

## MINUTES

### Management Team Meeting – egoprise

Lead Partner: E-Government Association in MV

27<sup>th</sup> May 2010

10.00- 15.00

at

Berlin Marriott Hotel - Executive Lounge

Inge Beisheim Platz 1

10785 Berlin

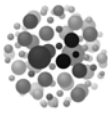
#### Agenda:

<b>10:00</b>	Welcome
<b>10:10</b>	egoprise Research Phase – Discussion on Questionnaires - Morning Session
<b>12:00</b>	Lunch Break
<b>12:45</b>	egoprise Research Phase – Agreement on Questionnaires - Afternoon Session
<b>14:00</b>	egoprise Research Phase – Next Steps
<b>14.30</b>	Decision-making structure and procedure in the Egoprise project
<b>15:00</b>	End of the Meeting

#### Participants:

Ms.	Aaltonen, Outi	SeAmK Seinäjoki, Finland
Mr.	Gabler, Björn	PLANCO Consulting GmbH, Germany
Ms.	Ingerslev, Tove	CV2; Denmark
Ms.	Kuprat, Nicole	Zv Ego MV, Germany
Mr.	Platz Gunnar,	PLANCO Consulting GmbH, Germany
Mr.	Prause , Prof. Gunnar,	Uni Business & Design Wismar, Germany





Management Team Meeting - egoprise - Berlin 27th May 2010  
List of Participants

Participant No.	Title	Surname	First name	Organisation / english	Country	Phone number	E-mail address	Signature
1	Ms.	Aaltonen	Outi	Seamk Seinäjoki, Finland	FI	+358 40 868 0140	Outi.Aaltonen@seamk.fi	
2	Mr.	Gabler	Björn	PLANCO Consulting GmbH	DE	+49 385 3993723	bg@planco.de	
3	Ms.	Ingerslev	Tove	CV2; Denmark	DK	+45 87 58 04 12	ti@cv2.dk	
4	Ms.	Kuprat	Nicole	Zv Ego MV	DE	+49 385 77334711	nicole.kuprat@ego-mv.de	
5	Mr.	Platz	Gunnar	PLANCO Consulting GmbH	DE	+49 385 3993722	gp@planco.de	
6	Mr.	Prause	Prof. Gunnar	Uni Business & Design Wismar	DE	+49 178 2804882	gunnar.prause@hs-wismar.de	
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Comment: Gunnar Prause forgot to sign, although he took part.



### Decisions:

It was decided that:

- One combined semi-structured questionnaire for work package 3-5 will be used for the expert and enterprise interviews.
- Uni Wismar will adopt the questionnaire accordingly and send the final version to PLANCO and the LP.
- In addition a desk research on processes of biggest relevance for SMEs when dealing with administrations should be carried out for each country. Uni Wismar will prepare a guideline for the desk research.
- The LP will send the final version of the questionnaire/ guideline to all partners connected with announcing the official start interview / desk research phase and informing the partners on deadlines and the general procedure.
- The partner should carry out the interviews until end of August 2010.
- A country report summarizing the results of the interviews will be sent to Uni Wismar by 15<sup>th</sup> of August 2010.
- Uni Wismar will design a template for the country reports to make sure that the results are similar in quality and will be comparable.
- Uni Wismar will evaluate the country reports and will elaborate an overall result report of the interviews in cooperation with the other WP leaders.
- In addition to the expert interviews Uni Seinäjoki will carry out an additional survey with written questionnaires for WP 4. With consideration of the results it will be checked whether such a written survey will be carried out in the others countries too. This will be decided at the next meeting in Tallinn.
- CV 2 will carry out the first focus group meetings in late August 2010. The focus group meetings will consider matters of all work packages but mainly WP 5 (digital greenhouse)
- CV 2 will invite the partners to the focus group meeting. The focus group meetings shall give other interested partners an impression on how a focus group meeting can be organised and implemented. Based on that they shall learn methods for similar workshop in their country.
- Regarding the document analysis (desk research) for WP 4 and WP 3 as well as concerning the workflow process modelling (following the expert interviews) it will be checked, whether the help of an external e-government expert is useful. In this matter PLANCO shall request for a bid from an external expert in July 2010.

