

## SMITE

### Improving Competitiveness of SMEs through IT-based Environmental Business Planning

Contract # B7-4100/2000/2165-072P421

### Meeting Minutes

#### Attendees

<b>Association of Lebanese Industrialists</b>	Hicham Abou Jaoudeh
<b>Conseil et Développement</b>	Claude Tabbal Roula Sleiman
<b>NTUA</b>	Dionysis Assimacopoulos Katerina Makrinou
<b>SPEED</b>	Petros Catsis Georgia Diamantakou
<b>DHI</b>	Anders Lyngaard-Jensen
<b>IT Consult</b>	Thies Wittig
<b>Cyprus Chamber of Commerce</b>	Lefteris Karydis
<b>Research and Development Center - Unit of Environmental Studies</b>	Virginia Avgoustinaki
<b>M International Consultants</b>	Magdy Abou Rayan
<b>Higher Council for Science and Technology</b>	Mohamad Kannan
<b>Royal Scientific Society</b>	Sirin Hasan Daher Thabit
<b>Malta External Trade Corporation</b>	Brigitte Tanti
<b>Palestine Academy of Science and Technology</b>	Imad Khatib
<b>SI Consulting</b>	Lian Catinis Malek Haddad
<b>Agence de Promotion de l'Industrie</b>	Moncef Abid
<b>Genius International Consulting</b>	Amel Makhoulouf

held at the  
**Association of Lebanese Industrialists**  
Beirut-Lebanon



## Meeting Agenda

### Sunday 16<sup>th</sup> February 2003

- 2.10 – 2.20: Introducing participants
- 2.20 – 2.40: Overview of the work accomplished (D. Assimacopoulos)
- Review 1<sup>st</sup> year work
  - Prepare 1<sup>st</sup> year Deliverables
  - Demonstrate 1<sup>st</sup> version of WEB System
  - Launch 1<sup>st</sup> Awareness Campaign
- 2.40 – 5.00: Presentation of the Local Market Group  
Promotional Activities  
Problems envisaged
- Lebanon – H. Abou Jaoudeh, Cl Tabbal
  - Tunisia – M. Abid, Am. Makhlouf (to be continued on Tuesday)
  - Egypt – M. Abou Rayan
  - Jordan – S. Hasan
  - Syria – L. Catinis
- 5.20 – 5.40: SMITE WEB System presentation (D. Assimacopoulos)
- 5.40 – 6.10: Presentation of the Local Market Group  
Promotional Activities  
Problems envisaged (continue)
- Palestine – Im. Khatib
  - Malta – B. Tanti
  - Cyprus – L. Karydis, V. Avgoustinaki
- 6.10 – 6.20: Promotional Activities at International Level (Th Wittig, P. Catsis)
- 6.20 – 6.40: Methodological basis of the Diagnostic Tools (An. Lynggaard-Jensen)
- 6.40 – 7.00: Overview of the Awareness Campaign Agenda  
H. Abou Jaoudeh  
D. Assimacopoulos  
Th. Wittig

### Monday 17<sup>th</sup> February 2003

- 8.30 – 12.15: 1<sup>st</sup> Awareness Campaign
- 12.30 – 13.30: Preparing the 1<sup>st</sup> awareness campaign in the other MEDA countries  
(All MEDA Parnters, P. Catsis, Th. Wittig)



## **Tuesday 18<sup>th</sup> February 2003**

- 9.00– 9.30: Planning the next steps
- 9.30 – 10.15: Data and Information requirements for the public and the private domain of SMITE Web System (An. Lynggaard, K. Makrinou)
- 10.15 – 11.15: Detailed guidelines for: (G. Diamantakou)
- Collection of Legislation at National Level
  - Preparation of the Legislative Compliance Questionnaires
  - Funding Opportunities and on-going programs
- 11.30 – 12.15: Guidelines for uploading information at the WEB System (K. Makrinou)
- 12.15 – 12.30: Overview of work progress – Tunisia
- 12.30 – 13.00: Guidelines for the Progress Report  
Guidelines for the Financial Report (K. Makrinou)

## **Important Decisions made / Conclusions**

### **Regarding Administration**

- ❖ **2<sup>nd</sup> Six-monthly Progress Report**
  - Contribution of partners regarding the preparation of the progress report should be submitted to NTUA by the first week of April 2003
  - Contribution includes:
    - Main activities undertaken
    - Main results achieved
    - Work effort
- ❖ **Annual Financial Report**
  - To be submitted with the Progress Report
    - Cost statements (First Draft) will be submitted by each partner to NTUA by the beginning of April.
    - NTUA will check and resent to partners Cost Statements for final approval and signature.
    - The Audit Report will be formulated on the basis of the Guidelines given by the EC and an ORIGINAL copy will be submitted to NTUA by the mid of April.
- ❖ **Project Logo**

Suggestions for the project logo are welcomed from all partners. The prize will be a paid travel for the next project meeting.
- ❖ **Next Project meeting will be held in Amman, Jordan**



## Regarding Work Progress

### ❖ Work Package 2

- Reports on WP2 Tasks will be sent to NTUA by the mid March by all MEDA partners, SPEED and ITC
- ITC will be responsible for registering SMITE in the WWW.

### ❖ Work Package 3

- NTUA will modify the Environmental Performance Diagnostic Tool, in order to allow comparison of businesses having the same (or similar) production processes.  
This could be realized through the registration procedure, where the user should be able to choose the main processes and compare its performance to a reduced number of users and not the entire sample of each sector.
- Data from the targeted industries will be collected by the MEDA Technical Partners, in order to create a reliable median. The sample collected should include at least 5 companies from each one of the targeted sectors.
- NTUA will create user profiles for the partners in order to upload data from representative businesses from each country.
- Taking into account the scheduling of the awareness campaign, MEDA Core Partners will provide NTUA with all the necessary information from each country to be uploaded at the public domain of the web system.

### ❖ Work Package 4

- Environmental Legislation will be collected on the basis of the Guidelines already distributed.
- Questionnaires for the Legislative Compliance Wizard will be created on the basis of the Legislation collected.
- NTUA will provide detailed Guidelines, by the mid of March, for all the other information and data required, such as general information, operational data from the enterprises, etc.

### ❖ Work Package 9 – Scheduling 1<sup>st</sup> Awareness Campaign

Country	Date	Responsibility
Syria	10 March	SPEED
Jordan	1,2 April	IT Consult
Malta	10 April	SPEED
Tunisia	5 June	NTUA

- For Cyprus, a new date should be set, after the new government takes over.
- For Palestine, the event should be postponed for a while, due to the political situation.
- For Egypt and Turkey, the non-involvement of the Core Partner is delaying the organisation of the event.



## **1<sup>st</sup> Awareness Campaign Agenda**

- 8.30 – 9.00: Registration
- 9.00 – 9.20: Welcoming Note by Project Coordinator, Prof. D. Assimacopoulos, NTUA Greece  
Welcoming Note by the President of ALI, Mr. Fady Abboud, ALI Lebanon  
Welcoming Note by the EU Representative  
Welcoming Note by the Minister of Environment
- 9.30 - 10.00 The situation in Lebanon, Mr. Claude Tabbal, Conseil et Développement Lebanon
- 10.00 – 10.30 Environmental Management, General Principles, Ms. G. Diamantakou, SPEED SA. Greece
- 10.30 – 11.15 Environmental Performance, Dr. Anders Lynggaard-Jensen, DHI Denmark
- 11.15 – 11.45 The SMITE Business Model, Dr. Thies Wittig, IT Consult Germany
- 11.45 – 12.15 Discussion; Closure