

ICTWAY 2003

**FIRST QUARTER
REPORT**

Date of submission:

27.09.2003



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

FIRST QUARTER 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

Dipl.eng. Radu BIG

General project manager
CDIMM Maramures

September, 2003

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

THE ACTUAL STAGE OF THE PROJECT

INTRODUCTION

The present ***First Quarter 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 September 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 quarter.

The planned activities will be implemented, during 24 months, in Romania (the large majority) as well as in USA (sharing experience visit, reports and benchmark analyse, and evaluation).

THE IMPLEMENTED ACTIVITIES

The project partners organised 2 international meetings from the start date up today (28th of September) focussed on the partners' introduction, a work visit in Romania delivered by the US partner and 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 projecu 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), from the phisical 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 pantrens received the first instalment).

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 outcommes.

The steering meetings (one for partners introduction and one operational meetins) stated the co-operation rules among the project partners and the project implementing methodology. All partners participated to the steering meetings and contributed with imputs for the materials produced. The meetings analised the ongoing activities, the achieved results as well as the planned activities, responsibilities, partners involvement, planned outcommes 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 files *Planner_visit_01*.

Sub-activity: *Data evaluation and analyse preparing*

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

On-going activity.

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 INTERNET access.

This is an ongoing activity. We analysed the existing situation and the requests for a better LAN solution. We are preparing the Terms of references for the service supplier selection, based on the IBRD procedures.

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 Bucarest 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.

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

This is an ongoing activity.

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: 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, meeting with students etc.

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

TIG USA is preparing the timetable for the planned visits, under a consulting procedure, via INTERNET, with the Romanian partners.

The logistics in Austin are under preparing procedure (accommodation, local transport, meeting rooms, materials, appointments etc.)

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***

Sub-activity: *International steering meetings*

Bucharest 17 June 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).

ADDITIONAL ACTIVITIES

iDISC Toolkit: we prepared a material for the ***iDISC, Incubator Support Center*** 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 Diagrame no 1 are presented the activitiea carried out in the mantioned period (the first quarter) as well as the ongoing activities that were started in this period. The Diagrame 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>Interviewes 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	Under preparing
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	Ongoing activities
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 proposed – ongoing selection

IMPLEMENTED ACTIVITY	Milestone	Start (WEEK NO)	END (WEEK NO)	Responsible / PARTICIPANTS (*)	DELIVERABLES	STATUS / DEVIATIONS
<i>B.2. Sharing experience with US similar organizations</i>	<input type="checkbox"/> 10 Romanian trainers participated at the sharing experience meetings <input type="checkbox"/> Minimum 15 relevant organizations 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 organizations <input type="checkbox"/> List of participants	Ongoing activity USA visas were received List of visits: under construction Accommodation is reserved
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
<i>H.2. International steering meetings Inception meeting Steering meetings</i>	<input type="checkbox"/> 5 steering committee meetings in place	W25/03	W26/05	<input type="checkbox"/> BIIC Harghita <input type="checkbox"/> TIG USA <input type="checkbox"/> CBE Bucharest <input type="checkbox"/> UEFISCSU	<input type="checkbox"/> Meeting documents <input type="checkbox"/> Lists of participants <input type="checkbox"/> Meeting minute	2 steering meetings in place All documents are recorded
<i>H.3. Interim evaluation Quarterly report Interim report</i>	<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

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

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	A
G	Dissemination of project outcomes	W41/03	W22/05																									
G1	<i>Dissemination via INTERNET</i>	W41/03	W22/05																									
	• Project site set-up	W41/03	W01/04																									
	• Project site up-date	W01/04	W22/05																									
G2	<i>Workshops for project dissemination</i>																											
	• WS in Baia Mare	W45/04	W47/04																									
	• Ws in Miercurea Ciuc	W05/05	W07/05																									
	• WS in Bucharest	W19/05	W21/05																									
H	Project management	W25/03	W26/05																									
H1	<i>Current project management delivery</i>	W25/03	W26/05																									
H2	<i>International steering meetings</i>	W25/03	W26/05																									
	Inception meeting			◆																								
	Steering meetings						◆					◆					◆					◆						◆
H3	<i>Interim evaluation</i>	W25/03	W26/05																									
	Quarterly report																											
	Interim report					❖			❖			❖							❖			❖			❖			
H4	<i>Final evaluation</i>		W26/05																									●
	Deliverables milestones	W25/03	W26/05		➔					➔					➔							➔						

Diagram no 3.

ICTWAY 2003 – PLANNED ACTIVITIES FOR NEXT QUARTER

ACTIVITY	Milestone	Start (WEEK NO)	END (WEEK NO)	Responsible / PARTICIPANTS (*)	DELIVERABLES
O.1. Assessment of the current ICT in Romania		W30/03	W48/03		
<i>Data evaluation and analyse preparing</i>	<input type="checkbox"/> data collected and ready for analyse	W40/03	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"/> Preliminary draft
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
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
<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
A. Develop the Training Program		W36/03	W13/04		
<i>B.2. Sharing experience with US similar organizations</i>	<input type="checkbox"/> 10 Romanian trainers participated at the sharing experience meetings <input type="checkbox"/> Minimum 15 relevant organizations 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 organizations <input type="checkbox"/> List of participants

ICTWAY 2003 – PLANNED ACTIVITIES FOR NEXT QUARTER

ACTIVITY	Milestone	Start (WEEK NO)	END (WEEK NO)	Responsible / PARTICIPANTS (*)	DELIVERABLES
<p><i>B.3. Training for trainers in ICT solutions development</i></p> <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 	<ul style="list-style-type: none"> <input type="checkbox"/> 5 training sessions were organized 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	<p>CDIMM Maramures</p> <ul style="list-style-type: none"> <input type="checkbox"/> BIIC Harghita <input type="checkbox"/> CBE Bucharest <input type="checkbox"/> UEFISCSU 	<ul style="list-style-type: none"> <input type="checkbox"/> Training hand-outs <input type="checkbox"/> List of participants <input type="checkbox"/> Copies of the training certificates
F. Linkages with other organizations		W41/03	W17/05		
<p>F.1. NETWORKING FOR PROJECT PARTNER ORGANIZATIONS</p> <ul style="list-style-type: none"> • Meetings in Baia Mare (universities, ONGs, aut.) • Meetings in Miercurea Ciuc (organisations, authorities) • Meetings in Bucharest (universities, organisations) 	<ul style="list-style-type: none"> <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	<p>CDIMM Maramures BIIC Harghita CBE Bucharest UEFISCSU</p>	<ul style="list-style-type: none"> <input type="checkbox"/> meeting documents <input type="checkbox"/> lists of participants
G. Dissemination of project outcomes		W41/03	W22/05		
<p>G.1. Dissemination via INTERNET</p> <ul style="list-style-type: none"> • Project site set-up • Project site up-date 	<ul style="list-style-type: none"> <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	<p>CDIMM Maramures</p> <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 	<ul style="list-style-type: none"> <input type="checkbox"/> Site home page and main pages in copy
H. Project management		W25/03	W26/05		
<p><i>H.1. Current project management delivering</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> project implementation in accordance with the grant contract 	W25/03	W26/05	<p>CDIMM Maramures</p> <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 	<ul style="list-style-type: none"> <input type="checkbox"/> Administrative documents (in copies) <input type="checkbox"/> Financial documents (copies)
<p><i>H.2. International steering meetings Steering meeting</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Second steering committee meetings in place (Austin) 	W25/03	W26/05	<p>CDIMM Maramures</p> <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 	<ul style="list-style-type: none"> <input type="checkbox"/> Meeting documents <input type="checkbox"/> Lists of participants <input type="checkbox"/> Meeting minute

ICTWAY 2003 – PLANNED ACTIVITIES FOR NEXT QUARTER

ACTIVITY	Milestone	Start (WEEK NO)	END (WEEK NO)	Responsible / PARTICIPANTS	DELIVERABLES
H.3. Interim evaluation Quarterly report Interim report	<input type="checkbox"/> 1 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
H.4. Final evaluation	<input type="checkbox"/> impact study carried out by the project staff <input type="checkbox"/> Project evaluation meeting in place		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"/> Copy of the impact study <input type="checkbox"/> Final report

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

LIST OF ANNEXED FILES

1. Q1_LIST OF THE VISITED ORGANISATIONS.zip
2. Minute01.zip
3. Minute02.zip
4. BIC BM_Paper.zip