

*ICTWAY 2003*

**21 MONTHS  
QUARTER REPORT**

**Q7**

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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

**21 MONTHS – 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**

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

## **THE ACTUAL STAGE OF THE PROJECT**

### ***INTRODUCTION***

The present **21 Month Quarter Report** is aimed to show you the activities carried out by the **ICTWAY 2003** project staff between the project start (14<sup>th</sup> June 2003) and the present period (end of March 2005). 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 7 quarters (21 months).

### ***THE IMPLEMENTED ACTIVITIES***

The project partners organised 5 international meetings from the start date up today (30<sup>th</sup> of March 2005) focussed on the partners' introduction, a work visit in Romania delivered by the US partner & a steering meeting, the sharing experience visit in USA (phase I in 2003 and phase II in 2004) made by the Romanian partners & a steering meeting, follow-up visit no I in Romania & a steering meeting, follow-up visit no II in Romania & a steering meeting. The communication infrastructure was up-graded in the participant incubators, the networks been operational in Baia Mare, Miercurea Ciuc and in Bucharest. The training for trainers was delivered in Baia Mare for the selected team of trainers. The project staff completed the Training manual production, the Romanian as well as the English version. The training for the beneficiaries SMEs was organised and delivered in Baia Mare and in Miercurea Ciuc. A series of local meetings were organised in Baia Mare, Bucharest and in Miercurea Ciuc. A serie of workshops were organised in Baia Mare, Bucharest and in Miercurea Ciuc. The first dissemination meeting was organised in Bucharest; the second dissemination meeting was organised in Baia Mare.

The Grant contract was signed in our office in the 14<sup>th</sup> 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 12<sup>th</sup> of August, 2003.

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). After the **6 Month Report** (Q2) approval we received the second disbursement.

The **9 Month Report** (Q3) was delivered in March 2004, and the additional financial report requested by Infodev was sent at beginning of June, 2004.

The **12 Months Interim Report** (Q4) was delivered in June, 2004, as well as the deliverables, in accordance with the grant contract. The financial report and the long term business plan for the Baia Mare Business Incubation centre were delivered in time. After the interim report approval we received the third disbursement.

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 **15 Month Report** (Q5) was delivered in September 2004, and the additional financial report requested by Infodev was sent in the same time.

The **18 Months Report** (Q6) was delivered in December 2004, the planned deliverables and the financial report were sent in the same time, 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 financial report prepared on the new format was sent in January 2005, as well as the new Payment Request for the last disbursement.

The steering meetings (one for partners' introduction and four 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 inputs 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 14<sup>th</sup> 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 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.

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 prepared 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.

**Sub-activity: *Follow-up visits***

TIG USA prepared the first follow-up visit that was implemented in June 2004. It visited a part of the organisations met during the assessment period to see the evolution of the ICT services in the selected regions. As well, TIG USA had interviews with the project representatives from Baia Mare, Miercurea Ciuc and Bucharest.

TIG USA representatives prepared a report on the follow-up visit no I.

TIG USA prepared the second follow-up visit, for the first part of november 2004. It evaluate the ballace state from the first follow-up visit in the selected regions.

TIG USA representatives prepared a report on the follow-up visit no II.

See the ***Follow-up No 1 Report.doc***

See the ***Follow-up No 2 Report.doc***

**Activity: *Training on the commercialization process***

**Sub-activity: *Training support preparing 1***

The American partner, Technology Innovation Group Inc. prepared in partnership with UEFISCSU Bucharest the materials that will support the training delivering to beneficiaries, as well the requested logistics. The Romanian partners UEFISCSU and CBE Bucharest are responsible to organise the premises.

**Sub-activity: *Training beneficiaries’ selection 1***

The main target group of the training is represented by the people that are working in Politehnica University of Bucharest, as well as other experts that are interested for the Technology commercialisation.

The Romanian partners UEFISCSU and CBE Bucharest were responsible to select the people that attended the training.

**Sub-activity: *Training delivering 1***

The first training on commercialisation was implemented in Bucharest, the period been 23-24 of June 2004. The training was delivered by Norman Kaderlan, Tery Young and Steven Nicols.

49 participants attended the seminar from a total of 70 persons invited to this activity.

The training was interactive and delivered in English, it been well received by participants.

The training materials are annexed to the present report.

**Sub-activity: *Training support preparing 2***

The American partner, Technology Innovation Group Inc. prepared in partnership with CDIMM Maramures the up-dated materials that will support the training delivering to beneficiaries, as well the requested logistics. The Romanian partner CDIMM Maramures was responsible to organise the premises.

**Sub-activity: *Training beneficiaries' selection 2***

The main target group of the training is represented by the people that are working in Technical Universities from Transilvania, as well as other experts that are interested for the Technology commercialisation.

The Romanian partner CDIMM Maramures was responsible to select the people that attended the training.

**Sub-activity: *Training delivering 2***

The second training on commercialisation was implemented in Baia Mare, the period been 08-09 of November 2004. The training was delivered by Norman Kaderlan and Steven Nicols.

48 participants attended the seminar from a total of 72 persons invited to this activity.

The training was interactive and delivered in English, it been well received by participants.

The training materials are annexed to the present report.

## **OBJECTIVE 2**

**Activity: Information and documentation to the existing BICs in RO (information visits to the BICs)**

This activity is addressed by reviewing existing programs, staff, infrastructure, and community assets for areas needing specific type of assistance. The information started by participating in national conferences and meetings on business incubation in Romania.

**Activity: Evaluation of the existing infrastructure for BICs in Romania – report**

Replaced with participation to the Global forum in New Delhi.

**Activity: Evaluation of the existing programmes for BICs in Romania – report**

Replaced with participation to the Global forum in New Delhi.

### **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.

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 25<sup>th</sup> 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 25<sup>th</sup> 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*.

**The second phase** was implemented in July – September 2004. A Romanian team formed by Cezar SCARLAT, Eugen SCARLAT and Bogdan BRUSTUREANU visited the Austin, Texas (the visit portponed from 2003).

This activity completes the first sharing experience visit performed by the first Romanian group of eight staff members and trainers (six representing CDIMM Maramures and two representing BIIC Harghita), between October 18 and November 2, 2003.

The overall objective of the training visit was to make the members of the visiting team able to better assist SMEs in order to develop and integrate ICT solutions into their operations so they can become more effective and competitive.

This current visit was jointly organised by TIG and CBE. A great deal of support was offered by the TIG representative, Dr. Norman Kaderlan, who prepared the visit agenda, as well.

A short description of the most significant visited sites is presented below.

**Clickin Research, Inc.** provides actionable market intelligence through internet-based market research technology. Their research has helped clients launch new brands, determine market size of new ventures, and determine customer satisfaction with a product or service offering.

**Austin Technology Incubator** advises early-stage, high-risk companies and provides the necessary assistance to make their technology-based ventures succeed. It is considered one of the premiere technology incubators in the world.

**“The MOOT CORP® Competition”** counts 21 years of fostering entrepreneurship. The idea to have a business plan competition was conceived back in 1983. In these 21 years, the Competition has grown from an intellectual exercise for Texas MBAs to a launch pad for MBA ventures from around the globe. MOOT CORP 2004 offers additional

prizes, new events, greater opportunities to develop skills in soliciting funds and more exposure to potential investors.

“**Global Strategy**” is a MBA course at UTA’s McCombs School of Business that brings together students from different countries and cultures. Case study method is extensively used.

“**The Enterprise of Technology: From Mind to Market**” is a graduate course at The University of Texas at Austin that brings together students from the College of Engineering, College of Natural Sciences, College of Pharmacy, College of Law, and Graduate School of Business to explore the commercialization technology. Students prepare team projects and deliver presentations accordingly.

See **Report Training Visit US041** prepared by Cezar SCARLAT.

As part of the second phase of this activity, a delegation from Baia Mare BIC visited the Detroit, Michigan area. The visit was aimed to extend the sharing experience activities in USA. Radu BIG, the project manager and Mirel MIHALI represented the project in this visit.

A short list of the most significant visited sites is presented below.

- Nachi Machining Technology Company
- Community Bank of Dearborn
- TES TECH Constructions
- HAMILTON (CND)
- HENRY FORD MUSEUM
- DCX TOLEDO NORTH ASSEMBLY PLANT
- NISSAN TECHNICAL CENTER NORTH AMERICA, INC.
- FORD ROUGE FACTORY

**The third phase** was implemented in February 2005. Mr. Cezar SCARLAT made a visit in UK, following the invitation received during the Global Forum of BICs.

The visit program was a combination of site visits to the main organisations that are working in business incubation, ICT, research and development, as well as meetings with their representatives.

It was important to find out how the development of business incubators was supported by the partnership between academic world and business community; and by local administration.

A short description of the most significant visited sites is presented below.

**Custard Factory** is a successful model of working *business incubator* - mostly for art & retail businesses – developed by the local community. The incubator is located in an old (custard) factory facility, remodelled and renovated.

**Coventry University Enterprises Ltd.** is a *limited company*, registred according to the British law, owned by the Coventry University. It includes *TechnoCentre* and *European Programmes Integration Centre – EPI Centre* as well as *Coventry University Business Incubator*. Most of the businesses are active in high tech sectors (as IT&C) and value

the results of the academic research. *Coventry University's* academic provision is shared across six Schools; support for staff and students is provided by 17 Departments and Units – among them: Coventry University Enterprises Ltd.

**UK Business Incubation Ltd.** is the British association of business incubators. It is hosted in Aston University's Aston Science Park. Aston University and Aston Science Park are located in "Aston Triangle". The "Aston Triangle" is a spectacular result of joint cooperation between local administration, major bank HSBC and Aston University, in '80s. Here is located the *Business Incubator of Aston Science Park*; most of the businesses hosted are high tech or/and high value-added (as IT&C).

See **ReportVisitUK05** prepared by Cezar SCARLAT.

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

The sub-activity was implemented in Baia Mare with the topics:

- *Informatics for SME management (planning tools, controlling tools, monitoring tools, evaluation tools)* – the lecturers were Cezar SCARLAT (CBE Bucharest) and Radu BIG (CDIMM Maramures).
- *E-commerce and E-business solutions for SMEs* ) – the lecturers were Nicolae DASCALESCU and Petre MITRU (CDIMM MARAMURES)
- *Data bases tools—building, administration, on-line use, long distance access* – the lecturers were Karsten BEIER and Mathias Weisheit (Germany)
- *Networks for SMEs: LAN solutions* – the lecturers were Nicolae DASCALESCU and Petre MITRU (CDIMM MARAMURES)
- *Networks for SMEs: WAN solutions* – the lecturers were Nicolae DASCALESCU and Petre MITRU (CDIMM MARAMURES)

The training was delivered in the period December 2003 – March 2004 in Baia Mare, the logistics been managed by CDIMM MARAMURES.

**Activity: *Develop the curriculum***

**Sub-activity: *Training manual and methodology elaboration***

The project staff prepared the training manual designed to support the training for SMEs (planned for the second year). The manual's structure is:

Introduction

Methodology: how to use the training programme ICTWAY 2003

Part I: Management for SMEs

- Business idea and their evaluation
- How to start a business
- Business plan
- Specific management for SMEs
- Strategy and business development
- Services for SMEs development

Part II: ICT for SMEs

- Change is constriction or option?
- Definition
- History and evolution
- Perspectives

- More about INTERNET
  - Typs and models for electronic business
  - Elements of a computers' network
  - Technologies for networks
  - Network solutions for SMEs
  - Optimal connection and connectivity
  - Network design
- Part III: Elements of intelectual property
- Different aspwxcts regarding protection
  - How to protect?
  - European and international conventions
- Appendix: legal aspects for business start-up
- Companies' clasification
  - Details regarding the record and administration of companies
  - Steps for recording
  - Phizical authorised persons
  - The familly business

**Sub-activity: *Training manual editing***

The training manual is edited in Romanian and in English versions. The Romanian version is ready, it contains 204 pages, B5 format, the training manual been recorded in the Romanian National Library, ISBN 973-85921-5-1.

The English version was translated, it been ready. The English version contains 206 pages, B5 format, the training manual been recorded in the Romanian National Library, ISBN 973-85921-6-X.

**Sub-activity: *Training manual production***

The training manual, the Romanian version as well as the English version, were printed on paper, high quality paper, 80g/m<sup>2</sup>, B5 format, with full colour covers and protected with plastified layer.

The content is printed in black and white, with full colour pictures and diagrams. The Romanian version has 800 samples. The English version has 200 samples.

The training manual was printed in CD-ROM version, containing the full text of the manual. The CD-ROM version has 1.000 samples.

**Activity: *Implement the training for SMEs***

**Sub-activity: *Beneficiary companies selection***

The project staff started to select 60 persons that will be involved in the next project phase – training for SMEs. 43 beneficiaris were selected in Baia Mare by CDIMM Maramures and 17 beneficiaries are selected by BIIC Harghita in Miercurea Ciuc.

The tenant companies from the business incubators had priority as well as the young entrepreneurs.

The training started on Monday, 4<sup>th</sup> of October, in Baia Mare, the first serie, and on 20<sup>th</sup> of October, the second serie.

29 persons completed the training in Baia Mare and were graduated with diplomas certified by the Ministry of Labour, as well as the Ministry of Education.

15 persons completed the training in Miercurea Ciuc.

**Activity:** **Provide ongoing assistance for SMEs**

**Sub-activity:** ***Assistance for ICT solution implementation***

The project staff started to assist the training beneficiaries to implement the new knowlege in their companies. This is an ongoing activity.

**Sub-activity:** ***Business start-up support***

The project staff started to assist the training beneficiaries to use the new knowlege aimed to start new companies. This is an ongoing activity.

**Activity:** **Linkages with other organisations**

**Sub-activity:** ***Networking for project partner organisations***

The training activities were 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.

Eleven meetings were organised in Baia Mare by CDIMM Maramures, in Miercurea Ciuc by BIIC Harghita and in Buchares by CBE Bucharest.

CDIMM Maramures organised an international conference on Intellectual Property Rights, held in Baia Marem with participants from Romania and Hungary. The Romanian and Hungarian patent offices were the key actors.

CDIMM Maramures organised a workshop in Baia Mare aimed to evaluate the training results and impact for the beneficiaries companies.

BIIC Harghita organised a workshop in Miercurea Ciuc aimed to evaluate the training results and impact for the beneficiaries companies.

**Activity:** **Dissemination of results and best practices**

**Sub-activity:** ***Dissemination via INTERNET***

Our web site is 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 includes a database of participants and sponsors. It is also the repository of a complete set of training materials, meeting materials, photos, project outcommes and deliverables. The web site is updated monthly. It is active beginning October 2003 throughout the full project term.

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

**Activity: Workshops for project dissemination**

The partner CBE Bucharest organised the first dissemination workshop in Bucharest, on December 11, 2004. 16 experts were invited to join the workshop. The CBE Bucharest staff presented the content of the ICTWAY 2003 project, the main activities, the achieved outcomes.

The partner CDIMM Maramures organised the second dissemination workshop, on March 21<sup>st</sup>, 2005, at the Babes Bolyai University in Cluj. 19 experts and students were invited to join the workshop. The CDIMM Maramures staff presented the content of the ICTWAY 2003 project, the main activities, the achieved outcomes.

The training manual (Romanian version) was distributed to the participants.

**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 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).

### **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 22<sup>nd</sup> 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

### **Bucharest 21 June 2004**

The fourth steering meeting was focused on follow-up visit and training manual production.

The Romanian staff and the USA staff participated to this meeting, held in the UEFISCSU office.

The main topics were:

1. Project revision
  - Implemented activities
  - Project results (preliminary evaluation)
  - Ongoing activities
  - Planned results
2. Follow-up visit in Romania
  - Brief presentation (TIG)
  - Comments from partners
3. Planned activities for next 6 months
  - Objective 1:
    - Preparing second follow-up visit;
    - Training on commercialisation no 2;
  - Objective 2:
    - Preparing reviewing existing resources in Romania
  - Objective 3:
    - Training for SMEs
    - Assistance for SMEs
    - Networking (local meetings, seminars) – continuing
    - Dissemination (ICTWAY site at <http://ict.cdimm.org>)
    - Workshop preparing
  - Planned results and deliverables
4. Next report (Interim report 12 months)
  - Technical issues

- Preliminary financial issues
5. Other problems from partners

#### ***Baia Mare 09 November 2004***

The fifth steering meeting was held in Baia Mare in the CDIMM Maramures office. The meeting was focused on the training on commercialisation and in the training for SMEs.

The main topics were:

1. Project revision
  - Implemented activities
  - Project results (preliminary evaluation)
  - Ongoing activities
  - Planned results
2. Follow-up visit in Romania
  - Brief presentation (TIG)
  - Comments from partners
3. Planned activities for next 6 months
  - Objective 1:
    - Preparing third follow-up visit;
  - Objective 2:
    - Preparing reviewing existing resources in Romania
  - Objective 3:
    - Training for SMEs
    - Assistance for SMEs
    - Networking (local meetings, seminars) – continuing
    - Dissemination (ICTWAY site at <http://ict.cdimm.org>)
    - Workshop for dissemination preparing
  - Planned results and deliverables
4. Next report (Final report 18 months)
  - Technical issues
  - Preliminary financial issues
5. 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 2003.

***Second quarterly report*** (six months report): the second quarterly report was prepared by Radu BIG, the project manager, and delivered at the end of December 2003.

***Third quarterly report:*** the third quarterly report was prepared by Radu BIG, the project manager, and delivered at the end of March 2004.

***The interim report*** (12 months): the interim report was prepared by Radu BIG, the project manager, and delivered at the end of June 2004.

***Fives quarterly report:*** the five quarterly report was prepared by Radu BIG, the project manager, and delivered at the end of September 2004.

***The final report*** (18 months): the report was prepared by Radu BIG, the project manager, and delivered at the end of December 2004.

## **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).

**Authorisation for training:** CDIMM Maramures made all requested steps, provided by the Romanian legislation, aimed to be authorised by the Ministry of Labour and the Ministry of Education as ***Official Training Organisation for Adults***. The training for SMEs was more important, the training certification been national recognised. All project beneficiaries followed the theoretical training as well as the practice. After the training closure the participants were examined by a commission for certification.

**29 participants** were graduated with certified diplomas.

**Global forum:** 3 persons representing the project were accepted to participate to the Global Forum of the Business Incubators, held in New Delhi, India. The forum was an excellent opportunity for institutional and personal links, as well as a not expected instrument to disseminate the project outcomes. The project representatives were active in the activities delivered by panels or on assembly sessions.

Norman Kaderlan, representing the TIG partner from USA was invited as reader by the World Bank Group, his interventions been well pointed and well received by participants.

The training manual (English version), leaflets, brochures and business cards were distributed to the participants.

The project status is presented below. In the Diagram no 1 are presented the activities carried out in the mentioned period (18 months) 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 (18 months).

The Diagram no 3, The planned activities for the next semester, is up-dated in accordance with the actual project state.

Diagram no 1.

## ICTWAY 2003 – PROJECT IMPLEMENTATION STATUS

IMPLEMENTED ACTIVITY	Milestone	Start (WEEK NO)	END (WEEK NO)	Responsible / PARTICIPANTS (*)	DELIVERABLES	STATUS / DEVIATIONS
<b>INCEPTION PHASE</b>		<b>W25/03</b>	<b>W33/03</b>			
<i>Inception report preparing</i>	<input type="checkbox"/> project started <input type="checkbox"/> project management in place	W25/03	W32/03	<b>CDIMM Maramures</b> <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 <input type="checkbox"/> TIG USA' Sub-contract <input type="checkbox"/> CBE Bucharest' Sub-contract <input type="checkbox"/> UEFISCSU' Sub-contract	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	<b>CDIMM Maramures</b>	<input type="checkbox"/> Inception phase report sent to <i>infoDev</i> (12.08.03)	NO DEVIATIONS
<b>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</b>						
<b>O.1. Assessment of the current ICT in Romania</b>		<b>W30/03</b>	<b>W48/03</b>			
<i>Visits to the key organisations in ITC</i>	<input type="checkbox"/> 30 visits in place	W30/03	W44/03	<b>TIG USA</b> <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
<b>O.2. Analysis/benchmark study and follow-up visits</b>		<b>W40/03</b>	<b>W18/05</b>			
<i>Analysis/benchmark study</i>	<input type="checkbox"/> study delivered	W40/03	W52/03	<b>TIG USA</b> <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 first visit was organised in 16 – 22.06.2004. The second visit was organised in 08-10.11.2004.
<b>O.3. Training on the commercialization process</b>		<b>W01/04</b>	<b>W48/04</b>			
<i>Training support preparing (hand-outs, materials, logistics, others)</i>	<input type="checkbox"/> Materials and logistics in place	W01/04	W18/04	<b>TIG USA</b> <input type="checkbox"/> CDIMM MM <input type="checkbox"/> CBE Bucharest <input type="checkbox"/> UEFISCSU	<input type="checkbox"/> Training hand-outs	The training hand-outs were prepared by TIG USA.

IMPLEMENTED ACTIVITY	Milestone	Start (WEEK NO)	END (WEEK NO)	Responsible / PARTICIPANTS (*)	DELIVERABLES	STATUS / DEVIATIONS
<i>Training beneficiaries' selection (2 trainings teams selected in Baia Mare and in Bucharest)</i>	<input type="checkbox"/> training beneficiaries selected	W10/04	W26/04	<b>CDIMM Maramures CBE Bucharest UEFISCSU</b>	<input type="checkbox"/> List of the selected persons	Implemented in Bucharest. Implemented in Baia Mare. NO DEVIATIONS.
<i>Training delivering one training delivered in Baia Mare 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	<b>TIG USA</b> <input type="checkbox"/> CDIMM MM <input type="checkbox"/> CBE Bucharest <input type="checkbox"/> UEFISCSU	<input type="checkbox"/> Minute of the activity <input type="checkbox"/> List of participants	First seminar was delivered in Bucharest 23-24.06.2004. Second seminar was delivered in Baia Mare 08-09.2004 NO DEVIATIONS.
<b>OBJECTIVE NO 2: Improve the capabilities of participating incubators to facilitate the development and expansion of ICT-based ventures</b>						
<b>O.4. Reviewing existing resources in Romanian BICs</b>		<b>W27/04</b>	<b>W14/05</b>			
<i>Information and documentation to the existing BICs in RO (information visits to the BICs)</i>	<input type="checkbox"/> Documentation completed	W27/04	W44/04	<b>CDIMM Maramures BIIC Harghita CBE Bucharest UEFISCSU</b>	<input type="checkbox"/> List of the operational incubators and address & contacts	Replaced with participation to the Global Forum of BICs.
<i>Evaluation of the existing infrastructure for BICs in Romania - report</i>	<input type="checkbox"/> Report prepared	W40/04	W4/05		<input type="checkbox"/> Evaluation report	Replaced with participation to the Global Forum of BICs.
<i>Evaluation of the existing programmes for BICs in Romania - report</i>	<input type="checkbox"/> Report prepared	W47/04	W14/05		<input type="checkbox"/> Evaluation report	Replaced with participation to the Global Forum of BICs.
<b>OBJECTIVE NO 3: Assist SMEs to develop and integrate ICT solutions into their operations so they can become more effective and competitive</b>						
<b>A. Improving the communication structures</b>		<b>W36/03</b>	<b>W52/03</b>			
<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	<b>CDIMM Maramures BIIC Harghita CBE Bucharest</b>	<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 HR 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	<b>CDIMM Maramures BIIC Harghita CBE Bucharest</b>	<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.

IMPLEMENTED ACTIVITY	Milestone	Start (WEEK NO)	END (WEEK NO)	Responsible / PARTICIPANTS (*)	DELIVERABLES	STATUS / DEVIATIONS
<b>B. Develop the Training Program</b>		<b>W36/03</b>	<b>W13/04</b>			
<i>B.1. Trainers selection</i>	<input type="checkbox"/> minimum 10 trainers selected for the project and appointed	W36/03	W40/03	<b>CDIMM Maramures</b> <b>BIIC Harghita</b> <b>CBE Bucharest</b>	<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	<b>TIG USA</b> <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 I: 18.10 – 2.11.2003 Period II: 22.07-04.08.2004 Period III: 27.08-07.09.2004 NO DEVIATIONS.
<i>B.3. Training for trainers in ICT solutions development</i> <ul style="list-style-type: none"> <li>• Informatics for SME management (planning tools, controlling tools, monitoring tools, evaluation tools)</li> <li>• E-commerce and E-business solutions for SMEs</li> <li>• Data bases tools—building, administration, on-line use, long distance access</li> <li>• Networks for SMEs: LAN solutions</li> <li>• Networks for SMEs: WAN solutions</li> </ul>	<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	<b>CDIMM Maramures</b> <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	Implemented activity. The first training session was delivered in Baia Mare, 02 – 06.12.2003. The second session was delivered in Baia Mare, 26 – 31.02.2004 The sessions 3 – 5 were delivered in Baia Mare, 21 – 25.03 2004 NO DEVIATIONS.
<b>C. Develop the curriculum</b>		<b>W01/04</b>	<b>W26/04</b>			
<i>C.1. Training manual and methodology for SMEs preparing</i> <ul style="list-style-type: none"> <li>• Training manual elaboration</li> <li>• Training manual editing</li> <li>• Training manual production on paper and on CD-ROM</li> </ul>	<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	<b>CDIMM Maramures</b> <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	The Romanian version is ready printed on paper and in CD-ROM. The English Version is ready printed on paper and in CD-ROM. NO DEVIATIONS.
<b>D. Implement the training for SMEs</b>		<b>W16/04</b>	<b>W47/04</b>			
<i>D.1. Beneficiary companies selection</i>	<input type="checkbox"/> Minimum 30 participants were selected as beneficiaries of the training on ICT for SMEs	W16/04	W35/04	<b>CDIMM Maramures</b> <b>BIIC Harghita</b> <input type="checkbox"/> CBE Bucharest <input type="checkbox"/> UEFISCSU	<input type="checkbox"/> List of selected persons <input type="checkbox"/> Minutes of the selection meeting	43 persons were selected in Baia Mare. 17 persons were selected in Miercurea Ciuc. +30 persons selected.

IMPLEMENTED ACTIVITY	Milestone	Start (WEEK NO)	END (WEEK NO)	Responsible / PARTICIPANTS (*)	DELIVERABLES	STATUS / DEVIATIONS
<p><i>D.2. Training for SMEs delivering</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Basic software (Microsoft Office)</li> <li><input type="checkbox"/> Basic software for Internet (Internet Explorer; Outlook etc.)</li> <li><input type="checkbox"/> Information management for SMEs (planning, controlling with ICT solutions)</li> <li><input type="checkbox"/> ICT solution development in SMEs</li> <li><input type="checkbox"/> Business start-up in ICT</li> <li><input type="checkbox"/> Networking for SMEs</li> <li><input type="checkbox"/> IP rights and procedures</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 3 training series were organized (2 in Baia Mare and 1 in Miercurea Ciuc)</li> <li><input type="checkbox"/> Minimum 30 participants joined the training on ICT for SMEs</li> <li><input type="checkbox"/> Minimum 30 participants were graduated on ICT for SMEs</li> </ul>	W27/04	W47/04	<p><b>CDIMM Maramures BIIC Harghita</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> CBE Bucharest</li> <li><input type="checkbox"/> UEFISCSU</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> training hand-outs</li> <li><input type="checkbox"/> list of participants</li> <li><input type="checkbox"/> copies of the training certificates</li> </ul>	<p>2 training series implemented in Baia Mare</p> <p>1 training serie implemented in Miercurea Ciuc</p> <p>60 persons joined the training</p> <p>29 persons were graduated in Baia Mare (+9) – certified by the Labour and Education Ministries</p> <p>15 persons were graduated in Miercurea Ciuc (+5)</p>
<b>E . Provide ongoing assistance for SMEs</b>		<b>W41/04</b>	<b>W22/05</b>			
<p><i>E.1. Assistance for ICT solution implementation</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> minimum 30 companies were assisted in-house for ICT solutions implementing</li> <li><input type="checkbox"/> Minimum 300 man-day were allocated for in-house assistance by the <i>ICTWAY 2003</i> project staff</li> </ul>	W41/04	W22/05	<p><b>CDIMM Maramures BIIC Harghita</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> CBE Bucharest</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Records of the assisted companies</li> <li><input type="checkbox"/> Reports of the advisors</li> </ul>	Ongoing activity
<p><i>E.2. Progress evaluation</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> progress evaluation data base is operational</li> <li><input type="checkbox"/> Minimum 30 companies recorded and monitored</li> <li><input type="checkbox"/> Minimum 60 progress reports recorded to the project office</li> </ul>	W03/05	W20/05	<p><b>CDIMM Maramures BIIC Harghita</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> CBE Bucharest</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Copies of the entrees of the project data base</li> </ul>	First WS for evaluation was organised in 22 of march in Miercurea Ciuc.
<p><i>E.3. Business start-up support</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> minimum 5 companies were selected and introduced in the start-up program</li> <li><input type="checkbox"/> Minimum 50 man-days assistance for business start-up</li> </ul>	W48/04	W22/05	<p><b>CDIMM Maramures BIIC Harghita</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> CBE Bucharest</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Selection documents (copies of the applications)</li> <li><input type="checkbox"/> Selection meeting minute</li> </ul>	Ongoing activity
<b>F. Linkages with other organisations</b>		<b>W41/03</b>	<b>W17/05</b>			
<p><i>F.1. Networking for project partner organisations</i></p> <ul style="list-style-type: none"> <li>• Meetings in Baia Mare (universities, ONGs, aut.)</li> <li>• Meetings in Miercurea Ciuc (org., authorities)</li> <li>• Meeting in Bucharest (universities, ONGs, aut.)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 200 records on the data base</li> <li><input type="checkbox"/> 200 destinations for messages</li> <li><input type="checkbox"/> 12 networking meetings delivered</li> </ul>	W41/04	W08/05	<p><b>CDIMM Maramures BIIC Harghita CBE Bucharest</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> UEFISCSU</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> meeting documents</li> <li><input type="checkbox"/> lists of participants</li> </ul>	<p>Ongoing activity.</p> <p>11 meetings organised, 5 in Baia Mare, 4 in Miercurea Ciuc and 2 in Bucharest.</p> <p>NO DEVIATIONS.</p>

IMPLEMENTED ACTIVITY	Milestone	Start (WEEK NO)	END (WEEK NO)	Responsible / PARTICIPANTS (*)	DELIVERABLES	STATUS / DEVIATIONS
<b>F.2. Networking for beneficiary SMEs</b> <ul style="list-style-type: none"> <li>WS in Baia Mare</li> <li>WS in Miercurea Ciuc</li> </ul>	<input type="checkbox"/> 3 workshops delivered for representative SMEs, business associations and chambers of commerce	W36/04	W17/05	<b>CDIMM Maramures BIIC Harghita</b> <ul style="list-style-type: none"> <li>CBE Bucharest</li> <li>UEFISCSU</li> </ul>	<input type="checkbox"/> meeting documents <input type="checkbox"/> lists of participants	Ongoing activity.  One WS was organised in Baia Mare on 22.12.04 and the second in 29.03.2005.
<b>G. Dissemination of project outcomes</b>		<b>W41/03</b>	<b>W22/05</b>			
<b>G.1. Dissemination via INTERNET</b> <ul style="list-style-type: none"> <li>Project site set-up</li> <li>Project site up-date</li> </ul>	<input type="checkbox"/> <b>ICTWAY 2003</b> project web site operational <input type="checkbox"/> <b>ICTWAY 2003</b> project web site visible and accessible	W41/03 W41/03 W01/04	W22/05 W01/04 W22/05	<b>CDIMM Maramures</b> <ul style="list-style-type: none"> <li>BIIC Harghita</li> <li>TIG USA</li> <li>CBE Bucharest</li> <li>UEFISCSU</li> </ul>	<input type="checkbox"/> Site home page and main pages in copy	Ongoing activity.  NO DEVIATIONS.
<b>G.2. Workshops for project dissemination</b> <ul style="list-style-type: none"> <li>WS in Baia Mare</li> <li>Ws in Miercurea Ciuc</li> <li>WS in Bucharest</li> </ul>	<input type="checkbox"/> 3 workshops delivered for representative organizations	W45/04 W05/05 W19/05	W47/04 W07/05 W21/05		<input type="checkbox"/> Meeting documents <input type="checkbox"/> Lists of participants	Ongoing activity. The first WS was organised in Bucharest in 11.12.04. The second WS was organised in Baia Mare on 29.03.2005. NO DEVIATIONS.
<b>H. Project management</b>		<b>W25/03</b>	<b>W26/05</b>			
<b>H.1. Current project management delivering</b>	<input type="checkbox"/> project implementation in accordance with the grant contract	W25/03	W26/05	<b>CDIMM Maramures</b> <ul style="list-style-type: none"> <li>BIIC Harghita</li> <li>TIG USA</li> <li>CBE Bucharest</li> <li>UEFISCSU</li> </ul>	<input type="checkbox"/> Administrative documents (in copies) <input type="checkbox"/> Financial documents (copies)	All documents are recorded All financial documents are recorded  NO DEVIATIONS.
<b>H.2. International steering meetings</b>  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	5 steering meetings in place All documents are recorded  NO DEVIATIONS.
<b>H.3. Interim evaluation</b> Quarterly report (Q1) Interim report (Q2) Quarterly report (Q3) Interim report (Q4) Quarterly report (Q5) Final report (Q6)	<input type="checkbox"/> 3 meetings for interim evaluation in place	W25/03	W26/05	<b>CDIMM Maramures</b> <ul style="list-style-type: none"> <li>BIIC Harghita</li> <li>TIG USA</li> <li>CBE Bucharest</li> <li>UEFISCSU</li> </ul>	<input type="checkbox"/> Evaluation reports	First quarterly report (Q1), Second quarterly report (Q2 = 6 months), Third quarterly report (Q3), Interim report (12 months, Q4), Fifth quarterly report (Q5), Final report (18 months, Q6), Sevens quarterly report (Q7) 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
				<b>Week no</b>																							
<b>INCEPTION PHASE</b>																											
	<b>Inception report</b>	<b>W25/03</b>	<b>W33/03</b>																								
	<i>Inception report preparing</i>	W25/03	W32/03																								
	<i>Inception report submitting to infoDev</i>		W33/03																								
<b>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</b>																											
<b>O1</b>	<b>Assessment of the current ICT in Romania</b>	<b>W30/03</b>	<b>W48/03</b>																								
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																								
<b>O2</b>	<b>Analysis/benchmark study and follow-up visits</b>	<b>W40/03</b>	<b>W18/05</b>																								
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																								
<b>O3</b>	<b>Training on the commercialisation process</b>	<b>W01/04</b>	<b>W48/04</b>																								
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																								
<b>OBJECTIVE NO 2: Improve the capabilities of participating incubators to facilitate the development and expansion of ICT-based ventures</b>																											
<b>O4</b>	<b>Reviewing existing resources in Romanian BICs</b>	<b>W27/04</b>	<b>W14/05</b>																								
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	A	M
<b>OBJECTIVE NO 3: Assist SMEs to develop and integrate ICT solutions into their operations so they can become more effective and competitive</b>																											
<b>A</b>	<b>Improving the communication structures</b>	<b>W36/03</b>	<b>W52/03</b>																								
A1	<i>Up-grading the existing LANs</i>	W36/03	W50/03																								
A2	<i>Up-grading the software for existing LANs</i>	W40/03	W52/03																								
<b>B</b>	<b>Training for trainers</b>	<b>W36/03</b>	<b>W13/04</b>																								
B1	<i>Trainers selection</i>	W36/03	W40/03																								
B2	<i>Sharing experience with similar US organisations</i>	W41/03	W48/03																								
B3	<i>Training for trainers in ICT solutions development</i> <ul style="list-style-type: none"> <li>• Informatics for SME management (planning tools, controlling tools, monitoring tools, evaluation tools)</li> <li>• E-commerce and E-business solutions for SMEs</li> <li>• Data bases tools—building, administration, on-line use, long distance access</li> <li>• Networks for SMEs: LAN solutions</li> <li>• Networks for SMEs: WAN solutions</li> </ul>	W45/03	W13/04																								
<b>C</b>	<b>Develop the curriculum</b>	<b>W01/04</b>	<b>W26/04</b>																								
C1	<i>Training manual and methodology preparation</i> <ul style="list-style-type: none"> <li>• Training manual elaboration</li> <li>• Training manual editing</li> <li>• Training manual production on paper and on CD-ROM</li> </ul>	W01/04 W08/04 W22/04	W16/04 W22/04 W26/04																								
<b>D</b>	<b>Implement the training for SMEs</b>	<b>W16/04</b>	<b>W47/04</b>																								
D1	<i>Beneficiary companies selection</i>	W16/04	W35/04																								
D2	<i>Training for SMEs delivery</i> <ul style="list-style-type: none"> <li>• Training in Baia Mare (2 series / 7 topics)</li> <li>• Training in Miercurea Ciuc (1 Seri / 7 topics)</li> </ul>	W27/04	W47/04																								
<b>E</b>	<b>Provide ongoing assistance for SMEs</b>	<b>W41/04</b>	<b>W22/05</b>																								
E1	<i>Assistance for ICT solution implementation</i>	W41/04	W22/05																								
E2	<i>Progress evaluation</i>	W03/05	W20/05																								
E3	<i>Business start-up support</i>	W48/04	W22/05																								
<b>F</b>	<b>Linkages with other organisations</b>	<b>W41/03</b>	<b>W17/05</b>																								
F1	<i>Networking for project partner organisations</i> <ul style="list-style-type: none"> <li>• Meetings in Baia Mare (universities, ONGs, aut.)</li> <li>• Meetings in Miercurea Ciuc (organisations, authorities)</li> <li>• Meetings in Bucharest (universities, organisations)</li> </ul>	W41/04	W08/05																								
F2	<i>Networking for beneficiary SMEs</i> <ul style="list-style-type: none"> <li>• WS in Baia Mare</li> <li>• WS in Miercurea Ciuc</li> </ul>	W36/04	W17/05																								

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

Diagram no 3.

**ICTWAY 2003 – PLANNED ACTIVITIES FOR THE LAST SEMESTER**

ACTIVITY	Milestone	Start (WEEK NO)	END (WEEK NO)	Responsible / PARTICIPANTS (*)	DELIVERABLES
<b>O.2. Analysis/benchmark study and follow-up visits</b>		<b>W40/03</b>	<b>W18/05</b>		
<i>Follow-up visits (3 visits)</i> Preparing the second visit	<input type="checkbox"/> 3 visits in place	W19/04	W18/05	<b>TIG USA</b> <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
<b>F. Linkages with other organizations</b>		<b>W41/03</b>	<b>W17/05</b>		
<i>F.2. Networking for beneficiary SMEs</i> <ul style="list-style-type: none"><li>• WS in Baia Mare</li><li>• WS in Miercurea Ciuc</li><li>• WS in Bucharest</li></ul>	<input type="checkbox"/> 3 workshops delivered for representative SMEs, business associations and chambers of commerce	W36/04	W17/05	<b>CDIMM Maramures</b> <b>BIIC Harghita</b> <b>CBE Bucharest</b> <b>UEFISCSU</b>	<input type="checkbox"/> meeting documents <input type="checkbox"/> lists of participants
<b>G. Dissemination of project outcomes</b>		<b>W41/03</b>	<b>W22/05</b>		
<i>G.1. Dissemination via INTERNET</i> <ul style="list-style-type: none"><li>• Project site up-date</li></ul>	<input type="checkbox"/> <b>ICTWAY 2003</b> project web site operational <input type="checkbox"/> <b>ICTWAY 2003</b> project web site visible and accessible	W41/03 W41/03 W01/04	W22/05 W01/04 W22/05	<b>CDIMM Maramures</b> <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
<i>G.2. Workshops for project dissemination</i> <ul style="list-style-type: none"><li>• WS in Baia Mare</li><li>• WS in Miercurea Ciuc</li><li>• WS in Bucharest</li></ul>	<input type="checkbox"/> <b>3 workshops delivered for representative organizations</b>	W45/04 W05/05 W19/05	W47/04 W07/05 W21/05	<b>CDIMM Maramures</b> <input type="checkbox"/> <b>BIIC Harghita</b> <input type="checkbox"/> <b>TIG USA</b> <input type="checkbox"/> <b>CBE Bucharest</b> <input type="checkbox"/> <b>UEFISCSU</b>	<input type="checkbox"/> Meeting documents <input type="checkbox"/> Lists of participants
<b>H. Project management</b>		<b>W25/03</b>	<b>W26/05</b>		
<i>H.1. Current project management delivering</i>	<input type="checkbox"/> <b>project implementation in accordance with the grant contract</b>	W25/03	W26/05	<b>CDIMM Maramures</b> <input type="checkbox"/> <b>BIIC Harghita</b> <input type="checkbox"/> <b>TIG USA</b> <input type="checkbox"/> <b>CBE Bucharest</b> <input type="checkbox"/> <b>UEFISCSU</b>	<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"/> <b>Third steering committee meetings in place (Bucharest)</b>	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"/> <b>1 meetings for interim evaluation in place</b>	W25/03	W26/05	<b>CDIMM Maramures</b> <input type="checkbox"/> <b>BIIC Harghita</b> <input type="checkbox"/> <b>TIG USA</b> <input type="checkbox"/> <b>CBE Bucharest</b> <input type="checkbox"/> <b>UEFISCSU</b>	<input type="checkbox"/> Evaluation reports

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