



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 special meeting of project partners

Held in Prague, Czech Technical University in Prague/Faculty of Civil Engineering

on Friday June 20, 2008.

Participants: P1 - Dr. Lokaj, Mgr. Zahnašová, Doc. Materna, P3 - Ing. Zímová, P4 - Dip. Ing. Augustin, P5 - Doc. Kuklík, ing. Vídeňský, Dr. Kuklíková, P6 – Ing. Kuděla, P7- Mr. Hansen, MSc., P8 - Prof. Bell, P9 - dr.inz. Marynowicz, mgr.inz. Pawlik, P10 – Mr. Tajnik, P11- Mgr. Zlatňanská, Mrs. Slabejová, dr. Sandanus

Not present: P2- Dr. Cvelbar

1. Opening (14.00)

Mgr. Zahnašová welcomed all partners.

2. Check of activities of single WorkPackages

2.1. WP1 – Administrative issues

- Dissemination of the project, its tasks and results – please send list of seminars you participated on or articles in magazine for 03-06/2008 till **15.7.2008** – necessary for Progress report sent to Prague by P1 every 3 months. Copies will be part of Final report!
- WP leaders must send to P1 PRN – quarterly evaluation of the WP for the whole project – will be part of Final report!!! – Available at project website
- Project website – being updated, language versions need to be updated – pay attention – in August or September at the latest
- Final report – activities from 10/2007 – 9/2008
- Deadline **30.10.2008!** – applies to all partners – empty document will be sent to partners for filling in the information that concerns them
- Deadline for sending the final version – 28.11.2008 – applies to P1
- Try to keep the budget – do not overdraw it
- **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
- The sooner we finish the products the sooner the marketing actions can start

2.3. Handbook 1

- Duration 01/2007-01/2008 – new deadline **31.7.2008**
- NEW DEADLINES SET!
- State of work – all chapters prepared – 250 pg
- English editing – P7/subc. – partners asked for help – must be finished till **15.7.2008** – please read email by M.Zahnasova dated 26.6.2008
- Internal evaluation – all partners – **22.7.2008**
- External evaluation – P4/subc. – **31.7.2008**
- Graphical design – discussion between P3 and P5 occurred, deal
- Placing the handbook on the public web – **31.7.2008**

2.4. Handbook 2

- Duration 01/2007-01/2008 - new deadline **31.7.2008**
- NEW DEADLINES SET!
- State of work – text (112pg) incl. examples (11) prepared
- English editing – P8/subc. – **15.7.2008**
- Internal evaluation – all partners – **22.7.2008**
- External evaluation – P11/subc. – **31.7.2008**
- Graphical design - discussion between P3 and P5 occurred, deal
- Placing the handbook on the public web – **31.7.2008**

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 – Programme will be specified at the **beginning of July** by P7
- Organizing partner will prepare questionnaire for seminar participants and attendance list because of quality indicators
- Preparation of future events – please think of seminar organized on the topic of timber structures and constructions

2.6. Case studies

- 1 still missing by P2 – new solution - will be prepared by P1 – deadline **3.7.2008**.
- Internal evaluation – all partners - **15.7.2008** – after completing all case studies
- Placing the products on public website – **20.7.2008**

2.7. Database

- Concerns all partners!
- Number of entries –see table
- Only 6 entries so far!
- Till the end of project – min. 51 entries!
- Please start to work on this WP – important !!!

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!



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2.8. Products' local transfer

- WP leader – P11
- Partners concerned: P3, P4, P9, P11/subc.
- On programme from 04/2008 – new term – **1.8.2008**
- Find subcontracts for translations soon!
- **1.8.2008 – 15.9.2008** – translation
- +adding small dictionaries – P1 will send 200 words – **beginning of July**
- **16.9.2008** – placed on the project website by P1
- Attempts for obtaining accreditation – P3,4,9,11 – 08-09/2008

3. Miscellaneous

P5 treated all partners for lunch.

4. Subsequent meeting

The next meeting will take place in Horsens on 12.9.2008.

5. Closure of the meeting

The meeting was closed at about 15.30.

Minutes compiled by Marcela Zahnašová, marcela.zahnasova@vsb.cz on 26.6.2008