

Minutes – 1st Steering Group Meeting 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 13th 2010 Riga / Latvia
FINAL AGENDA

Wednesday 13th January

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|-------|---|
| 11:30 | Registration, Welcome, Introduction of Participants |
| 11:45 | Current Status of the Project (Presentation/ discussion)- PLANCO,
Coordinator EgoPrise

Grant Contract

Partnership agreement

Logo, Corporate design, Website |
| 12:00 | General overview on project budget, activities and outputs planned in EgoPrise - PLANCO |
| 12:30 | Discussion on specific activities and outputs with regard to Work packages – Uni Wismar (WP 3 Leader) , Uni Seinäjoki (WP 4 Leader), CV 2 (WP 5 Leader) |
| 14.00 | Kick-off Conference 28-29th January in Berlin- All Participants |
| 16:00 | End of the meeting |

LIST OF PARTICIPANTS:

1st Steering Group Meeting - EgoPrise - Riga 13th Jan. 2010
List of Participants

Participant No.	Title	Surname	First name	Organisation / english	Country	Phone number	E-mail address	Signature
1	Ms.	Aaltonen	Outi	SeaAmk Seinäjoki, Finland	FI	+35 8 50 32 96 160	Outi.Aaltonen@seamk.fi	<i>[Signature]</i>
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8	Ms.	Amson	Dode	- - -	LV	+371 29228921 36 506 250	dodea@turiba.lv	<i>[Signature]</i>
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PRESENTATIONS & DECISIONS

1. Registration, Welcome, Introduction of Participants

Explanation of meeting background: In preparation of kick-off meeting in Berlin (28./29. January 2010) it is necessary to prepare WP leader activities planned within the project. The focus should thus be laid on activities, not on technical questions.

2. Current status of project

- Remark: project costs are eligible from 17. September 2009 (day after project approval)
- Clarification phase (new) was used to exchange Latvian partner and to clarify questions from the JTS
- New partner exchange now necessary (Estonia)
- Partnership agreement is now obligatory, constituting the basis for work between PPs and must be sent to the JTS with the first reporting
- Without signing the contract project costs will not be refunded
- Project website is now likewise obligatory, tendering has been started, first drafts are expected before kick-off meeting

3. General overview on project budget, activities and outputs

Project budget

- Overview on project budget
- 10% of project budget can be spent outside the EU, but for the benefit of EU countries

1. Question: Who should be the receiver of questions regarding budget reallocation?

Answer: As PLANCO is appointed as Financial Manager, all questions regarding budget should be addressed to them.

However, new regulation of budget flexibility: small changes (up to 20% of budget) do not need to be applied for. Attention should be paid to the total partner budget – that should not be exceeded.

2. Question: Have the budget numbers been stipulated in the application?

Answer: Yes, since the total budget in the application is based on the partner budgets, however a change between partners is allowed.

3. Question: Are only partner from one and the same country allowed to change budget?

Answer: In principle all partners could exchange budget, however, the funding rates should be considered. It would therefore be wise to request for a budget reallocation.

4. Question: Is a budget reallocation still possible?

Answer: Yes, but only once in the project's lifetime. Recommendation is to apply for a reallocation at the end of the project.

Project durability:

Trail to ensure durability has been sent to JTS together with application in order to show that EgoPrise is sustainable. Different modules show different steps in the project:

- Step 1: research and development of new processes
- Step 2: implementation, pilot testing
- Step 3: integration of public, transfer of results

1. Question: Role of the Monitoring Committee?

Answer: Monitoring Committee is outside the project – institution of the JTS that examines application and major changes within the project

2. Question: What are the modules?

Answer: Modules are project phases respectively steps to be followed within the project activities. All work packages should stick to this model and make the same working steps.

Steering Group:

Proposal for members:

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)

In addition one representative from LV, EE, SE and BE should be member of the SG. The final composition of the Steering group will be arranged at the kick-off meeting in Berlin.

1. Question: Should the SG meetings be already arranged?

Answer: Meetings should be defined within the project runtime, depending on the necessity. It could also be possible to arrange Skype-meetings in the meantime. In case of urgent matters and importance, personal meetings are more effective.

In need of a SG meeting LP should be contacted, as chairman of the SG.

It should also be possible to invite other project partners if requested.

Communication strategy

Dissemination plan is a list of persons / contacts to be addressed within the project

1. Question: Communication among project partners?

Answer: 6-monthly reporting to LP, collection and compilation of one project report to be sent to the JTS – all partner activities are to be collected and can be distributed to all project partners

4. Discussion of specific activities and outputs with regard to Work packages

Work package 3

- Start with research what processes should be improved
- PLANCO can help elaborating a working plan, however, the WP leader should be in charge
- Remark: working plan should be finished until kick-off meeting in Berlin and presented to the partners
- Remark: training of end-users should be added to activities
- Outputs are stipulated in the application, project is being monitored by these outputs

1. Question: Focus on public services or commercial services for enterprises?

Answer: both, depending on structure of the services

2. Question: What happens if multilateral business registration service or other promised outputs cannot be implemented?

Answer: In case of problems always an alternative should be offered, if a tool can not be developed due to

- Responsibilities for service on different (national) level



- Lack of demand for service from enterprises (emerging from survey)

Work package 4

- Dealing with countries in and outside EU
- Russian partners are interested and support developments with their own money
- Development should not be a job portal, but process facilitating the integration of foreign workers into the country (registration, move etc.)
- Working structure is similar with WP3

1. Question: Focus on incoming or outgoing workflow?

Answer: initial idea was incoming workflow, however, outgoing workflow can also be integrated if requested

Work package 5

- Event calendar for businessman in all regions and provision of information
- Integration of a forum for exchange of enterprises
- Place for award of contracts and tendering
- Portal for public services
- Facilitate internships
- Must not be multilateral, can be a regional solution made accessible to other regions

5. Kick-off conference in Berlin

It was agreed that the work package leader will present their work package at the kick-off-in Berlin

The preliminary agendas was approved by all participants

6. Other topics

Cost sharing method

- Explanation of cost sharing method and advance payment, which is part of partnership agreement
- Examination and validation of common costs will be done by FLC of the LP, not by FLC of the partners

- All partners have same share
 - 10% for coordination and financial management
 - 10% for common activities (meetings, website etc.)

7. Next Steering Group meeting

The next meeting of the steering group will take place in Berlin 28./29. January 2010 in connection to the kick-off-meeting