

ICTWAY 2003

**SIX MONTHS
REPORT**

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C D I M M M A R A M U R E S F O U N D A T I O N

***infoDEV* GRANT PROGRAMME – PHASE II**

Support for Existing Incubators in Developing Countries

SIX MONTHS REPORT

PROJECT NAME:

**“ICT” - A WAY TO IMPROVE THE SKILLS FOR THE YOUNG
ENTREPRENEURS**

GRANT AGREEMENT: III-013

I C T W A Y 2003

Prepared by
Dip. Eng. Radu BIG
General project manager
CDIMM Maramures

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“ICT” - A WAY TO IMPROVE THE SKILLS FOR THE YOUNG ENTREPRENEURS

THE ACTUAL STAGE OF THE PROJECT

INTRODUCTION

The present ***Six Months Report*** is aimed to show you the activities carried out by the ***ICTWAY 2003*** project staff between the project start (14th June 2003) and the present period (end of December 2003). These activities were aimed to set up the project management, to analyse and to approve the project work-plan in accordance with the planned objectives and the approved IBRD grant, to prepare the Inception Phase Report, to implement the planned activities for the first and second quarters.

THE IMPLEMENTED ACTIVITIES

The project partners organised 3 international meetings from the start date up today (24th of December) focussed on the partners' introduction, a work visit in Romania delivered by the US partner & a steering meeting, the sharing experience visit in USA made by the Romanian partners & a steering meeting.

The Grant contract was signed in our office in the 14th of June 2003 (the effective date of the contract).

The project inception phase was designate to the project management arrangements and to the project start. The detailed presentation of these activities is the object of the ***Inception Phase Report***, submitted on the 12th of August.

The project partnership is operational from the juridical point of view (all sub-contracts are concluded and signed), from the physical point of view (the activities were started and all partners participated to them) as well as from financial point of view (we received the first disbursement and all partners received the first instalment as well).

The planned activities were done or are ongoing, with no deviations considering the planned timetable, the planned objectives, the planned participation, as well as the planned outcomes.

The steering meetings (one for partners' introduction and two operational meetings) stated the co-operation rules among the project partners and the project implementing methodology. Also the meetings solved the operational managerial decisions, support the implementation and the achievement of the planned results. All partners participated to the steering meetings and contributed with imputes for the materials produced. The meetings analysed the ongoing activities, the achieved results as well as the planned activities, responsibilities, partners involvement, planned outcomes and deliverables etc.

The actual stage of the planned activities is presented below.

INCEPTION PHASE

Activity: Inception phase

Sub-activity: *Inception report preparing*

The project general manager, supported by the partners, prepared the Inception Phase Report in accordance with the IBRD requirements

Inception report submitting to infoDev

The report has to be submitted by the 14th of August 2003.

OBJECTIVE NO. 1

Activity: **Assessment of the current ICT in Romania**

Sub-activity: *Visits to the key organisations in ITC*

The American partner (TIG) visited Romania starting 20th of July, aimed to evaluate the ICT services level in the target areas. The team of 3 US experts (Norman Kaderlan, Deborah Walker and Terry Young) visited Baia Mare, Miercurea Ciuc and Bucharest, having meetings with key organisations in the field of ICT (Universities, companies, development organisations, business incubators) as well as with the representatives of the local administration (mayors, counsellors etc.). The Romanian partners were responsible to organise the meetings in their working areas.

See the planner – files *Planner_visit_01*.

Sub-activity: *Interviewees with key actors in ITC*

The TIG representatives made interviews with the visited organisations, in the three target areas in Romania. The interviews were focussed on the ICT level of development, technology transfer activities, industrial property rights or intellectual property rights, co-operation university – companies, co-operation organisations – administration etc.

See the Appendix no. 1 to the *Assessment report*.

Sub-activity: *Data evaluation and analyse preparing*

Based on the data collected during the interviews, TIG USA is preparing the analyse report.

Activity: **Analysis/benchmark study and follow-up visits**

Sub-activity: *Analysis/benchmark study*

The report cover a large topic been focused on the Romanian environment on ICT (Technology, talent, know-how, capital, culture and context), technology commercialisation (barriers, start-up).

See the *Assessment Report – Final.doc*.

Sub-activity: *Report for partners preparing*

The main document contains a summary “*Moving toward more effective tech transfer*”. It was presented in Austin by TIG representative during the steering meeting.

OBJECTIVE NO. 3

Activity: Improving the communication structures

Sub-activity: *Services for up-grading the existing LANs*

The main project objective, to support the ICT activities in the Business Incubators, can be achieved only with a normal infrastructure able to support this activity. The BIC Baia Mare, as well as BIIC Harghita and CBE Bucharest have operational infrastructures (LAN) designated to communications. We consider the project *ICTWAY 2003* as an important pilot project for Romania, a future reference for future similar activities. Based on this, as well as based on the objective needs for a good communication infrastructure we are under an up-grading procedure for the existing LAN.

The purpose is to offer for all tenants communication facilities, with direct and permanent INTRNET access.

We analysed the existing situation and the requests for a better LAN solution. We prepared the *Terms of References* for the service supplier selection, based on the IBRD procedures, we selected the suppliers and contracted the services.

The services were delivered in all three locations Baia Mare, Miercurea Ciuc and Bucharest.

See the *Acquisition documents.zip*.

Activity: Develop the Training Program

Sub-activity: *Trainers selection*

The proposed team of trainers is representing the project partner organisations. We selected, based on the CVs, 11 persons as the basic training “task force”. The steering meeting held in Bucharest on the 25th of July decided concerning the team.

We have other 4 trainers that are proposed to join the training for trainers as a “reserve” of human resources, as well as voluntary persons for the project.

See *Minute02.zip*.

Sub-activity: *Sharing experience with US similar organisations*

The steering meeting held in Bucharest on the 25th of July decided the period for the planned visit in USA (18 Oct – 01 Nov 2003), as well as the main planned activities in USA.

The requested procedures for USA visas were done. All participants received business USA visas for 10 years or 5 years.

Technology Innovation Group, Inc. (TIG) organised meetings with many organisations in the USA that were similar to the business incubators in Romania in terms of the type of clients they seek to serve. TIG also organised meetings with US organisations that offer services not yet offered by Romanian incubators that are more aligned to foster creation of ICT technology based start-up businesses. The aim was to exchange ideas about services so as to adapt the service offerings of the Romanian incubators to better serve their communities of potential and existing entrepreneurs. The Romanian delegation was in Texas from

October 18 to November 1, 2003 and visited over 24 organisations in Austin, San Antonio and Houston. The group visited ICT companies that are small enterprises but on the cutting edge of the technology in their fields. They also visited larger innovative companies like 3M and IBM's Extreme Blue. They visited business support centres as well as technology oriented incubators. One full day was devoted to marketing training in ICT products. Linkages were also made with persons from Poland who are launching new incubators in their country and who were also learning ways to improve service offerings to technology companies. The group learned how Austin went from an economically depressed area to one of the USA's booming technology business areas in 20 years and met with many of the original players in creating the environment that is so supportive of SMEs, including those with the University of Texas and in the role of providing capital to start-up companies.

See ***List of the organisations visited in the USA.***

Sub-activity: *Training for trainers in ICT solutions development*

The sub-activity started in Baia Mare with the first topic: *Informatics for SME management (planning tools, controlling tools, monitoring tools, evaluation tools)*. The lecturers were Cezar SCARLAT (CBE Bucharest) and Radu BIG (CDIMM Maramures).

The training was delivered in the period 02 – 06 Dec. 2003 in the Conference room of the Mara Hotel, Baia Mare.

Activity: *Linkages with other organisations*

Sub-activity: *Networking for project partner organisations*

The training activities will be used throughout the project period to build connections with other key organisations and individuals. These activities serve to raise awareness about the project, to recruit new participants, and to disseminate the results of the project.

Two meetings were organised in Baia Mare by CDIMM Maramures and in Miercurea Ciuc by BIIIC Harghita.

Activity: *Dissemination of results and best practices*

Sub-activity: *Dissemination via INTERNET*

Our web site will be a primary tool for facilitating the exchange of information and resources. The web site is providing information on the project, including goals, project partners, participants, activities, and outcomes. It also provides links to additional resources and other support organisations and sources of additional solutions.

It will include a database of participants and sponsors, and a chat room. It also will be the repository of a complete set of training materials. The web site will be updated monthly. It is active beginning October 2003 throughout the full project term.

The site address is <http://ict.cdimm.org/>.

Activity: Project management

Sub-activity: *Current project management delivery*

The project general manager prepared materials aimed to support the project implementation. Based on the Grant contract, IBRD/infoDEV materials, previous experience we prepared detailed sub-contracts for each partner. They include statement about the partners' contribution, also the project logframe (responsibilities shared by partners & deliverables), the project timetable, the financial report frame.

See the file ***Subcontracts_ICTWAY2003.zip***

The project general manager prepared an ***Administrative and Financial Handbook*** that state the principle of the project management, grant administration, document circulation, rules for cost reimbursement and other data requested for a good project implementation. The document turns us into the position to have a reference during the project implementation for the large majority of the possible problems and procedures.

See the files ***AdministrativeHB.zip***

The project manager prepared as well a set of frame documents aimed to improve the project visibility – ***Models for visibility*** – models for paper with logo, models for articles, models for reports, models for request of payments, models for journals, models for presentation, models for time sheets, models for DSA sheets, models for minutes, models for participants lists.

See the files ***Models.zip***

The current management was delivered by the project staff in accordance with the Grant contract, as well as with the IBRD rules. All partner organisations participated to the implemented activities, no deviations been recorded at this point.

Sub-activity: *International steering meetings*

Bucharest 17June 2003

The meeting was focussed on the project management set-up based on the existing grant contract. First of all, the project partners presented their organisations, their activity, the plans for the future activities as well as the organisation's aim to participate to the project ICTWAY 2003.

After the introduction point, the project manager (Radu BIG, CDIMM Maramures) presented in details the operational grant contract, the responsibilities for all partners, the key elements regarding the timing, reports, deliverables, partners participation, relation with the lead applicant. The project manager presented the project of sub-contracts to be signed by each partner with CDIMM Maramures, as the legal base of the relations among the project partners. The participants debated the proposed draft and clarified all details.

The participants evaluated step by step all planned activities, making comments, recommendation, solutions for all of them. The partners evaluated the project outcomes, the procedures to implement the project in accordance with the planned objectives.

The project manager presented the project budget in the format included in the Grant Agreement, as well as the regulations imposed by the donor (infoDev and IBRD). The partners decided to prepare a financial guide aimed to support the project implementation.

The project manager presented the payment procedures between IBRD and CDIMM Maramures, as well as the procedures among the partners. It was established a preliminary payment timetable. It will be in accordance with the payment schedule agreed with the IBRD.

The partners decided to analyse the sub-contract agreement next weeks and to send the feedback to the project manager. The final form will be signed during the next steering meeting.

Bucharest 25 July 2003

The second steering meeting was focused on the current project management. First of all the project manager presented to participants the project implementing stage, making a short overview about the last activities (visits to organisations and interviews). The TIG representatives made a short analyse concerning their experience in the target areas, Baia Mare, Miercurea Ciuc and Bucharest, presenting the summary of their meetings with the Romanian organisations.

The second key point was to agree and to sign the final form of the sub-contracts.

The project partners analysed and agreed the planner for the next project-implementing period. It was approved the schedule for the sharing experience visit in USA, 18 Oct – 01 Nov 2003, as well as the team member that will participate to this activity (11 people + 3 reserves). The partners analysed and approved the key points on the timetable in Texas, USA. The key activities approved are: visits to TT Office, San Antonio BIC, Neal EASCO Co., Austin University, North Texas Centre, IBM, 3M. Also TIG will organise a training session on ICT, BIC management, BIC start-up, Research ICT, marketing, marketing research, case studies.

The last point was dedicated to questions from the project partners aimed to clarify the project implementation requirements. The project manager presented the Administrative and Financial Handbook, the aim, the content, the relevance for a commune implementation approach. Also, the project partners analysed and approved the models for papers that will be used for the project implementation (Models for visibility).

Austin 22 October 2003

The third steering meeting was focused on the Sharing experience visit in USA and on the project reporting procedures.

Eight Romanian staff members and trainers participated to this activity, six representing CDIMM Maramures and 2 representing BIIC Harghita. The programme organised by TIG was a combination of site visits to the main organisations that are working in ICT, research and development, as well as training sessions and meetings with companies' representatives. In the day 22nd of October we had a steering committee meeting focused on project implementation as well as on reporting procedures. The activity timetable is annexed.

The topics for the steering meeting are presented below.

- Project revision
- First Quarter report
- Assessment in Romania
- Planned activities for next 6 months
- Next report (6 months report)
- Other problems from partners

Sub-activity: Project progress evaluation

First quarterly report: the first quarterly report was prepared by Radu BIG, the project manager and delivered at the end of September.

Second quarterly report: the present report represents in the same time the second quarterly report (6 months report).

ADDITIONAL ACTIVITIES

iDISC Toolkit: we prepared a material for the *iDISC, Incubator Support Centre* based on the BIC Baia Mare and CDIMM Maramures experience.
See the attachment **BIC BM_Paper.zip**

Conference: ADT Annual Conference / World Bank Workshop, Berlin, September 28 – October 1, 2003 – BIC Baia Mare & CDIMM Maramures are represented by Mr. Vlad PASCU (BIC Baia Mare manager).

The project status it is presented below. In the Diagram no 1 are presented the activities carried out in the mentioned period (the first + the second quarters) as well as the ongoing activities that were started in this period. The Diagram no 2, The project timetable, is marked with yellow the reference period (the first quarter).

Diagram no 1.

ICTWAY 2003 – PROJECT IMPLEMENTATION STATUS

IMPLEMENTED ACTIVITY	Milestone	Start (WEEK NO)	END (WEEK NO)	Responsible / PARTICIPANTS (*)	DELIVERABLES	STATUS / DEVIATIONS
INCEPTION PHASE		W25/03	W33/03			
<i>Inception report preparing</i>	<input type="checkbox"/> project started <input type="checkbox"/> project management in place	W25/03	W32/03	CDIMM Maramures <input type="checkbox"/> BIIC Harghita <input type="checkbox"/> TIG USA <input type="checkbox"/> CBE Bucharest <input type="checkbox"/> UEFISCSU	<input type="checkbox"/> BIIC Harghita' Sub-contract signed <input type="checkbox"/> TIG USA' Sub-contract signed <input type="checkbox"/> CBE Bucharest' Sub-contract signed <input type="checkbox"/> UEFISCSU' Sub-contract signed	All sub-contracts are signed and submitted NO DEVIATIONS
<i>Inception report submitting to infoDev</i>	<input type="checkbox"/> Inception phase report ready		W33/03	CDIMM Maramures	<input type="checkbox"/> Inception phase report sent to infoDev (12.08.03)	NO DEVIATIONS
OBJECTIVE NO 1: Develop programs and mechanisms that foster and encourage the establishment and incubation of start-ups based on ICT developed in Romanian universities and research institutions						
O.1. Assessment of the current ICT in Romania		W30/03	W48/03			
<i>Visits to the key organisations in ITC</i>	<input type="checkbox"/> 30 visits in place	W30/03	W44/03	TIG USA <input type="checkbox"/> BIIC Harghita <input type="checkbox"/> CDIMM Maramures <input type="checkbox"/> CBE Bucharest <input type="checkbox"/> UEFISCSU	<input type="checkbox"/> List of the 39 visited organisations (see the attachment)	The visits were done +9 additional visits
<i>Interviewees with key actors in ITC</i>	<input type="checkbox"/> 30 interviews in place	W32/03	W44/03		<input type="checkbox"/> Copies of the interviews (questionnaires)	The interviews were done +9 additional interviews
<i>Data evaluation and analyse preparing</i>	<input type="checkbox"/> data collected and ready for analyse	W40/03	W44/03		<input type="checkbox"/> Preliminary draft	Done. NO DEVIATIONS
O.2. Analysis/benchmark study and follow-up visits		W40/03	W18/05			
<i>Analysis/benchmark study</i>	<input type="checkbox"/> study delivered	W40/03	W52/03	TIG USA <input type="checkbox"/> BIIC Harghita <input type="checkbox"/> CDIMM Maramures <input type="checkbox"/> CBE Bucharest <input type="checkbox"/> UEFISCSU	<input type="checkbox"/> Copy of the study	The study was done (see the annexes). NO DEVIATIONS.
<i>Report for partners preparing</i>	<input type="checkbox"/> report delivered	W01/04	W09/04		<input type="checkbox"/> Copy of the TIG report	Done. See the annexes. NO DEVIATIONS.
<i>Follow-up visits (3 visits)</i>	<input type="checkbox"/> 3 visits in place	W19/04	W18/05		<input type="checkbox"/> Minutes of the visits	The visits will start in June 2004.

IMPLEMENTED ACTIVITY	Milestone	Start (WEEK NO)	END (WEEK NO)	Responsible / PARTICIPANTS (*)	DELIVERABLES	STATUS / DEVIATIONS
OBJECTIVE NO 3: Assist SMEs to develop and integrate ICT solutions into their operations so they can become more effective and competitive						
A. Improving the communication structures		W36/03	W52/03			
<i>A.1. Services for up-grading the existing LANs</i>	<input type="checkbox"/> LAN system operational in Business Incubator Baia Mare <input type="checkbox"/> LAN system operational in BIC Harghita <input type="checkbox"/> LAN system operational in CBE Bucharest	W36/03	W50/03	CDIMM Maramures BIIC Harghita CBE Bucharest	<input type="checkbox"/> Copies of the acquisition documents <input type="checkbox"/> Minutes for delivering and reception	LAN up-graded in BIC Baia Mare LAN up-graded in BIIC Miercurea Ciuc LAN up-graded in CBE Bucharest NO DEVIATIONS
<i>A.2. Services for up-grading the software for existing LANs</i>	<input type="checkbox"/> Software solutions in place in BIC Baia Mare <input type="checkbox"/> Software solutions in place in BIC Harghita <input type="checkbox"/> Software solutions in place in CBE Bucharest	W40/03	W52/03	CDIMM Maramures BIIC Harghita CBE Bucharest	<input type="checkbox"/> Copies of the acquisition documents <input type="checkbox"/> Minutes for delivering and reception	Software up-graded in Baia Mare Software up-graded in BIIC Miercurea Ciuc Software up-graded in CBE Bucharest NO DEVIATIONS.
B. Develop the Training Program		W36/03	W13/04			
<i>B.1. Trainers selection</i>	<input type="checkbox"/> minimum 10 trainers selected for the project and appointed	W36/03	W40/03	CDIMM Maramures BIIC Harghita CBE Bucharest	<input type="checkbox"/> CVs of trainers <input type="checkbox"/> Minutes of selection	11 trainers were selected (see the minute on 25.07.03) +4 additional trainers selected NO DEVIATIONS.
<i>B.2. Sharing experience with US similar organisations</i>	<input type="checkbox"/> 10 Romanian trainers participated at the sharing experience meetings <input type="checkbox"/> Minimum 15 relevant organisations were visited	W41/03	W48/03	TIG USA <input type="checkbox"/> BIIC Harghita <input type="checkbox"/> CDIMM Maramures <input type="checkbox"/> CBE Bucharest <input type="checkbox"/> UEFISCSU	<input type="checkbox"/> Copies of the meeting minutes <input type="checkbox"/> List of visited organisations <input type="checkbox"/> List of participants	Implemented activity. Period 18.10 – 2.11.2003 NO DEVIATIONS.
<i>B.3. Training for trainers in ICT solutions development</i>	<input type="checkbox"/> 5 training sessions were organised focused on the mentioned topics <input type="checkbox"/> minimum 10 participants to the training for trainers <input type="checkbox"/> minimum 10 trainer were graduated in ICT technologies for SMEs <ul style="list-style-type: none"> • Informatics for SME management (planning tools, controlling tools, monitoring tools, evaluation tools) • E-commerce and E-business solutions for SMEs 	W45/03	W13/04	CDIMM Maramures <input type="checkbox"/> BIIC Harghita <input type="checkbox"/> CBE Bucharest <input type="checkbox"/> UEFISCSU	<input type="checkbox"/> Training hand-outs <input type="checkbox"/> List of participants <input type="checkbox"/> Copies of the training certificates	Ongoing activity. The first training session is done (Baia Mare 02 – 06.12.2003). The second session is under preparing for January 26 – 31 2004 NO DEVIATIONS.

IMPLEMENTED ACTIVITY	Milestone	Start (WEEK NO)	END (WEEK NO)	Responsible / PARTICIPANTS (*)	DELIVERABLES	STATUS / DEVIATIONS
F. Linkages with other organisations		W41/03	W17/05			
<i>F.1. Networking for project partner organisations</i> <ul style="list-style-type: none"> Meetings in Baia Mare (universities, ONGs, aut.) Meetings in Miercurea Ciuc (organisations, authorities) 	<input type="checkbox"/> 200 records on the data base <input type="checkbox"/> 200 destinations for messages <input type="checkbox"/> 12 networking meetings delivered	W41/04	W08/05	CDIMM Maramures BIIC Harghita CBE Bucharest UEFISCSU	<input type="checkbox"/> meeting documents <input type="checkbox"/> lists of participants	Ongoing activity. 2 meetings organised in Baia Mare and in Miercurea Ciuc. NO DEVIATIONS.
G. Dissemination of project outcomes		W41/03	W22/05			
<i>G.1. Dissemination via INTERNET</i> <ul style="list-style-type: none"> Project site set-up Project site up-date 	<input type="checkbox"/> ICTWAY 2003 project web site operational <input type="checkbox"/> ICTWAY 2003 project web site visible and accessible	W41/03 W41/03 W01/04	W22/05 W01/04 W22/05	CDIMM Maramures <input type="checkbox"/> BIIC Harghita <input type="checkbox"/> TIG USA <input type="checkbox"/> CBE Bucharest <input type="checkbox"/> UEFISCSU	<input type="checkbox"/> Site home page and main pages in copy	NO DEVIATIONS.
H. Project management		W25/03	W26/05			
<i>H.1. Current project management delivering</i>	<input type="checkbox"/> project implementation in accordance with the grant contract	W25/03	W26/05	CDIMM Maramures <input type="checkbox"/> BIIC Harghita <input type="checkbox"/> TIG USA <input type="checkbox"/> CBE Bucharest <input type="checkbox"/> UEFISCSU	<input type="checkbox"/> Administrative documents (in copies) <input type="checkbox"/> Financial documents (copies)	All documents are recorded All financial documents are recorded NO DEVIATIONS.
<i>H.2. International steering meetings</i> Inception meeting Steering meetings	<input type="checkbox"/> 5 steering committee meetings in place	W25/03	W26/05		<input type="checkbox"/> Meeting documents <input type="checkbox"/> Lists of participants <input type="checkbox"/> Meeting minute	
<i>H.3. Interim evaluation</i> Quarterly report Interim report	<input type="checkbox"/> 3 meetings for interim evaluation in place	W25/03	W26/05	CDIMM Maramures <input type="checkbox"/> BIIC Harghita <input type="checkbox"/> TIG USA <input type="checkbox"/> CBE Bucharest <input type="checkbox"/> UEFISCSU	<input type="checkbox"/> Evaluation reports	First quarterly report (Q1) prepared and submitted Second quarterly report (6 months) prepared and submitted NO DEVIATIONS.

(*) Note: The activity responsible is marked with bolds. The participants' partners are mentioned with bullet

Diagram no 2.

ICTWAY 2003 PROJECT PLANNER

No	ACTIVITY \ PERIOD	Start	End	Quarter 1			Quarter 2			Quarter 3			Quarter 4			Quarter 5			Quarter 6			Quarter 7			Quarter 8		
				J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
				Week no																							
INCEPTION PHASE																											
	Inception report	W25/03	W33/03																								
	<i>Inception report preparing</i>	W25/03	W32/03																								
	<i>Inception report submitting to infoDev</i>		W33/03																								
OBJECTIVE NO 1: Develop programs and mechanisms that foster and encourage the establishment and incubation of start-ups based on ICT developed in Romanian universities and research institutions																											
O1	Assessment of the current ICT in Romania	W30/03	W48/03																								
1.1	<i>Visits to the key organisations in ITC</i>	W30/03	W44/03																								
1.2	<i>Interviewees with key actors in ITC</i>	W32/03	W44/03																								
1.3	<i>Data evaluation and analyse preparing</i>	W40/03	W44/03																								
O2	Analysis/benchmark study and follow-up visits	W40/03	W18/05																								
2.1	<i>Analysis/benchmark study</i>	W40/03	W52/03																								
2.2	<i>Report for partners preparing</i>	W01/04	W09/04																								
2.3	<i>Follow-up visits (3 visits)</i>	W19/04	W18/05																								
O3	Training on the commercialisation process	W01/04	W48/04																								
3.1	<i>Training support preparing (hand-outs, materials, logistics, others)</i>	W01/04	W18/04																								
3.2	<i>Training beneficiaries' selection (2 training teams selected in Baia Mare and in Bucharest)</i>	W10/04	W26/04																								
3.3	<i>Training delivering one training delivered in Baia Mare one training delivered in Bucharest</i>	W22/04 W44/04	W26/04 W48/04																								
OBJECTIVE NO 2: Improve the capabilities of participating incubators to facilitate the development and expansion of ICT-based ventures																											
O4	Reviewing existing resources in Romanian BICs	W27/04	W14/05																								
4.1	<i>Information and documentation to the existing BICs in RO (information visits to the BICs)</i>	W27/04	W44/04																								
4.2	<i>Evaluation of the existing infrastructure for BICs in Romania - report</i>	W40/04	W4/05																								
4.3	<i>Evaluation of the existing programmes for BICs in Romania - report</i>	W47/04	W14/05																								

No	ACTIVITY \ PERIOD	Start	End	Quarter 1			Quarter 2			Quarter 3			Quarter 4			Quarter 5			Quarter 6			Quarter 7			Quarter 8		
				Week no			J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
OBJECTIVE NO 3: Assist SMEs to develop and integrate ICT solutions into their operations so they can become more effective and competitive																											
A	Improving the communication structures	W36/03	W52/03			=====																					
A1	Up-grading the existing LANs	W36/03	W50/03			=====																					
A2	Up-grading the software for existing LANs	W40/03	W52/03			=====																					
B	Training for trainers	W36/03	W13/04			=====			=====																		
B1	Trainers selection	W36/03	W40/03			=====																					
B2	Sharing experience with similar US organisations	W41/03	W48/03			=====																					
B3	Training for trainers in ICT solutions development <ul style="list-style-type: none"> Informatics for SME management (planning tools, controlling tools, monitoring tools, evaluation tools) E-commerce and E-business solutions for SMEs Data bases tools—building, administration, on-line use, long distance access Networks for SMEs: LAN solutions Networks for SMEs: WAN solutions 	W45/03	W13/04						=====																		
C	Develop the curriculum	W01/04	W26/04									=====															
C1	Training manual and methodology preparation <ul style="list-style-type: none"> Training manual elaboration Training manual editing Training manual production on paper and on CD-ROM 	W01/04 W08/04 W22/04	W16/04 W22/04 W26/04									=====															
D	Implement the training for SMEs	W16/04	W47/04												=====												
D1	Beneficiary companies selection	W16/04	W35/04												=====												
D2	Training for SMEs delivery <ul style="list-style-type: none"> Training in Baia Mare (2 series / 7 topics) Training in Miercurea Ciuc (1 Seri / 7 topics) 	W27/04	W47/04																								
E	Provide ongoing assistance for SMEs	W41/04	W22/05																								
E1	Assistance for ICT solution implementation	W41/04	W22/05																								
E2	Progress evaluation	W03/05	W20/05																								
E3	Business start-up support	W48/04	W22/05																								
F	Linkages with other organisations	W41/03	W17/05																								
F1	Networking for project partner organisations <ul style="list-style-type: none"> Meetings in Baia Mare (universities, ONGs, aut.) Meetings in Miercurea Ciuc (organisations, authorities) Meetings in Bucharest (universities, organisations) 	W41/04	W08/05																								
F2	Networking for beneficiary SMEs <ul style="list-style-type: none"> WS in Baia Mare WS in Miercurea Ciuc 	W36/04	W17/05																								

Diagram no 3.

ICTWAY 2003 – PLANNED ACTIVITIES FOR NEXT QUARTER

ACTIVITY	Milestone	Start (WEEK NO)	END (WEEK NO)	Responsible / PARTICIPANTS (*)	DELIVERABLES
O.2. Analysis/benchmark study and follow-up visits					
<i>Follow-up visits (3 visits)</i> Preparing stage	<input type="checkbox"/> 3 visits in place	W40/03	W18/05	TIG USA <input type="checkbox"/> BIIC Harghita <input type="checkbox"/> CDIMM Maramures <input type="checkbox"/> CBE Bucharest <input type="checkbox"/> UEFISCSU	<input type="checkbox"/> Minutes of the visits
O.3. Training on the commercialisation process					
<i>Training support preparing (hand-outs, materials, logistics, others)</i>	<input type="checkbox"/> Materials and logistics in place	W01/04	W18/04	TIG USA <input type="checkbox"/> CDIMM Maramures <input type="checkbox"/> CBE Bucharest <input type="checkbox"/> UEFISCSU	<input type="checkbox"/> Training hand-outs
<i>Training beneficiaries' selection (2 training teams selected in Baia Mare and in Bucharest)</i>	<input type="checkbox"/> training beneficiaries selected	W10/04	W26/04	CDIMM Maramures CBE Bucharest UEFISCSU	<input type="checkbox"/> List of the selected persons
<i>Training delivering one training delivered in Bucharest</i>	<input type="checkbox"/> 2 series of 5 days training in place	W22/04 W44/04	W26/04 W48/04	TIG USA <input type="checkbox"/> CDIMM Maramures <input type="checkbox"/> CBE Bucharest <input type="checkbox"/> UEFISCSU	<input type="checkbox"/> Minute of the activity <input type="checkbox"/> List of participants
B. Develop the Training Program					
<i>B.3. Training for trainers in ICT solutions development</i> <ul style="list-style-type: none">• E-commerce and E-business solutions for SMEs• Data bases tools—building, administration, on-line use, long distance access• Networks for SMEs: LAN solutions• Networks for SMEs: WAN solutions	<input type="checkbox"/> 5 training sessions were organised focused on the mentioned topics <input type="checkbox"/> minimum 10 participants to the training for trainers <input type="checkbox"/> minimum 10 trainer were graduated in ICT technologies for SMEs	W45/03	W13/04	CDIMM Maramures <input type="checkbox"/> BIIC Harghita <input type="checkbox"/> CBE Bucharest <input type="checkbox"/> UEFISCSU	<input type="checkbox"/> Training hand-outs <input type="checkbox"/> List of participants <input type="checkbox"/> Copies of the training certificates

ICTWAY 2003 – PLANNED ACTIVITIES FOR NEXT QUARTER

ACTIVITY	Milestone	Start (WEEK NO)	END (WEEK NO)	Responsible / PARTICIPANTS (*)	DELIVERABLES
C. Develop the curriculum		W01/04	W26/04		
<i>C.1. Training manual and methodology for SMEs preparing</i> <ul style="list-style-type: none"> • Training manual elaboration • Training manual editing 	<input type="checkbox"/> The training manual is printed on paper and on CD-ROM (Romanian and English languages) <input type="checkbox"/> The training manual is available on Internet	W01/04 W08/04 W22/04	W16/04 W22/04 W26/04	CDIMM Maramures <ul style="list-style-type: none"> <input type="checkbox"/> BIIC Harghita <input type="checkbox"/> CBE Bucharest <input type="checkbox"/> UEFISCSU 	<input type="checkbox"/> Copies of the training manual <input type="checkbox"/> Copies of the CD-ROM
F. Linkages with other organisations		W41/03	W17/05		
<i>F.1. Networking for project partner organizations</i> <ul style="list-style-type: none"> • Meetings in Baia Mare (universities, ONGs, aut.) • Meetings in Miercurea Ciuc (organisations, authorities) • Meetings in Bucharest (universities, organisations) 	<input type="checkbox"/> 200 records on the data base <input type="checkbox"/> 200 destinations for messages <input type="checkbox"/> 12 networking meetings delivered	W41/03	W08/05	CDIMM Maramures BIIC Harghita CBE Bucharest UEFISCSU	<input type="checkbox"/> meeting documents <input type="checkbox"/> lists of participants
G. Dissemination of project outcomes		W41/03	W22/05		
<i>G.1. Dissemination via INTERNET</i> <ul style="list-style-type: none"> • Project site up-date 	<input type="checkbox"/> ICTWAY 2003 project web site operational <input type="checkbox"/> ICTWAY 2003 project web site visible and accessible	W41/03 W41/03 W01/04	W22/05 W01/04 W22/05	CDIMM Maramures <ul style="list-style-type: none"> <input type="checkbox"/> BIIC Harghita <input type="checkbox"/> TIG USA <input type="checkbox"/> CBE Bucharest <input type="checkbox"/> UEFISCSU 	<input type="checkbox"/> Site home page and main pages in copy
H. Project management		W25/03	W26/05		
<i>H.1. Current project management delivering</i>	<input type="checkbox"/> project implementation in accordance with the grant contract	W25/03	W26/05	CDIMM Maramures <ul style="list-style-type: none"> <input type="checkbox"/> BIIC Harghita <input type="checkbox"/> TIG USA <input type="checkbox"/> CBE Bucharest <input type="checkbox"/> UEFISCSU 	<input type="checkbox"/> Administrative documents (in copies) <input type="checkbox"/> Financial documents (copies)
<i>H.2. International steering meetings</i> Steering meeting	<input type="checkbox"/> Second steering committee meetings in place (Austin)	W25/03	W26/05		<input type="checkbox"/> Meeting documents <input type="checkbox"/> Lists of participants <input type="checkbox"/> Meeting minute
<i>H.3. Interim evaluation</i> Quarterly report Interim report	<input type="checkbox"/> 1 meetings for interim evaluation in place	W25/03	W26/05	CDIMM Maramures <ul style="list-style-type: none"> <input type="checkbox"/> BIIC Harghita <input type="checkbox"/> TIG USA <input type="checkbox"/> CBE Bucharest <input type="checkbox"/> UEFISCSU 	<input type="checkbox"/> Evaluation reports

(* Note: The activity responsible is marked with bolds. The participants' partners are mentioned with bullet

LIST OF ANNEXED DOCUMENTS

1. Assessment of the current ICT in Romania

- ❑ Copy of the study regarding ICT in Romania
- ❑ Copy of the TIG report – Summary report
- ❑ List of the 39 visited organisations
- ❑ Copies of the interviews (questionnaires)

2. Improving the communication structures

- ❑ Copies of the acquisition documents (Invitation, TOR, minute of evaluation, acquisition contracts)
- ❑ Minutes for delivering and reception

3. Develop the Training Program

- ❑ *Trainers selection*
 - ❑ CVs of trainers
 - ❑ Minutes of selection – see Steering meeting minute no 2.
- ❑ *Sharing experience with US similar organisations*
 - ❑ Copies of the meeting minutes
 - ❑ List of visited organisations
 - ❑ List of participants
- ❑ *Training for trainers in ICT solutions development – Informatics for SME management*
 - ❑ Training hand-outs
 - ❑ List of participants

4. Linkages with other organisations

- ❑ *Networking for project partner organisations – Meeting in Baia Mare, meeting in Miercurea Ciuc*
 - ❑ meeting documents
 - ❑ lists of participants

5. Dissemination of project outcomes

- ❑ Site home page and main pages in copy

6. Project management

- ❑ *Current project management delivering*
 - ❑ Administrative and financial handbook
- ❑ *International steering meetings – Bucharest 17.06.03, Bucharest 26.07.03, Austin 22.10.03*
 - ❑ Meeting documents
 - ❑ Lists of participants
 - ❑ Meeting minute
- ❑ *Interim evaluation*
 - ❑ Inception phase report – sent in 12.08.2003
 - ❑ First quarter report – sent in 28.09.2003
 - ❑ 6 months report – the present report

7. Press materials

- ❑ Copies of the article in local / national media