



SECOND 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

**September 5th 2012, Szeged
DARINNO office**

Attendants: László Szigethy	Professional Expert & Evaluation Team expert
Tamás Gyulai	Expert for cross border cooperation
Bagoi Ferenc	Expert
Raluca Cibu-Buzac	Project Manager & Senior Expert
Karin-Mira Sisak	Junior Expert
Răzvan Incă	Junior Expert

The second project meeting took place on September 5th 2012 and started at 09:30 o'clock (HU 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 about the new Gant Diagramme

The project manager, Raluca Cibu-Buzac announced the PP that the project was prolonged and informed the PP the data of the InnoMatch Fair, respectively 6-7th of February 2013, Arad. More details about the Fair were discussed within the 3rd point of the agenda.

As the project has been prolonged, the junior expert, Mira Sisak presented to the PP the "new Gant Diagramme" (containing the project activities & subactivities, outputs, new timeframe). The document called „Stages of implementation for the InnoMatch fair and Competition of Innovative products” was presented later by the project manager within the 3rd point of the agenda.





More details about the „new Gant Diagramme” and „Stages of implementation for the InnoMatch fair and Competition of Innovative products” can be found in the *attached supporting documents*.

2. Information on the status of reporting

There have been discussions about the validation of expenditures, preparation of the first Project Progress Report and visibility of the project.

The LP made a brief review over the reporting process. Regarding the validation of expenditures, the LP were validated the expenditures, the PP ones are still under validation. As soon as the PP will receive the validation of their expenditures, will send it to the LP. Regarding the visibility, the PP will send to the LP all public related information from their side regarding the project.

3. Discussions about the status of the activities under implementation:

a) *Creation of Info Points*

- There were discussions about the 2 Infopoints (1RO, 1 HU) which will be developed within this subactivity.
- The junior expert, Răzvan Incă prepared a document called „Info Point” where can be found information about the content&functionality of the Infopoints. Info points will be announced through press releases. It was agreed together with the PP that the Infopoints will be announced in the first press release. The LP will send to the PP the translated version of the first press release in order to have an idea about it.
- The PP informed the LP that he is involved in the „Point Inno Network”-a network operating on national level. The network acted like an Info Point where innovative actors from the hungarian region could have received information about the opened calls funded within the National Innovation Fund; the Infopoint was a project financed through the National Innovation Fund. The professional expert, László Szigethy highlighted the fact that this Infopoint could continue his functionality with new relevant information through the InnoBoost project. Discussions continued with the way of communicating this Infopoint in the Szeged media (point c) Media relations).
- More details about the „InfoPoints” can be found in the attached *supporting document - Annex 1*.

b) *Development of web IP instruments*

- Discussions were about the preliminary website of the project-structure&site-management.





- The junior expert, Răzvan Incă showed to the PP the preliminary structure of the website. The website contains the following menus: Home; InnoBoost project; InnoMatch & InnoImpuls; Working space for the partners; Photo gallery; Contact. The site will be managed by Tehimpuls, the PP will send to the LP all the related information about the project and LP will upload this on the project website. Information will be available in both languages (RO,HU).
- The professional expert László Szigethy informed the LP that they have created a project subdomain of their website and uploaded information about the project. The LP has to send to the PP the link which will connect the InnoBoost website with the PP's website. The PP will send to the LP the respective information in order to be able to upload this information in the IMIS system.

c) *Media relations*

- There were discussions about the media relations which have to be developed within the project.
- The junior expert Răzvan Incă updated the document „*Communication and promotion instruments*” with the new timings and presented it to the PP. Discussions continued with the way of communicating the Hungarian Infopoint in the Szeged media. The PP proposed to say that the Innovation Point was already established and now it's continuing its activity through the InnoBoost project. As guests for the press conference in Szeged the PP said that somebody from the National Innovation Office can be invited as speaker to talk about the importance and visibility of the Info point. The press conference in Szeged is planned to take place in November 2012.

d) *Preparation of the InnoMatch Fair:*

- As previously announced in the 1st point, the Fair will take place between 6-7 of February 2013 in Arad, Romania.
- Discussions were about the preparation and the registration stages for the InnoMatch Fair.
- The Junior expert, Mira Sisak updated the document called „*Stages of implementation for the InnoMatch fair and Competition of Innovative products*” (containing activities to be done, partners in charge of the activities, deadlines, short description of the activities) with the new timings, which was presented by the project manager to the PP.
- The project manager, Raluca Cibu-Buzac made a brief review over the „registration stages for the InnoMatch Fair”. The LP has prepared





some letters for the RDI centres and for the companies, which will be sent to the target group together with the Organization Profile Fiche (letters will be available also on the project website). After a while after sending these letters, both LP and PP will have one-to-one meetings with the target group. During the on-site visits there will be completed another questionnaire requiring extend information about the organization and the innovative products/services/solutions they provide. After will follow the evaluation of the applicants to the Fair; selection of the participants; development of the Participation kit by each participant. The LP will send the letters to the PP.

- The cross border cooperation expert, Tamás Gyulai informed the PP that each year there is being offered a „Regional Innovation Award“ to the companies from the region for projects which are based on some innovation activities, industrial activities which are industry marketable. The event is being organized by the Hungarian Academy of Sciences together with the experts of the PP which are involved in the implementation. Mr. Tamás Gyulai gave more information about this award, followed by the professional expert, László Szigethy which has made a brief overview over the assesment process. The idea of the discussions was that this award to be linked with the InnoBoost project and the companies selected for the „Regional Award“ to come to the InnoMatch fair as well. The PP will send more information about this award to the LP.

Deadline for the preparation of the subactivities agreed with the PP were as follows:

- Identification of cross border stakeholders, development of the database, selection and of target group – development of the database of cross border innovators
 - Deadline for finishing the database – end of September
- One to one meetings
 - Commonly agreed with the PP to start in October
- Identification of cross border cooperation good practices
 - Commonly agreed with the PP to check out developments with high added value in both regions (e.g.: RIS RO-HU; Transvision; Institute for Renewable Energies, CBC). A list of them will be done until end of September.
- Creation of the Strategic Board and Evaluation Team and their meetings





- The Strategic Board and the evaluation Team will be created until the end of September
- o Roundtables
 - Commonly agreed with the PP the first roundtable to take place in Timisoara, on 25th of October 2012

More details about the „Stages of implementation for the InnoMatch fair and Competition of Innovative products” and „Registration stages” can be found in the attached supporting documents.

Date:

07.09.2012

Timisoara

Prepared,

Mira Sisak

Junior Expert

Approved,

Raluca Cibu-Buzac

Project Manager

