



FIRST PROJECT MEETING
**within the HURO/1001/190.2.1.2 InnoBoost – Boosting Cross Border
Business Cooperation and Competitiveness through Innovation
project**

MINUTES OF THE MEETING

**June 25th 2012, Timisoara
TehImpuls office**

Attendants:	Raluca CIBU-BUZAC	Project Manager & Senior Expert
	Karin-Mira SISAK	Junior Expert
	Răzvan INCĂ	Junior Expert
	Péter MARÓTI	Professional Expert & Evaluation Team expert
	László SZIGETHY	Professional Expert & Evaluation Team expert

The first project meeting took place on June 25th 2012 and started at 10:00 o'clock (Ro time).

The meeting was moderated by the Project Manager.

The agenda previously discussed and approved by the project partners contains the following points:

1. Discussions on the detailed activity plan proposed by the LP; approval of the detailed activity plan & related Gant Diagramme

The LP prepared a detailed activity plan containing the project activities & subactivities, outputs and the related timeframe, plan which was sent to the PP for revision and input; there were also prepared other documents such as:

- "Communication and promotion Instruments"
- "Stages of implementation- for the InnoMatch Fair and Competition of innovative products".

The detailed activity plan and the related Gant Diagramme were commonly accepted by the project partners.





2. Detailed planning for activities to be implemented during the following 4 months:

The following activities will be developed during the next 4 months of the project:

- *Creation of Info Points*

Both LP and PP will create Infopoints within their offices to provide assistance to cross border organisations interested in participating to the InnoMatch fair and to the Competition. Infopoints are planned to be created until 15.07.2012

- *Development of web IP instruments*

The LP will develop a subdomain related to the InnoBoost project on its own website, which will be linked also with the PP's website. The project subdomain is planned to be created until 15.07.2012. One e-brochure, an online project banner and 6 articles will also be developed.

- *Media relations*

The LP and the PP will submit press releases and will organise press conferences, related to the project activities.

- *Preparation of the InnoMatch Fair:*

- ***Identification of cross border stakeholders, database, selection of target group***

For the implementation of this subactivity, LP prepared a document "Stages of implementation- for the *InnoMatch Fair* and *Competition of innovative products*, describing the activities to be done, partners in charge of the activities, deadlines, short descriptions of the activities.

Discussions started with the identification of the main industry sectors to be involved in the project activities. Each of the partners presented their situations in the region and established together which sectors to be taken into account. In the South Great Plain Region of Hungary there is a strong focus in the ICT industry, especially within the companies located in Szeged. At the moment the PP is developing an ICT competences database in the region and in Vojvodina. According to the RIS of the South Great Plain Region, ICT is a key sector, being followed up by the Automotive sector (as in Kecskemét there is a big investment of Mercedes Benz, a very large cluster being connected to this plant); other sectors which can be taken into account are: Agriculture (as the characteristic of the region is very agricultural based); Renewable energies (raw material is being used for biomass energies); Geothermal energies; Biotechnologies (very well developed in Szeged-there is an important Biological Research Centre of the





Hungarian Academy of Sciences); Constructions (good connections with ArchEnergy cluster-dealing with energy efficiency constructions; ArchEnergy cluster is in contact with the ROSENC Cluster-Romanian Cluster for Renewable Energies).

There have been set the following sectors with innovative potential in the cross border area: ICT, Automotive, Agrofood, Energy Efficiency and Renewables, Sustainable Constructions, Geothermal Energy and Biotechnologies.

The quality of the InnoMatch Fair is desired to be a high one, with a different approach than the traditional organization of a fair, as it is described in the AF. Through this fair we try to show something tangible, where people can see things which can be putted immediately into production.

LP is working on a template of database for innovators. It was agreed that LP will send the database draft to the PP, in order to discuss it and agree on the common cross border database of innovators which will be developed.

○ **One to one meetings**

The One to one meetings will take place in the cross-border area. Each partner will organise at least 5 one-to-one meetings with innovators. One to one meetings are planned to take place between 27.08.2012-21.10.2012 according to the Activity plan.

○ **Identification of cross border cooperation good practices**

Each of the partners will have a look over the good practices existing in their regions. After this search, both LP and PP will have discussions about these good practices. Each partner has to identify 4 good practices, which will be presented during the InnoMatch Fair. Their Identification is planned between 18.06.2012-25.11.2012.

There will also be developed a fiche to be filled in for each good practice and some indicators will be established for the identification of the good practices.

○ **Creation of the Strategic Board and Evaluation Team**

According to the AF, the Strategic Board and Evaluation Team is formed from:

- Strategic Board: 2 Romanian experts + 1 Hungarian expert
- Evaluation Team: 3 Romanian experts + 2 Hungarian experts

LP and PP will create a common Competition Strategic Board and Evaluation Team, which will have 3 working meetings in Timisoara.

The creation and meetings of the common Strategic Board and Evaluation Team are planned to take place between 16.07.2012-31.08.2012, according to the Activity plan.





○ **Roundtables**

The 3 roundtables will be held at regional level. LP will organise two roundtables, one in Timisoara and one in Arad, and PP will organise one in Szeged. Roundtables are planned to take place between 23.07.2012-31.10.2012, according to the Activity plan. Potential dates for the roundtables are:

- 1st roundtable: 23-29.07.2012
- 2nd roundtable: 03-09.09.2012
- 3rd roundtable: 01-07.10.2012

3. Public Procurement

There have been discussions related to the public procurements to be done in the project. A review through the budget was done in order to see which are the external services to be procured for both LP and PP.

Both Romanian and Hungarian partners are familiarized with the public procurement procedure to be followed and the indications mentioned in the PIH.

4. Preparation of the 1st reporting of the project (March-June 2012)

First reporting period within the project will be between 1st of March-30th of June 2012.

Partners discussed issues about the reporting procedure, as it is foreseen in the PIH. Following project activities will be reported within the 1st reporting:

AP1	Project team meetings
AP1	Planning
AP1	Preparation of project partner reports
AP2	Photo documentation
AP3	Identification of cross border stakeholders, database, selection of target group

5. AOB

▪ **Discussions about the project spending**

There have been discussions between the partners related to the *Notification letter* received from the Managing Authority with respect to *reporting and spending obligations*. Attached to the notification letter was the „*Declaration on spending obligation*”.

According to this letter, both LP and PP have to calculate what expenditures were incurred and paid out until 30 June 2012 (EUR) and which is the planned amount to be paid out between 1 July 2012 and 31 August 2012 (EUR). The „*Declaration on the state of project spending*” will be sent per email to the partner in order to fill his part of the table.





The PP has to send to the LP the filled declaration until July 5th, as the deadline for the sending to the JTS of the „Declaration on spending obligation” is July, 10th 2012.

▪ **Discussions about the prolongation of the project**

The LP initiated a discussion with the JTS referring to the possibility of getting 3 months project prolongation.

The LP prepared, discussed and handed up to the PP a budget spending forecast for both of the partners, in case of project prolongation. The PP will check with its team this spending forecast and will let know the LP the exact amount of money.

The discussions with the JTS about project prolongation will continue after sending this spending forecast.

Date:

26.06.2012

Timisoara

Prepared,

Mira Sisak

Junior Expert

Approved,

Raluca Cibu-Buzac

Project Manager

