

Project: "ICT" - A WAY TO IMPROVE THE SKILLS FOR THE YOUNG ENTREPRENEURS

MEETING MINUTE

Project: ICTWAY 2003		Activity: Preliminary steering meeting
No.: 1	Data: 17.06.2003	Hour: 10:00

Participants:	
CDIMM MARAMURES:	Radu BIG
BIIC Harghita:	Berta BENEDEK; Marta FEKETE
TIG USA:	Norman KADERLAN; Deborah WALKER; Dan HANSON;
CBE Bucharest:	Cezar SCARLAT; Cristina SIMION; Irinel TONE;
UEFISCSU:	Adrian CURAJ; Bogdan BRUSTUREANU;

<p>Subjects:</p> <p>17.06.03 – CBE Bucharest's meeting room</p> <p>The meeting was focussed on the project management set-up based on the existing grant contract.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
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<p>Conclusions:</p> <p>The project ICTWAY 2003 will be implemented in accordance with the original proposal considering the objectives and the deliverables.</p> <p>The project partners will conclude and sign the sub-contracts for the project implementation.</p> <p>The timetable will be agreed among the partners.</p> <p>Next mile stone: The inception phase report (deadline 14.08.2003)</p>
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Problems to be solved:	Responsible:	Deadline:
List of detailed responsibilities	Radu BIG	15.07.2003
Comments on the project timetable	All partners	15.07.2003
Documents for project monitoring - technical financial	Radu BIG	15.07.2003
Comments on the sub-contract	All partners	01 – 15.07.2003
Sub-contracts conclusion	Radu BIG	31.07.2003
Starting the assessment in Romania	TIG USA	21.07.2003
Starting the development of institutional capacities on ICT services for BICs	CDIMM Maramures BIIC Harghita CBE Bucharest	

Next meeting: Starting the assessment in Romania & Steering meeting		
No.: 2	Data: 21 – (27).07.2003	Hour: 09:00