

Project : **Intercountry Business Incubators Network - IBI Net**

MINUTES

Project Steering Committee Meeting

20 August, 2010 9:00 – 11:00

Technologiezentrum Vorpommern, Greifswald, Germany

Participants:

Voting:

Edvīns Bartkevičs	Chairman, Chairman of Development Council of Riga Planning Region Chairman of Ogre County (Latvia)
Winfried Bunge	Chamber of Commerce and Industry, Neubrandenburg (Germany)
Mario Kokowsky	Managing Director, Technologiezentrum Vorpommern TZV (Germany)
Sven Andersson	Deputy Regional Director, Regional Cooperation Council of Dalarna (Sweden)
Kjell Vagen	Project Manager, Hedmark County Council (Norway)
Bartosz Babraj	Vice Head of the Strategy and European Funds Department, Municipal Office in Elbląg, Strategy and European Funds Department (Poland)

Non-voting:

Jānis Miezeris	Head of Administration of Riga Planning Region (Latvia)
Inga Brieze	Riga Planning Region, Project Manager IBI Net (Latvia)
Agnese Latiša	Riga Planning Region, Financial Manager IBI Net (Latvia)

Agenda:

1. Approval of Rules of Procedure of the Project Steering Committee
2. Overview of IBI Net project
3. Approval of the 1st Progress Report
4. Approval of the Project's Communications Plan
5. Planned activities for the 2nd Reporting Period
6. Next PSC meeting

Minutes

1. Approval of Rules of Procedure of the Project Steering Committee

I. Brieze, Project Manager presents the draft Rules of Procedure of the Project Steering Committee (hereinafter :PSC): aims and tasks, composition, summoning of meetings and decision making procedure and informs about the process.

No objections to the prepared draft Rules of Procedure of the Project Steering Committee were raised from the members of PSC.

Decision:

- To approve the Rules of Procedure of the PSC.

2. Overview of IBI Net project

I. Brieze, Project Manager presents IBI Net project: partnership, budget, implementation period, Work Packages, main activities, milestones and responsibilities and roles of project partners, expenditure targets per reporting period.

Decision:

- N.a.

3. Approval of the 1st Progress Report

I.Brieze, Project Manager reports on the achievements, outputs and milestones, as well as commitments/expenditures per partner budget and per source of financing, and Indicators' Plan (Annex 1 to 1st Progress Report) as an introduction to the 1st Progress Report. No comments, suggestions and objections on behalf of PSC were raised to the 1st Progress Report.

Decision:

- To approve 1st Project Progress Report without objections.

4. Approval of the Project's Communications Plan

I.Brieze, Project Manager introduces PSC members to the Project Communications Plan presenting its current status, main parts, main responsible bodies involved in implementation of it as well as evaluation and monitoring. With regard to Project Communications Plan, PSC members suggest to:

- Set up IBI Net project web site where basic information about the project would be available (as the 1st step to IBI Net portal);
- To develop IBI Net project's Fact Sheet (a leaflet) for project promotional purposes.

Decision:

- To approve the Project's Communications Plan;
- To establish IBI Net internet home page as the 1st step to establishment of IBI Net Portal (responsible PP: Riga Technical University);
- To develop IBI Net Fact Sheet for project promotional purposes (responsible: LP).

5. Planned activities for the 2nd Reporting Period

I.Brieze, Project Manager informs members of the PSC about ongoing and planned activities and expected outputs of the 2nd reporting period from 1 June until 30 November 2010.

Decision:

- *N.a.*

6. Next PSC meeting

I.Brieze, Project Manager informs that for project monitoring purposes next PSC meeting should be convened in the 3rd or 4th week of February, 2011 in Elblag.

Decision:

- To convene 2nd PSC meeting in Elblag, Poland, February 2011. PP Elblag City Commune offers suitable date for the meeting.

7. Other

K.Vaagen suggests that PSC members are informed about Project Management Meetings and can participate if they wish to.

Decision:

- PSC members are also informed about upcoming Project Management Meetings and agenda.

Edvīns Bartkevičs, Chairman
Prepared by I.Brieze inga.brieze@rpr.gov.lv