

Assoc. Prof. Alois Materna, Ph.D., MBA
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Prague, 6th March 2008

Assessment of the Interim Report to the project No. CZ/06/F/PP/168007 “Educational Materials for Designing and Testing of Timber Structures”

Dear Mr Materna

the National Agency of the Leonardo da Vinci programme (NA) acknowledges the receipt of the Interim Report of the above mentioned project which has been accepted after submitting additional information requested by the NA. The last supplemented information was provided to the NA on the 20th February 2008.

The NA in co-operation with an independent expert has assessed the Interim report on the above mentioned project managed by your institution. The NA assessment at the interim point of project implementation is done with the aim to facilitate successful achievement of the project results and to identify any potential problems which could complicate the project works.

In the course of the assessment of your IR the NA has ascertained the following:

Content part:

There was one change during the first period of project implementation. The Czech partner RD Rýmařov decided to leave the partnership due to personal changes in his organisation. His tasks and budget should be taken by a new partner.

The NA has identified that the implementation of the project is being realised mostly as proposed and the activities are in accordance with the work programme. There is a delay in the preparation of case studies during the first period that should not influence negatively the successful implementation of the project and its products.

Two partner meetings were held, in Ostrava and in Graz. The purpose of partnership meetings was clear and relevant to the project. The invitations and minutes from the meetings were attached to the Interim report.

Products:

The aim of the project to prepare a complex set of educational materials in the field of designing timber structures and to issue structural analysis of timber structure is being fulfilled.

The products reflex the current development in the sector. Target groups are relevant to the projects activities and products can be useful for them.

Along with the Interim report the draft versions of the following key products were submitted:

1. **„Handbook 1“** is a colour material in English that should contain 18 chapters. 7 chapters have been finished (3, 5, 8, 11, 13, 14, 15), the others are in progress. This draft product includes many photos, tables and graphs and is user-friendly. It can serve as a study material for self-learning but it can be used as a support material for students at universities, seminars and other courses as well. There are references to information sources in majority of chapters.
2. **„Handbook 2“**: The title is „Design of Timber Structures According to Eurocode 5“. A draft version in English was submitted. It describes principles of Eurocodes and gives the background for their requirements and design rules. The form of the book is adequate. It could become a useful learning and teaching material.
3. **„Case studies“**: The first set of case studies should contain eight examples of timber structures and constructions. Seven case studies have already been prepared (1, 3, 4, 5, 6, 7 and 8). This is an educational material with photos, clear and simple. From the technical aspects it is a good work.
4. **„Instruction Handbook to elaborated case studies“** in English offers an overview of case studies. The studies contain general information (date, price, design studio, construction company, location, material used etc.), and other professional information incl. economical and ecological aspects. The draft version is well-arranged and user-friendly with a lot of colour pictures and drawings. The finished handbook should also include questions for students and tasks for individual work. It could be well used for high-school and university students, practising designers, designers, technicians, officers of public authorities and wider public interested in this topic. The logo of the programme is in French although the product is in English.

The project web site „fast10.vsb.cz/temtis“ in English and national languages – Czech, German, Polish was created. It has a private and a public site. It gives information on project aims, structure of the partnership, information on meetings, contact details on the project coordinator and individual project products. It contains a „**Database of timber structures and timber-based constructions**“ with the purpose to provide laic and technical public with information on timber structures in the countries of the partnership. It contains 5 entries and is accessible from the project public website.

Wide public has a chance to enter examples into the database. The „ **template for database entries**“ was prepared. All partners are obliged to give a certain number of examples. The project website is being kept updated.

For management and evaluation purposes a “**Project management plan**” was created (Annex 12 to the Interim report submitted by contractor). It includes internal and external evaluation forms.

Dissemination:

Relevant dissemination activities have begun. The project and its products were promoted at conferences and seminars. Two country professional seminars in Brno (a CD with seminar proceedings was prepared for participants) and Graz were organised and realised. The partners presented the project at other seminars (Ostrava, Olomouc, Zlín), at press conference related to an exhibition (documentation available) and the project was presented at an international conference in Hong Kong (no documentation). P8 informed Danish institutions at the Danish “Trædag ”(wood day) (no documentation). P8 sent information and description of the project to relevant magazines in Denmark (a list of these magazines submitted along with the Interim report, no other documentation). The articles about the project appeared in technical journals.

A “**Project communication, promotion and marketing plan**” was elaborated and submitted along with the Interim report (Annex 13).

Recommendations:

The partnership should pay further attention to valorisation and dissemination events on national and European level and to testing activities among various target groups.

Financial part:

1. The Interim report has been submitted with the financial documents on the bank transfers and expenditures (tables G1-G8); VAT declaration forms from all partners were submitted.
2. The expenditures have been accompanied by relevant supporting documents for Travel and Subsistence costs, ICT expenses, Production, Other costs and Sub-contracting costs.
3. All requested background documents and relevant information on the calculation of expenses have been provided to the NA by the contractor as required. The last material was submitted on the 20th February 2008.
4. The beneficiary has evidenced that more than 70% of the first pre-financing payment have been spent.
5. Total costs and expenditures of the project correspond with the project budget and Agreement between institutions.



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The overall assessment both by the NA and by the independent expert concluded in **GREEN** light. Following this result and also the fact that more than 70% of the first pre-financing payment was absorbed during the first half of the project period, the NA is ready to transfer the second pre-financing payment in amount of 30% of the Community grant to your organisation. NA expects the request of your organisation in this sense now.

The representatives of the NA will carry out a monitoring visit in your institution in several weeks in order to discuss the results of the Interim report assessment and to negotiate further actions. This monitoring visit will be prepared by the NA in co-operation with relevant persons from your organisation.

In case of any questions or comments contact the National Agency.

Best regards

A handwritten signature in blue ink, appearing to read 'Slivkova'.

Mgr. Helena Slivková
Head of the Leonardo da Vinci unit
NAEP

A handwritten signature in blue ink, appearing to read 'Smotlachova'.

Mgr. Vladana Smotlachová
Project consultant - Leonardo da Vinci
NAEP