

1st Annual Project Meeting

1st awareness campaign – Pilot event

AGENDA

**SMITE Project
B7-4100/2000/2165-072P421**

Beirut, 16 – 18 February 2003

Sunday, February 16th

Afternoon Session: Overview of the Work Progress

**1. The local Market Group Concept–Formulation and Mobilization
WP 1 and WP 2**

14.00 -14.15	General Overview of the work accomplished Introduction to the local market group concept	NTUA , overview of the work with respect to the contractual obligations
14.15-16.30	The Local Market Group Concept ⇒ Identification and setting up of the Local Market Groups ⇒ Promotional Actions for the motivation and activation of the Local Market Groups	All MEDA partners – brief presentation, about 15 min. Core and Technical partners should arrange the presentation time and make an effective communication of the work accomplished
16.30-16.40	Coffee Break	
16.40-17.00	Promotional actions at the international level	ITC and SPEED

2. Development of the web system – WP3

17.00-17.20	General Overview of the web site structure	NTUA
17.20-18.00	Presentation of the methodological basis for the Diagnostic Tools	DHI – NTUA
18.00	End of Day 1	

Monday, February 17th

Morning Session: 1st Awareness Campaign

08.30	Registration	
09.00	Opening and Welcome Address	<ol style="list-style-type: none"> 1. Prof. D. Assimacopoulos, NTUA, Greece 2. President of ALI– Mr. Fady Abboud 3. EU Ambassador 4. Minister of Environment
10.00	Session 1: New Initiatives for the SMEs	
	⇒ The situation in Lebanon	Mr. Claude Tabbal, Conseil et Développement, Lebanon
	⇒ Aims, objectives and solutions by SMITE	Dr. Thies Wittig, IT Consult, Germany
10.30	Session 2: Environmental Management; General principles	Ms. Georgia Diamantakou, SPEED, Greece
11.00	Break	
11.30	Session 3: Benchmarking business performance; Presentation of best-practise examples	Dr. Anders Lunggaard-Jensen, DHI, Denmark
12.00	Session 4: Web site presentation	
	⇒ Demonstration of general structure and system modules	Prof. D. Assimacopoulos, NTUA, Greece
	⇒ The Business Model: End-users, consultants, free and private areas	Dr. Thies Wittig, IT Consult, Germany
13.00	Discussion; Closure	Representative of ALI/CeD
13.30	Lunch	

Afternoon Session: Feedback Conclusions and Output of Task 9.1

16.00-17.30	Discussion on the event – Conclusions	
	Discussion Points:	
	⇒ Maturity and awareness level of the local market for the environmental business	
	⇒ Business-oriented character of the event	
	⇒ Appropriate composition for the audience	
	⇒ Dialogue with the audience	
17.30	End of Day 2	

The afternoon session should be based on the above mentioned points for a discussion among the partners.

Tuesday, February 18th

Morning Session: Planning the next steps

Data Collection – WP4

9.00-9.30	Overview of the information to be included in the system – Guidelines for the data collection	NTUA Presentation on the system requirements in terms of data and information and guidelines for the provision of relevant data at the appropriate time
9.30-10.00	Legislation and Funding issues ⇒ Environmental Legislation ⇒ Funding opportunities and on-going programs	SPEED Discussion on the working document on Task 4.3
10.00-10.30	Technological issues ⇒ Detailed operation data from representative business of each sector	DHI Discussion on the data requirements for the Diagnostic Tools and the development of the case studies

1st Awareness Campaign (T 9.1) & Training on the System Use and Promotion (WP5)

10.30-11.15	Planning the 1 st awareness campaign ⇒ Scope of the event ⇒ Required actions ⇒ Dates	SPEED, ITC and MEDA Partners
11.15-11.30	Coffee Break	
11.30-13.00	Planning the 1 st awareness campaign (continue)	SPEED, ITC and MEDA Partners
13.00-14.30	Lunch break	

Afternoon Session: Administrative and Organizational issues

14.30-15.30	Guidelines for reporting ⇒ Focus on the financial report/ Annual Audit and Cost Statements ⇒ Focus on the progress report	
15.30-16.00	Evaluation of the progress made	
16.00-16.20	Coffee break	
16.20-17.00	Synopsis Allocation of roles and work to be elaborated	
17.00	End of Day 3	

Sunday 16/2/2003, afternoon

Overview of the Work Progress

1. *The local Market Group Concept–Formulation and Mobilization WP 1 and WP 2*

During Session 1, Partners are expected to discuss the **Work elaborated** during the last months and on the **Deliverables** that should be completed by the end of the year.

Please note that for the presentation of our effort on the establishment of the Local Market Groups, the following points should be discussed in details:

- ⇒ Identification and setting-up of the Local Market Groups, related to Tasks 1.1 and 2.1 – **MEDA Partners**
- ⇒ Promotional actions for the motivation and activation of the Local Market Groups, related to Tasks 1.2, 2.2 and 2.4 – **MEDA Partners**
- ⇒ Promotional actions at the international level, related to Tasks 2.3 and 2.4 – **ITC and SPEED**

List of Deliverables: D1.1 – Report on the promotional tasks and subcontracting activities
D2.1 – The local market group composition
D2.2 – Organisations/Institutions willing to interconnect with the project network at national level
D2.3 – International interconnections of the project network
D2.4 – Promotional agreements associates

2. *Development of the web system – WP3*

- ⇒ **NTUA** will present the general concept of the Web System and how this concept was implemented in the developed Prototype.
- ⇒ **DHI** should present the methodological basis of the Diagnostic Tools, for the “Environmental Performance and Benchmarking” of the end-users.
- ⇒ The methodological basis of the “Administrative performance and Benchmarking will be presented by **NTUA**
- ⇒ The methodological basis for the “Legislative Compliance Tool” will be further explained on the morning session of Tuesday the 18th, by **SPEED**

List of Deliverables: D3.1 – The end-users requirements
D3.2 – The specifications of the end-user interface

Monday 17/2/2003

1st Awareness Campaign

On Monday morning, the organised public presentation of the SMITE project will take place.

The project meeting will continue with the afternoon session and a discussion among the project partners, on the following points:

- ⇒ Maturity and awareness level of the local market for the environmental business –
Additional actions required for the dissemination of the project concept
- ⇒ Discussion on the business-oriented character of the event
- ⇒ Discussion on the appropriate composition for the audience
- ⇒ Discussion on the possibility to allow the dialogue with the audience during the event
- ⇒ Any other comment that could arise

Tuesday 18/2/2003

Planning the next steps

This session will be dedicated on the best possible planning of future activities and the assignment of responsibilities for all the partners for the upcoming tasks.

1. *Data Collection – WP4*

- ⇒ Presentation of the web system requirements in terms of data and information, so that the Web System will be fully operational and functional for the visitors.
- ⇒ Presentation by SPEED on data required regarding Legislation and Funding issues. Presentation of the methodological basis of the “Legislative Compliance Tool” and explanation of the guidelines for Collecting Environmental Legislation at National Level, and creation of the appropriate “Legislative Compliance Tool”, at country level.
- ⇒ DHI will present the data requirements that should be collected in order to create useful case studies that will serve as tutorial applications for the web system

**2. *1st Awareness Campaign (T 9.1)
& Training on the System Use and Promotion (WP5)***

Time should be allowed for a discussion among SPEED, ITC and the involved partners on how the 1st Awareness Campaign will be realised.

The following issues should be made clear through this discussion:

- ⇒ Planning of the event, in terms of time, place and audience
- ⇒ Training of the partners in the system use; It should be made clear how the local partners will upload the information and data that will collect at their countries and how this data will be incorporated into the system.
- ⇒ Dissemination character of the event – Organisation of a public event similar to the one organised in Lebanon
- ⇒ Feedback received from the event that should be communicated to all partners

The feedback and the outputs from the events organised at each country will be included at the **Deliverable 9.1** together with the list and the profile of the invited people.

Administrative and Organizational issues

A detailed presentation of the reporting requirements in terms of:

- ⇒ Work Progress
- ⇒ Cost Statements and Financial Audit
- ⇒ Deliverables

Finally, an evaluation of the work elaborated and a synopsis of the work undertaken will be made.