

Final AGENDA

1st Working Group Meeting German Partners - Egoprise

17.11.2009

Lead Partner: Special Purpose Association E-Government in MV

at

Zweckverband "Elektronische Verwaltung in MV"

Eckdrift 97 19061 Schwerin

14:00	Registration, Welcome, Introduction of Participants
14:10	Current Status of the Project – Björn Gabler
14:20	Next Formal Steps (Before 2010) – Björn Gabler
14:35	Kick-off Workshop Berlin – Björn Gabler, Bernd Anders, Gerald Holsten
14:45	Activities in Germany – Gunnar Prause, Bernd Anders, Björn Gabler
15:30	Next Meetings / Next Steps as regards content – All Participants
15:45	EgoPrise Website / Logo / Corporate Design
16:00	End of the Meeting

Minutes

1st Working Group Meeting German Partners - Egoprise

1. Current Status of the Project

- Egoprise has been approved on 16th of September by Monitoring Committee
- Clarification Phase is almost finished:
 - 1 LV Partner has been replaced by another LV partner - Foundation Riga Business University will take over the tasks of Turiba within the project
 - 1 Estonian Partner aims to drop out because of a lack in financial and human resources
 - No budget cuts
 - PLANCO has been contracted for Coordination, Financial Management and Communication and Information within Egoprise

2. Next Formal Steps (Before 2010)

- Grant Contract will be closed between Lead Partner and Managing Authority after completion of clarification Phase
- Partnership Agreement between LP – PP will be preferably closed shortly after grant contract has been signed
- First level control:
 - FLC has to be made on partner and project level
 - in case of partners in Mecklenburg- Vorpommern Mr. Nicolai (Ministry of Ecomics MV) is responsible for prior FLC Certification (all documents needed for FLC certification will be sent by PLANCO to Partners)
 - all German partners can engage the same FLC but every partner needs to have own FLC Certification – partners will agree on it
- Public procurement rules have to be obeyed to avoid shortcuts:
 - According to European, national, regional and institutional legislations public procurement rules have to be followed (e.g. contracting external

consultants, FLC etc.)- minimum: bid-at three- rule have to be followed for all services exceeding net 1000 € (bid-at- three document to document procurement process)

- o Financial Reporting Form will be prepared by PLANCO and forwarded to partners

3. Activity plan, Structure

- Björn Gabler from PLANCO gives a short overview about Egoprise and planned activities within project (the Power Point presentation is attached to the E-Mail)
- it has been underlined that the implementation of project results will be crucial in every WP, first implementations within the project and transfer of knowledge and experiences to other regions/ countries (as preparation of further implementations)
- all content related WP (3-5) consist of two main components: 1. Analyse-2. Test phase (Implementation of first results/ tools in pilot regions)
- activity plan determines division of tasks, responsibilities and outputs- the plan is binding for every partner and will be integrated in partnership agreements!
- it has been underlined that the project has to put much attention on financial reporting, spending plan should be in accordance to application form- de-commitment should be avoided

4. Kick-off Workshop Berlin

- premises at the Representation of the Land Mecklenburg-Vorpommern to the Federation, In den Ministergärten 3 , Berlin (close to Potsdamer Platz) have to be finally confirmed
- draft for Agenda will be prepared by PLANCO Consulting GmbH
- In agreement with LP PLANCO will organize the Kick-off Workshop (Invitation, hotel accommodation, restaurant, catering)
- framework programme/ common event (kind of event will be discussed and agreed between coordinator and LP)
- general division of tasks at workshop as follows:

- PLANCO will inform partners about contents related to Financial Management, Coordination and Communication
- Partners (WP Leader) will be responsible to present contents related to activities planned acc. to respective WP
- As preparation of Kick-off it is envisaged to carry out a prior steering group meeting with WP Leaders in early January

5. Common costs

- Coordination, Financial Management, common workshops (incl. Interpreters), FLC on project level will be financed by common costs
- 21 % of project budget will finance common activities. Some partners have a higher share as agreed during preparation phase
- with regard on common costs German partner agree on system of advanced payment- a separate account allowing financing of common activities will be opened, PP will be asked to remit an special amount every milestone – Implementing partner will inform PP about the use of common budget
- this cost sharing method will be presented and explained in detail at Kick-off
- common costs will be proved by FLC on project level (implementing partner)

6. EgoPrise Website / Logo / Corporate Design

- Communication and Information is a crucial part within INTERREG IV B Baltic Sea Programme 2007-2013
- It has been agreed between participants to hire a web designer for the development of Corporate design, logo and website
- Budget: ca. 4000 € reserved for Corporate Design, Logo, Website
- All project partners will be integrated in the process of Decision – first ideas should will be presented at Kick-off Workshop in January
- to save costs the Ministry of Interior proposes to use its Content Management System for project website

PLANCO has declared to forward the following documents/ information to German partners:

- Approval Letter
- Draft Grant Contract
- Draft Partnership Agreement
- Relevant information concerning FLC in Germany
- FLC Specification EN_EGOPRISE
- Bid-at three support document
- Public Procurement checklist
- Budget per partner

ANNEX 1: List of participants

Anders, Bernd	ZV Ego MV
Kuprat, Nicole	ZV Ego MV
Dr. Heiko Siraf	Ministry of the Interior MV
Prause, Gunnar	Uni Business & Design Wismar
Beifert, Anatoli	Uni Business & Design Wismar
Schiffner, Evelyn	Local Authority Rehna
Sack, Guido	Local Authority Rehna
Hans-Martin Buschhart	Local Authority Rehna
Benzel, Constanze	PLANCO Consulting GmbH
Gabler, Björn	PLANCO Consulting GmbH