Minutes of

SMITE kick-off Meeting

held at

National Technical University of Athens

the 25th – 26th April 2002

Contract No: B7-4100/2000/2165-072P421

1 Agenda

Thursday, April 25th: INTRODUCING THE PROJECT IDEAS AND WORK

9.30	Introducing the participants
9.45	The SMITE project (D. Assimacopoulos, NTUA)
	Project Overview
	Consortium description
	Defining the roles of core and technical partners
11.00	Coffee break
11.30	Presentation by Project Partners and Teams (10' per partner) on:
	Institute and Research Group
	Past or present work related to the project
	Role in the project
14.00	Lunch break
15.00	Presentation by Project Partners and Teams (10' per partner) (Continue)
16.00	Administrative and Financial Details (D. Assimacopoulos, NTUA)
17.00	Coffee break
17.30	System presentation and functionalities (K. Papafotiou, IMQ)
18.30	End of day 1

Friday, April 26th: WORKING DETAILS

9.30	General Presentation of Sectoral Knowledge
	Hotel industry (H. Liakos, SPEED)
	Textile industry (K. Makrinou, NTUA)
	Food industry (H. Liakos, SPEED)
10.30	Regional Experiences from the target sectors – Discussion among partners
11.00	Upcoming Project Tasks (WP1 and WP2) (D. Assimacopoulos, NTUA)
	Detailed Definition and Goals
	Methodological considerations
	Specific Outcomes and Deliverables
	Detailed Allocation of Tasks among Partners
12.00	Coffee break
13.00	Work planning (D. Assimacopoulos, NTUA)
	Future Contacts: Meetings, Travels, Workshops and Conferences
14.00	Lunch
15.00	Project Management (Thies Wittig, IT Consult)
	Administrative Reporting (to Coordinator, to EC)
	Technical Reports (Deliverables)
	Work Sheets
	Cost Statements
16.00	Further discussion on Work Allocation
16.30	End of day 2

2   Partners Presentation

The following partners and subcontractors made a short presentation on their Institution activities and expertise.

1. Anders Lynggaard – Jensen presented the DHI Water and Environment
2. Thies Wittig presented IT Consult GmbH
3. Petros Catsis presented SPEED Development Consultants S.A.
4. Brigitte Tanti presented the Malta External Trade Corporation
5. Akram Mouhli presented the Agency for the Promotion of Industry
6. Sirin Hasan presented the Higher Council for Science and Technology and the Royal Scientific Society
7. Imad Khatib presented the Palestine Academy of Science and Technology and the Palestine Polytechnic University
8. Lian Catinis presented the Ministry of State for Environmental Affairs and Systems International
9. Georgia Papakyriakou presented the Cyprus Chamber of Commerce and Industry
10. Louis Loizou presented the Unit of Environmental Studies, Intercollege
11. Efstathios Zafratzas presented EOMMEX S.A.
12. Deniz Kabağaaç presented BKP Conulting Ltd
13. Claude Tabbal presented Conseil et Développement s.a.l.
14. Magdy Abou Rayan presented M International Consultants
15. Osman El-Gougary presented the Egyptian Social Fund for Development

3   Communication

All documents presented during the kick-off meeting have been uploaded at the following web address: http://environ.chemeng.ntua.gr/SMITE

For the moment everybody can have access with the following user name and password:
User name: smite
Password: smite

4   Important Decisions on Administrative and Financial issues

> Internal agreements will be signed between the Project Coordinator and each of the Partners.

4.1 External Financial Audit

➢ All Partners, Core and Technical, will appoint a Certified Audit Firm that will carry out on an annual basis the External Financial Audit, required by the EC. The report of the auditor will be submitted to the coordinator, in order to be incorporated to the Project Financial Audit Report.

➢ The financial audit cost should not exceed the 2% of the partners' budget.

➢ All parties should keep a separate account for the SMITE project;
all invoices related to project costs should be kept and the working timesheets must be completed on a regular basis, with respect to the allocated person–months.

4.2 Subcontracts

➢ NTUA will subcontract

　i)　Innovative Minds Quorum K. Papafotiou / C. Grigorakis Ltd for participating in the system deployment

　ii)　SPEED Development Consultants S.A. for participating in the awareness raising, promotion and training activities

　iii) IT Consult GmbH for participating in the awareness raising, promotion and training activities

4.3 Other Decisions related to the budget allocation

➢ The provision of equipment should be postponed for a later stage, when basic decisions on the system needs (in terms of hardware and software) will have been taken.

➢ The Egyptian and Jordanian partners made the point that there is a high taxation on imported computer equipment in their countries, while the Syrian partners informed the participants that there are restrictions on importing computers in Syria.

➢ Points to be checked with the European Commission:

　•　renting/leasing computer equipment

　•　the conduct of a local tender (in country level) instead of an international tender.

➢ As the travel budget of Technical Associate Partners is very limited, it has been decided to transfer a part of the equipment budget under the travels budget headline, after discussing the issue with the European Commission.

5 Planning the next steps

Decisions have been taken on the project management structure. Task managers and working groups have been nominated on:

5.1 System Deployment

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│ │ System Deployment   │                                         │
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│     └──▶│ NTUA: Task       │                                    │
│         │ manager          │                                    │
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│             ├──▶│ Innovative Minds Quorum: Web developer      │ │
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│             ├──▶│ DHI: Consultant                             │ │
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│             └──▶│ Systems International: Translation          │ │
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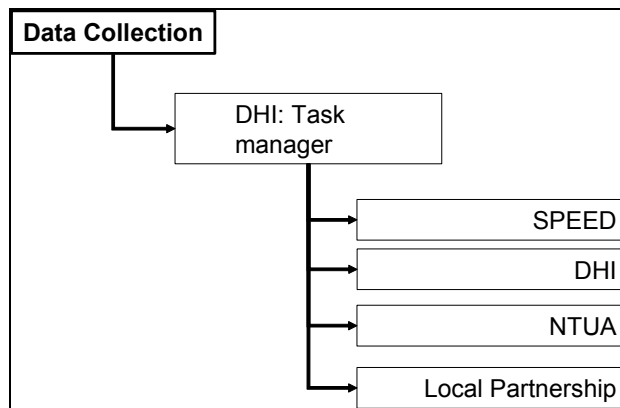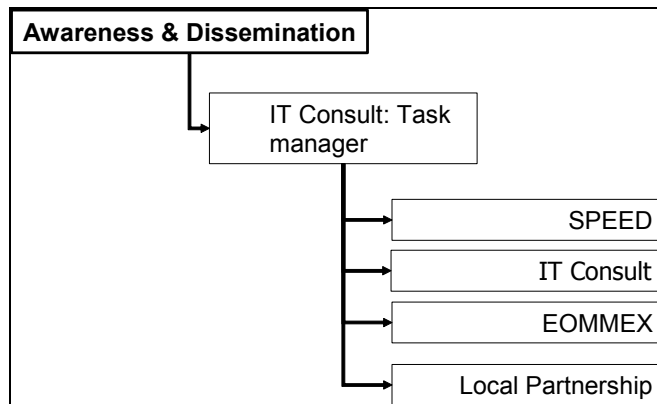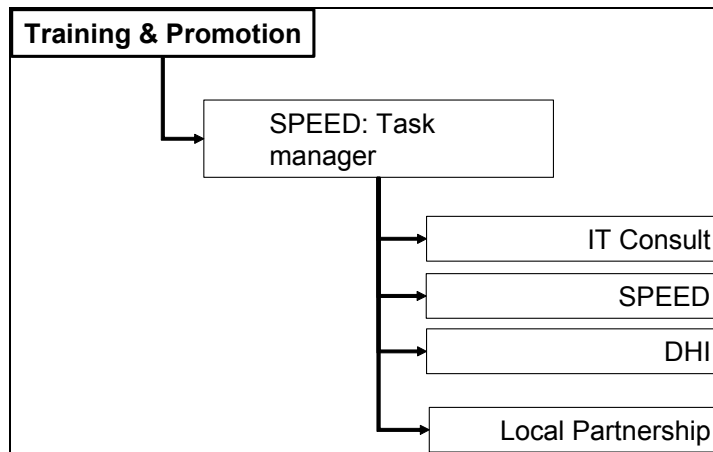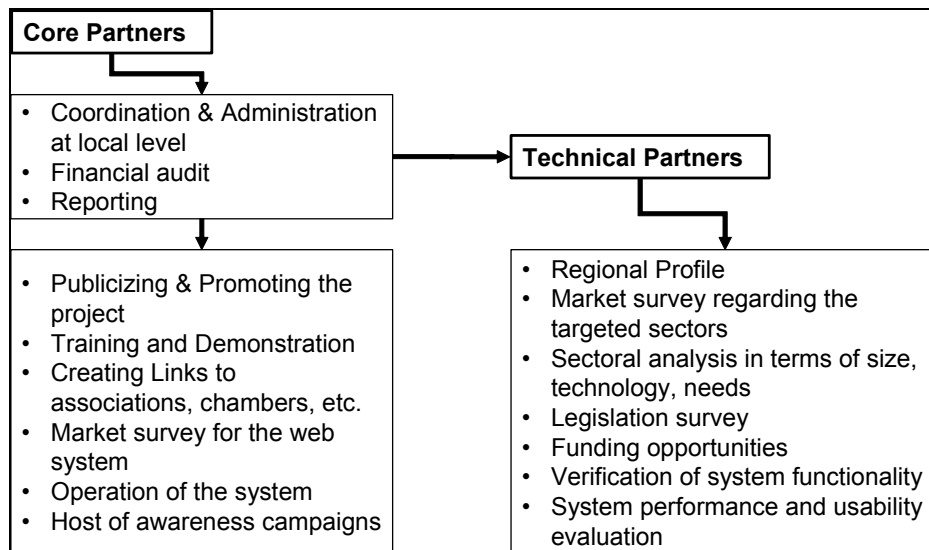
5.2 Data Collection

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│         │ manager          │                    │
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│             ├──▶│                       SPEED │ │
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│             ├──▶│                        NTUA │ │
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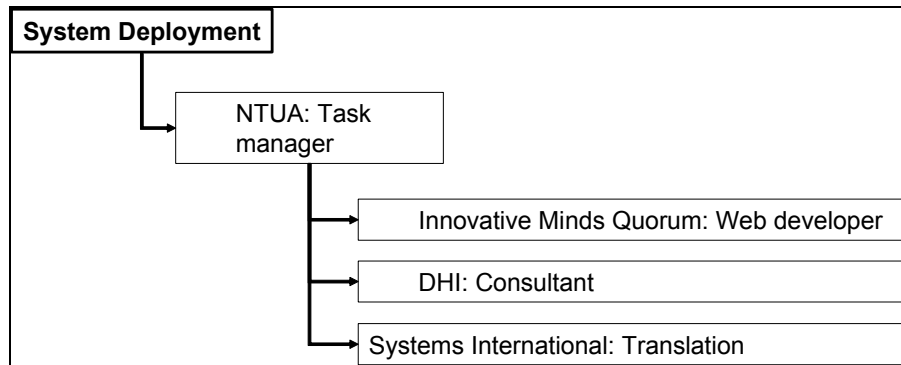
5.3 Awareness and Dissemination

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│ │ Awareness & Dissemination   │                 │
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│     └──▶│ IT Consult: Task │                    │
│         │ manager          │                    │
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│             ├──▶│                  IT Consult │ │
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5.4 Training and Promotion

5.5 Roles of Core and Technical Associate Partners

6 Future Contacts

1st awareness campaign: 7th month (October 2002)
1st annual project meeting: 12th month – Place to be defined (2 days)
2nd awareness campaign: 23rd month (February 2004)
2nd annual project meeting: 24th month – Place to be defined (2 days)
3rd annual project meeting: 35th month – Cyprus (2 days)
International Conference: 35th month – Cyprus (1 day)

For the 1st and 2nd awareness campaigns, it has been decided that IT Consult and SPEED will visit the following countries:

IT Consult	Egypt, Jordan, Palestine, Turkey
SPEED	Cyprus, Lebanon, Malta, Syria, Tunisia

7   List of Participants

a/a	Name	Institution	Country
1	Dionysis Assimacopoulos	National Technical University of Athens	Greece
2.	Maria Mandaraka	National Technical University of Athens	Greece
3.	George Arampatzis	National Technical University of Athens	Greece
4.	Katerina Makrinou	National Technical University of Athens	Greece
5.	Anders Lynggeard–Jensen	DHI Water and Environment	Denmark
6.	Georgia Papakyriakou	Cyprus Chamber of Commerce and Industry	Cyprus
7.	Louis Loizou	Intercollege – Unit of Environmental Studies	Cyprus
8.	Osman El Gougary	Egyptian Social Fund for Development	Egypt
9.	Magdy Abou Rayan	M International Consultants	Egypt
10.	Sirin Hasan	Royal Scientific Society	Jordan
11.	Claude Tabbal	Conseil et Développement	Lebanon
12.	Brigitte Tanti	Malta External Trade Corporation	Malta
13.	Imad Khatib	Palestine Academy of Science and Technology	Palestinian Authority
14.	Lian Catinis	Systems International	Syria
15.	Akram Mouhli	Agency for the Promotion of Industry	Tunisia
16.	Deniz Kabağaaç	BKP Consulting Ltd	Turkey
17.	Zafrantzas Efstathios	EOMMEX S.A.	Greece
18.	Petros Katsis	SPEED S.A.	Greece
19.	Haris Liakos	SPEED S.A.	Greece
20.	Kostas Papafotiou	Innovative Minds Quorum	Greece
21.	Thies Wittig	IT Consult	Germany