

Minutes - Kick-Off-Conference EgoPrise



**E-Government
Association in MV**



**PLANCO Consulting
GmbH**

E-Government solutions as instruments to qualify the public sector for the specific needs of small and medium sized enterprises in the rural BSR - EgoPrise

January 28th to January 29th 2010 Berlin/ Germany
FINAL AGENDA

Thursday 28th January (DAY 1)

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| 10:30 | Registration |
| 11:00 | Welcome & getting to know each other (LP + All PP)

Brief Introduction of each partner organisation and project staff (max. 2 min. per partner) |
| 11:45 | General Review of project content and structure (presentation: PLANCO, discussion) <ul style="list-style-type: none">• Brief Overview of the Project, Project Management |
| 12:15 | Specific Activities and Outputs of the project – Part 1 (presentations: WP leader, discussion) <ul style="list-style-type: none">• Business oriented public services (WP 3 Leader: Uni Wismar)• Improved access of SMEs to BSR labour markets (WP 4 Leader: Uni Seinäjoki)• Digital greenhouses (WP 5 Leader: CV 2) |
| 13:00 | Lunch break |
| 14:00 | Specific Activities and Outputs of the project - Part 2 |
| 16:00 | Composition / initiation of Working Groups (WG Leader 3-5, LP) |

Thursday 28th January (DAY 1)

- 16:30** **Publicity (presentation: PLANCO, discussion)**
- Communication Strategy / Plan
 - Dissemination Plan
 - Logo, Corporate, Design, Website
 - Public Awareness Conferences
- 17:00** End of the program at the venue
- 19:30** Joint Dinner –TV Tower Alexanderplatz, Panoramastr.1A, 10178 Berlin
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Friday 29th January (DAY 2)

- 9:00** Sum-up of Day 1 (LP)
- 9:10** **Partnership Agreement: (presentation: PLANCO, discussion)**
- 9:30** **Reporting (financial / activities): (presentation: PLANCO, discussion)**
- Procedures, Deadlines, First Level Control
- 10:30** **Partner Budget / Shared Costs: (presentation: PLANCO, discussion)**
- Activities, Procedures, Reporting, First Level Control
- 11:00** **Next steps / meetings**
- 11:20** **Composition of Steering group, explanation of tasks**
- 11:30** **2nd steering group meeting (SG members, LP, PLANCO)**
- 12:00** Lunch
- 13:00** End of Day 2
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LIST OF PARTICIPANTS:

Kick-off Conference EgoPrise, 28th-29th January 2010, Berlin- List of Participants



Participant No.	MS. / MR.	Surname	First name	Organisation (english)	Country	Signature
1	Ms.	Aaltonen	Ouli	SeAmK Seinäjoki	FI	<i>Ouli Aaltonen</i>
2	Ms.	Åkerhielm	Dr. Renata	Södertörn University College	SE	<i>Dr. Renata Åkerhielm</i>
3	Mr.	Anders	Bernd	Special Purpose Association "eGovernment in Mecklenburg-Vorpommern"	DE	<i>Bernd Anders</i>
4	Mr.	Beifert	Anatoli	University of Technology, Business and Design Wismar	DE	<i>Anatoli Beifert</i>
5	Mr.	Bekaris	Rokas	International Business School	LT	<i>Rokas Bekaris</i>
6	Mr.	Buschhart	Hans-Martin	Local Authority Rehna	DE	<i>Hans-Martin Buschhart</i>
7	Ms.	Ciganska	Ilze	Latvian Association of Local & Regional Governments	LV	<i>Ilze Ciganska</i>
8	Mr.	Gabler	Björn	PLANCO Consulting	DE	<i>Björn Gabler</i>
9	Mr.	Hallila	Jaakko	Regional Council of South Ostrobothnia	FI	<i>Jaakko Hallila</i>
10	Mr.	Hancharonak	Ihar	Academy of Public Administration	BY	<i>Ihar Hancharonak</i>
11	Ms.	Ingerslev	Tove	CV 2	DK	<i>Tove Ingerslev</i>
12	Mr.	Kaldur	Kristjan	Institute of Baltic Studies	EE	<i>Kristjan Kaldur</i>
13	Mr.	Kinnunen	Pertti	South Ostrobothnia Chamber of Commerce	FI	<i>Pertti Kinnunen</i>
14	Mr.	Krasovskis	Gunnar	Latvian Association of Local & Regional Governments	LV	<i>Gunnar Krasovskis</i>

Participant No.	MS. / MR.	Surname	First name	Organisation (english)	Country	Signature
15	Ms.	Kuprat	Nicole	Special Purpose Association "eGovernment in Mecklenburg-Vorpommern"	DE	<i>Nicole Kuprat</i>
16	Mr.	Platz	Gunnar	PLANCO Consulting	DE	<i>Gunnar Platz</i>
17	Ms.	Ponomarjova	Jelena	Latvian Chamber of Commerce	LV	<i>Jelena Ponomarjova</i>
18	Mr.	Prof. Prause	Gunnar	University of Technology, Business and Design Wismar	DE	<i>Gunnar Prause</i>
19	Ms.	Reidolf	Merli	Tallinn School of Economics and Business Administration	EE	<i>Merli Reidolf</i>
20	Mr.	Rocens	Valdis	Foundation "Riga Business University"	LV	<i>Valdis Rocens</i>
21	Mr.	Sack	Guido	Local Authority Rehna	DE	<i>Guido Sack</i>
22	Mr.	Salmela	Mauno	TE- Center South Ostrobothnia	FI	<i>Mauno Salmela</i>
23	Ms.	Schiffner	Evelyn	Local Authority Rehna	DE	<i>Evelyn Schiffner</i>
24	Mr.	Sergejev	Vitali	Narva Bas Foundation	EE	<i>Vitali Sergejev</i>
25	Mr.	Stöhring	Dr. Reiner	Special Purpose Association "eGovernment in Mecklenburg-Vorpommern"	DE	<i>Dr. Reiner Stöhring</i>
26	Mr.	Trutnev	Dmitry	Centre for e-Government Development	RU	<i>Dmitry Trutnev</i>
27	Mr.	Urpala	Timo	Regional Council of South Ostrobothnia	FI	<i>Timo Urpala</i>
28	Ms.	Venesaar	Urve	Tallinn School of Economics and Business Administration	EE	<i>Urve Venesaar</i>
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PRESENTATIONS & DECISIONS:

1. General Overview:

Gunnar Platz, Project Coordinator from PLANCO Consulting GmbH, started the workshop with a general overview about the project and introduced the PLANCO project management team. Participants were informed about background and objectives of EgoPrise. Moreover the work package and partners structure was presented. He finished his presentation with an outlook to next steps to be taken:

It was agreed that:

- All partners will carry out their activities in accordance with the EgoPrise application (project data form)

2. WP 2: Communication and Information

Björn Gabler, Project Coordinator and Financial Manager from PLANCO Consulting GmbH held a presentation focussing on Work Package 2 – Communication and Information. Partners were informed about the programme requirements to be considered when producing and publishing material financed by the project.

The following outputs to be achieved by the project were shortly presented and discussed.

- Communication Plan (obligatory)
- Dissemination Plan (obligatory)
- Project Logo & Corporate Design (obligatory)
- Project Homepage www.egoprise.eu (obligatory)
- 3 Digital Newsletters (annually)
- 6 Press Articles & Announcements (6-monthly)
- 3 International Project Workshops (project internally)
- 3 Public Awareness Workshops (open for externals)

It was agreed that:

- all partners will actively support the information manager (Constanze Benzel from PLANCO) in all matters regarding communication and information of EgoPrise
- the project website and corporate design (logo, letterhead, power point presentation master) will be elaborated by the company “portpilot”. The decision

is based on the fact that “portpilot” delivered the most economically advantageous offer (EUR 4.800 for design and establishment of the website / corporate identity, EUR 1.062 for 3 years maintenance and hosting). Costs will be financed from the common budget.

- once the project website is launched (ca. March /April 2010) the partners will do their best to keep the website updated with news, information, etc. Each partner will receive individualized access codes and passwords.
- all Partners will link their own website with the project website.
- the proposed website structure (site map) will be enhanced by an intranet to be used as intra communication platform and archive for documents and materials.
- all project relevant meetings (also smaller internal meetings) should be documented with a signed list of participants and minutes. Latter must be published at the project website by maximum 14 days after the meeting.
- that the following project logo proposal will be used:



- the proposal above should be slightly modified as follows:
 - Using the acronym **EgoPrise** instead of egoprise
 - Displaying the acronym as slight bow and more oval to make the logo more dynamic and three-dimensional
 - Adding the writing “e-government for enterprises” beneath the acronym
- PLANCO will elaborate a draft of the communication plan to be submitted to the partners until beginning of March.
- the next meeting in Seinäjoki will be used to discuss the draft communication plan. The focus will be on the discussion of the indicators to be self-defined and quantified by the project. Partners should make own proposals on indicators before the meeting
- The final communication plan have to be submitted to the JTS by 31st of May 2010

- PLANCO will send a communication kit, with information on programme communication requirements to all Partners in February/ March 2010 with attachments as follows:
 - Project logo, MS Word Letterhead, MS Power Point Presentation Master
 - EU-logo, Programme Logo
 - disclaimer and references

The date of submission of the communication kit depends on the time when the project logo and corporate design has been finished by the company “portpilot”.

3. Financial and Technical Reporting and Payment

Björn Gabler held a presentation focussing on the following issues:

- Project Reporting and Payment
- Eligibility of Expenditures
- Common Cost
- Public Procurement Rules
- Programme requirement on publicity
- First Level Control (FLC)

It was agreed that:

- all Partners will keep all deadlines, when reporting to PLANCO /LP as follows

Progress Report (PR)	Reporting period	Submission of electronic draft reports to PLANCO - Deadline	Submission of final FLC checked paper documents to PLANCO - Deadline
1 PR	17.09.2009 - 31.05.2010	05.06.2010	31.07.2010
2 PR	01.06.2010 - 30.11.2010	05.12.2010	31.01.2011
3 PR	01.12.2010 - 31.05.2011	05.06.2011	31.07.2011
4 PR	01.06.2011 - 30.11.2011	05.12.2011	31.01.2012
5 PR	01.12.2011 - 31.05.2012	05.06.2012	31.07.2012
6 PR	01.06.2012 - 16.12.2012	05.01.2013	15.03.2013

- all Partners with a centralized FLC system will check, whether there are separate deadlines, set by their responsible FLC institutions. In case the FLC deadlines

come into conflict with the deadlines above, the partners will inform PLANCO or the LP immediately

- PLANCO will send the reporting forms for report no 1 to the partners by beginning of May 2010 the latest
- for the reports no 2-6 PLANCO will send the relevant reporting forms to the partners in the month after submission of the previous report to the JTS
- all Partners will follow the eligibility and public procurement rules set by the Baltic Sea Region 2007-2013 Program Manual
- PLANCO will send the following documents to the partners in February 2010:
 - time sheet templates
 - final partner budgets broken down to WP and BL and separated between shared cost and partners costs
 - budget flexibility tool (gives partner the opportunity to check the flexibility of budget shifts between WPs and BLs)
 - Public procurement checklist and bid-at-three support document
 - Country specific Information regarding FLC incl. FLC specification form for countries with a decentralised FLC system

4. Partnership Agreements & Advance Payments

Björn Gabler informed the participants about the status of signed partnership agreements receipts. Most of the partners have signed the partnership agreements. For only a few partners some aspects need to be clarified in bilateral discussions. These should be finished before mid of February. At 15th of February the agreement will be signed by the Lead Partner.

It was agreed that:

- All partners which have not yet signed the agreement will do that beforehand.
- After the partnership agreement has been signed the 1st request for advance payment will be submitted by the LP to all partners.

5. Initiation of working groups WP 3-5: presentations by each WP leaders & discussion

Anatoli Beifert, representing the Wismar University of Applied Sciences, Technology, Business & Design, and acting as WP 3 leader, Outi Aaltonen, representing Seinäjoki University of Applied Sciences, Business School and acting as WP 4 leader and Tove



Ingerslev, representing CV 2 and acting as WP 5 leader gave short presentations on the following aspects in their working packages:

- Specific problems to be addressed
- Actions
- Output
- Methodological approach – research, implementation, transfer
- Time frame
- Responsibilities
- Next steps

It was agreed that:

- all activities will be carried out in accordance with the application (project data form)
- the work will start with the research phase (demand survey + expert interviews), to be combined for WP 3, 4 and 5 and to be carried out in all countries represented by EgoPrise partners plus Russia.
- the WP Leaders will elaborate detailed work plan for the relevant work packages including Activities, Responsibilities, Outputs and Time Frame. The detailed work plan should be finished before the next meeting to be agreed upon in Seinäjoki in March 2010
- the WP leader will elaborate a draft questionnaire and an expert interview guideline for the demand survey in their respective WP to be submitted to the partners until end of February 2010. Partner then are requested to make necessary comments, revisions etc before the next meeting in Seinäjoki
- parallel all partners will compile a list of addresses / contact persons / institutions / companies to be targeted within the research phase of the project to PLANCO the LP and the Work Package Leaders. The list should distinguish between:
 - persons/companies to be addressed by the questionnaire
 - persons/ companies to be addressed by the expert interviews
- the next meeting in Seinäjoki will be used to finalise the questionnaires and expert interview guidelines.
- If possible it is envisaged to submit the questionnaires to the companies / persons listed before the summer break by approximately May 2010.

- the Decision on partner specific composition of working groups was delayed to the next meeting. It was agreed that in this early phase of the project it useful that all partners will take part in all working groups.

6. Involvement of Russia

Dmitry Trutnev, representing the Center for e-Gov Technology St Petersburg took part in the meeting as one of 3 Russian associated partners. He stressed his interest in taking part in EgoPrise activities. It was explained that due to the abolition of the ENPI funding element the Russian partners have to take part on own cost. On the other hand it was also explained that 10% of the budget of the official partners can be used to finance activities in Russia as long as these actions are for the benefit of the EU countries.

Another option to involve Russia into the project could be to initiate a separate Interreg A cross-border programme project between LV, EE and RU that will be designed as a complimentary project to EgoPrise. Mr. Vitali Sergejev, representing the Estonian partner NBAS, offered to act as developer for such a project. The submission of project application is scheduled to spring 2010

It was agreed that:

- the involvement of Russia is in the interest of the project
- the level of involvement (Scope of activities, Costs) will be decided during the next weeks
- the decision will be based on a roadmap of involvement that will created by the Russian partners. This roadmap will list activities / output the Russian partners could contribute to/achieved within EgoPrise.
- until then the Russian partners should take part in the research phase
- the steering group will take the final decision on that matter
- it was decided that the EgoPrise project will financially support the development of an Interreg IV A complimentary project for EgoPrise within the cross-border programme LV, EE, RU to be launched in spring 2010. Costs up to max. 4.000€ can be provided from the common budget.

7. Next Meetings

The next meeting will be a combined working group meeting for all work packages and will take place in Seinäjoki at 24-25 March. The 24th of March should be used as full working day. All partners therefore should make sure to arrive already on 23rd of

March in Seinäjoki. The 25th of March will close at around lunch time to give all partners the opportunity to arrive home the same day.

The partners from Finland will inform PLANCO on travel / flight options to Seinäjoki. Same applies for information regarding accommodation and venue. PLANCO will collect all information and forward them to the partners.

8. 2nd Steering Group

At its first meeting in Riga at 13.01.2010 the following steering group members have already been appointed:

1. e-government Association MV (Ms. Nicole Kuprat)
2. Seinäjoki University of Applied Sciences, Business School (Ms. Outi Aaltonen)
3. Wismar University of Applied Sciences, Technology, Business & Design (Mr. Gunnar Prause)
4. CV 2, VidenDjurs Business and Technical Colleges (Ms. Tove Ingerslev)
5. Foundation of Riga Business University (Mr. Valdis Rocens)

The following additional partners completed the steering group in Berlin:

6. Tallin University of Technology (Ms. Merli Reidolf)
7. Södertörn University College (Ms. Renate Åkerhielm)
8. Business School at Vilnius University (Mr. Rokas Bekeris)

It was agreed that:

- the lead partner will act as head of the steering group
- composition of the steering group is approved by all members
- PLANCO will assist the steering group as secretariat
- a predefined meeting schedule for the steering group is not necessary. Instead the steering group will meet in connection to other general project meetings. However all steering group members have the right to request for a separate steering group meeting (not combined with other meeting).
- all steering group members have the right make own proposals for the agenda of the meeting and add issues to be discussed at the next meeting
- the steering group will decide on the use of the common budget, that is not fixed yet
- the steering group will take strategic decisions and will be the organ to be responsible for decisions in case of problems with partners and activities.
- the partner from Belarus – Academy of Public Administration – Mr. Ihar Honcharonak, who was apologised at the kick-off, will be the final steering group member and takes part in the next meeting.