

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

## MEETING MINUTE

Project: ICTWAY 2003		Activity: ASSESEMENT FOR ICT SERVICES IN ROMANIA
No.: 02	Data: 20-26.07.2003	Hour:

<b>Participants:</b>	
<b>CDIMM MARAMURES:</b> Radu BIG, Mirel MIHALI, Nicolae DASCALESCU, Vlad PASCU, Margareta SUCIU, Carmen NEACSU, Mihai PATRASCU	
<b>BIIC Harghita:</b>	Berta BENEDEK, Marta KOVACS
<b>TIG USA:</b>	Norman KADERLAN, Deborah WALKER, Terry YOUNG
<b>CBE Bucharest:</b>	Cezar SCARLAT, Cristina SIMION
<b>UEFISCSU:</b>	Adrian CURAJ

<b>Subjects:</b>
<p><b>Sub-activity: <i>Visits to the key organisations in ITC</i></b></p> <p>The American partner (TIG) visited Romania starting 20<sup>th</sup> 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.</p> <p>See the attached planner – files <b><i>Planner_visit_01</i></b>.</p> <p><b>Sub-activity: <i>Interviewees with key actors in ITC</i></b></p> <p>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.</p> <p>See the attached files <b><i>Planner_visit_01</i></b>.</p> <p><b>Sub-activity: <i>Current project management delivery</i></b></p> <p>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 &amp; deliverables), the project timetable, the financial report frame.</p> <p>See the attached file <b><i>Subcontracts ICTWAY2003.zip</i></b></p> <p>The project general manager prepared an <b><i>Administrative and Financial Handbook</i></b> 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.</p> <p>See the attached files <b><i>AdministrativeHB.zip</i></b></p>

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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 attached files **Models.zip**

**Sub-activity: International steering meetings – 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).

The project partners agreed the detailed work plan as it is presented in the attached documents.

**Conclusions:**

The project **ICTWAY 2003** started its first activities, Objective no 1, Objective no 3, as well as the Inception Phase Report.

The project partners concluded and signed the sub-contracts regarding the project implementation. The working procedures were agreed and they are in-place.

The timetable was agreed among the partners.

Next mile stones:

- The Inception Phase Report (deadline 14.08.2003)
- Preparing the sharing experience visit in USA (18.10 – 01.11.2003)
- Starting the infrastructure for communication development (Sept – Dec 2003)

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<b>Problems to be solved:</b>	<b>Responsible:</b>	<b>Deadline:</b>
Inception Phase Report preparing	Radu BIG	14.08.2003
Assessment of ICT services in Romania – report preparing	TIG USA	W44/2003
USA business visas' applications	CDIMM MM BIIC Harghita CBE Bucharest UEFISCSU	W40/2003
Proposals for trainers' selection	CDIMM MM BIIC Harghita CBE Bucharest UEFISCSU	W42/2003
Sharing experience visit in Austin preparing	TIG USA	w43 – w44/2003
Project for ICT infrastructure development	CDIMM MM BIIC Harghita CBE Bucharest	W40/2003
Networking activities preparing	CDIMM MM BIIC Harghita CBE Bucharest UEFISCSU	W41/2003

<b>Next meeting: Austin, Texas</b>		
<b>No.: 03</b>	<b>Data: 30.10.2003</b>	<b>Hour: 10:00</b>