and Instruction handbook – **10.11.2008**. Please use form PRN6.
- Placing the products on public website – **30.11.2008** .

2.7. Database

- Concerns all partners! Please start to work on this WP – important!!!
- Number of entries per partner is obligatory! –see table
- Only **9** entries so far! (P1-1, P3-1, P6-2, P9-1, P10-4)
- Till the end of project – min. **51 entries!** – **less entries = possibility of reduction of staff costs!!!**
- 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!

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



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2.8. Products' local transfer

- WP leader – P11
- Partners concerned: P3, P4, P9, P11/subc.
- Find subcontracts for translations! Cannot be paid from staff costs!!!
- Language versions:
 - German – HB1 + HB2
 - Polish - HB1 + HB2
 - Czech – 1/3 HB1 + HB2
 - Slovak – 2/3 HB1
- +adding small dictionaries to every language version – P1 will send 200 words to partners concerned based on proposal sent by P3
- **14.10.2008** – deadline for Czech and Slovak versions
- **14.11.2008** – deadline for Polish and German versions
- P1 will put the translated handbooks on public part of the website 20.11.2008
- Attempts for obtaining accreditation – P3,4,9,11 – 10-11/2008

3. Miscellaneous

P5 treated all partners for lunch and arranged excursions to Velux company and Komfort huse passive houses. Before the meeting the partners visited Forum Horsens – the roof structures. On the previous day after the TEMTIS country seminar in Horsens the partners visited a company called Simpson Strong-Tie.

4. Subsequent meeting

No other meeting is planned.

5. Closure of the meeting

The meeting was closed at 10.30.

Minutes were compiled by Marcela Zahnašová, marcela.zahnasova@vsb.cz on 6.10.2008