

IST-BONUS Kick-off meeting
18-19 April 2005

Agenda

Location: Thessaloniki, ALTEC Office
Address: M. Kalou 6, 5th Floor

1st Day Apr. 18, Monday – Introduction of the IST-BONUS project and partners

- 09.00 AM Welcome and start of the kick-off meeting
- 09.15 AM Introduction of partners (3-4 min per partner; please stress your expertise and domains of interest at European level, your expectations regarding IST-BONUS project and your relevant experience) All
- 10:30 AM Objectives of Action Line 2.3.6.1 – The view of the EC Q-PLAN N.G.
- 10:45 AM Project overview, presentation and discussion (aim and objectives, innovation aspects, deliverables, target groups, targets – expected results) Q-PLAN N.G., Discussion
- 11.40 AM Short coffee break
- 12.00 AM Analysing and confirming workplan (WP1-WP8) / Partners roles and responsibilities / Timetable Q-PLAN N.G., Discussion
- 13.30 PM Lunch break
- 14.30 PM Analysing and confirming workplan (WP1-WP8) / Partners roles and responsibilities / Timetable (Continue...) Q-PLAN N.G.
- 15.00 PM Reviewing FP6-IST Call 4 & Sharing experiences from other relevant projects (e.g. EUROPEAN-IST, etc.) All
- 15.30 PM Short coffee break
- 15.45 PM Administrative and financial management Q-PLAN N.G.
- *Reporting (internal, EU progress reports, etc.) & Communication (internal, external)*
 - *Financial provisions (costs, payments, audit certificates, etc.)*
 - Consortium agreement
- 16.15 PM Conclusions, comments and action points (next steps) Q-PLAN N.G.
- 16:45 PM Planning next meetings All
- 17.00 PM Termination of the afternoon session
- 20.30 PM Dinner
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2nd day Apr. 19, Tuesday – Guidelines for project elaboration & Discussion on workplan

09.00 AM	Brief overview of project targets and deliverables	Q-PLAN N.G.
09.15 AM	WP2: Assessment of Collaboration Potential <ul style="list-style-type: none"> ▪ <i>Mapping research in targeted sub-areas in e-business & e-working.</i> ▪ <i>Creation of a pool of organisations/research teams – IST-BONUS target groups</i> ▪ <i>NMS & ACC collaboration needs assessment</i> ▪ <i>Good Practise in IST collaboration - networking</i> 	Q-PLAN N.G., Discussion METU & UU ALL partners from the NMS&ACC METU METU, UU, ALTEC
10.15 AM	WP3: Technological Trend Analysis – Assess European and international state of the art in e-business and e-working (based on the mapping in WP2) <ul style="list-style-type: none"> ▪ <i>IST projects analysis (2000 - today) – Initial list of projects - Selection of 30-35 and finally 12-15 (European state-of-the-art)</i> ▪ <i>International state of the art (USA, JAPAN)</i> ▪ <i>Technological trend report (Opportunities & potential benefits for NMS and ACC): structure & contents of the report</i> 	Q-PLAN N.G., Discussion UNI-BREMEN UNI-BREMEN all scientific / technical partners UNI-BREMEN, all scientific / technical partners
11.00 AM	WP4: Material Development <ul style="list-style-type: none"> ▪ <i>Collaboration profiles</i> ▪ <i>Project Web-site & collaboration profiles DB</i> ▪ <i>Promotion material (leaflets, invitations, articles, newsletters)</i> ▪ <i>Information – training material – presentations</i> 	Q-PLAN N.G., Discussion IRCs ALTEC, suggestions by IRCs Q-PLAN N.G., suggestions by all

2nd day Apr. 19, Tuesday – Guidelines for project elaboration & Discussion on workplan

- 11.40 AM Coffee break
- 12.00 PM WP5-6: Detailed planning, organisation and implementation of Stimulatory – Preparatory & Brokerage Activities
- *Publicity Campaign* Q-PLAN N.G.,
 - *10 Info-days / workshops* IRCs,
 - *12 Tutorials – training sessions – Pre-screening collaboration/networking* Discussion
 - *3 Networking – brokerage events (15-20 concrete collaborations)*
- 13.00 PM Lunch break
- 14.00 PM WP7: ‘Research Bonus’ Services
- *PR research profiles* H&K
 - *Research Action Plans (Research audits, SWOTs, etc)* Q-PLAN N.G.
 - *Supporting and monitoring of Research Action Plans* Q-PLAN N.G.
- 15.00 PM Dissemination activities
- *Dissemination Workshop in Brussels* Q-PLAN N.G., Discussion
- 15:15 PM Assessment – Review (*collect material to demonstrate the impact, success, outcome of the events*) Q-PLAN N.G., Discussion
- 15.30 PM Conclusions, comments and action points (next steps).
- *IST-BONUS ACTION LIST PER PARTNER FOR THE FIRST SEMESTER* Q-PLAN N.G., Discussion
- 16.30 PM End of meeting

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List of participants

Q-PLAN N.G.	Dimitrios Daskalakis Dimitris Papageorgiou Kostas Bougiouklis
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UNI-BREMEN	Pierre Kirisci
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METU-SRDC	Bugrahan Akcay
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UU	Maurice Mulvenna
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ALTEC	Adamantios Koumpis Apostolos Vontas
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ARC-FUND	Dinka Dinkova
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BIC-BRATISLAVA	Jana Mascukova
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BUTE	Gyula Nyerges
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WCTT-PWR	Jarosław Osiadacz
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ARIES	Dan Baclesanu
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H&K	Tuuli Sokmann
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SABI	Anna Maria Darmanin
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