

“EU-Western Balkan network for training and the promotion of cooperation in research activities within the Food, Agriculture and Biotechnology theme of FP7”

EU – Balkan – FABNet



A European Commission Specific Support Action
Food Quality and Safety
Contact Number: 043119

23rd Month (Final) Project Management Meeting Report
26th April 2008
Sarajevo, Bosnia Herzegovia

Project co-ordinator: ETAT S.A.

23rd month project management meeting REPORTGeneral information:

Meeting date:	26/11/2008
Meeting place:	Sarajevo, Bosnia Herzegovia
Report date:	16/12/2008

List of participants:

Organisation	Name	Country
AISC	Tovjanin, Tamara	Montenegro
APRE	Materia, Paola	Italy
APRE	Kubbinga, Ben	Italy
BEA	Mote, Nadège	Belgium
CMU	-	-
EP	Dobreva, Preslava	Bulgaria
EP	Stareva, Mina	Bulgaria
EQY	Fauchadour, Marie	France
ETAT	Fournarakou, Matina	Greece
ETAT	Garofalakis, Gorgias	Greece
MSES	Žutelija, Lana	Croatia
SEDA	Kongoli, Renata	Albania
UNIBEL	Nedović, Viktor	Serbia
UNISAR	Bajramovic, Sabahudin	Bosnia and Herzegovina

Attached documents:

- Meeting Agenda
- Presentaion Overview by ETAT
- Presentation WP1 by EQY
- Presentation WP2 by BEA
- Presentation WP3 by MSES
- Presentation WP4 by APRE
- Presentation WP5 by ETAT
- Presentation Reporting guidelines by ETAT

[Welcome: A few words on the project progress](#)

ETAT opened the meeting giving the overview of the activities of the project since the beginning of the project (01/2007). The project achievements and points of attention by Work Package and Task were presented. The aim of this presentation was to stimulate conversation during the presentation of the WP leaders relatively to the solution of any potential problems.

WP1 – “Mapping the local research environment and identifying target groups”

Task 1.1 - Design of the mapping methodology

Relatively to this task only one deliverable is concerned (D1) and it was delivered in due time on 02/2007.

Task 1.2 – Mapping of potential participants and multipliers

Under this task two main subtasks are foreseen, the mapping of potential participants and the mapping of multipliers.

Subtask 1.2.1. - Mapping of potential participants, i.e. the researchers and companies

With regard to the Mapping of participants EQY extracted the following information from the BAFN project databases

- a) Names and contact details of researchers from Albania, Bosnia and Herzegovina, Croatia, FYROM, Serbia.
- b) Names and contact details for companies from Albania, Bosnia and Herzegovina, FYROM, Serbia.

The partners MSES (Croatia) and AISC (Montenegro) provided the WP Leader with a list on the following:

- a) Researchers from Montenegro
- b) Companies from Croatia and Montenegro

A hybrid internet space where the additional researchers and companies could be registered was created by EQY at the <http://www.euroqualityfrance.com/hybride/>. Both MSES and AISC have started to complete the existing data base but exercise has not been completed.

EQY drafted a first catalogue of research groups, researchers and companies with the information available on May 23, 2007.

Decision made for the subtask

The deliverable D2, as long as the potential participants are concerned, will be based on the information gathered until the day of the final consortium meeting. No more efforts will be oriented to this subtask.

Subtask 1.2.1. - Mapping of the multipliers

With regard to the Mapping of the multipliers all the information asked by the WP leader was gathered. One consolidated document containing all the Multipliers of all the concerned countries was elaborated on September 2007 and was submitted to the Commission with the first periodic report.

AISC, MSES, SEDA, UNIBEL and UNISAR contributed to the revision of the deliverable by providing to the WP Leader a revised list of Multipliers (for their country). CMU did not send their contribution.

Remaining activities for the subtask

CMU (FYROM) is going to sent its input **until 20/12/2008**

Remaining activities for the whole Task 1.2.

EQY will form a revised version of the deliverable D2 “Map document on the potential FP7 participants and local multipliers for the Food, Agriculture and Biotechnology Theme in the WBC” until 31/12/2008,

taking into consideration the information already gathered and the input is going to receive from CMU relatively to the local multipliers. The Deliverable D2 is going to present researches and companies and multipliers. There is going to be a clear reference on which information is extracted by the BAFN project and which information is gathered via the EU BALKAN FABENT project.

ETAT will upload the deliverable to the project webpage until 31/12/2008.

ETAT and EQY should work closely together in order to **interlink the BAFN database and the EU BALKAN FABNET database**. The two databases should be connected in such a way that results from both databases should appear if someone makes on the EBFN website. The output should clearly mention from which database that is derived from. The relevant activities for the connection of the two databases should be accomplished before the end of the year.

Task 1.3. Mapping of the local funding opportunities

The relevant Deliverable (D3) was elaborated and was submitted to the E.C with the first periodic report. In this deliverables no funding opportunities from the following countries were included:

- Belgium
- FYROM
- Albania

BEA had already stated that no such funding opportunities can be found in Belgium. As a consequence the relevant chapter of the deliverable will be omitted. The WP Leader asked once again the partners from Belgium to confirm in writing that no opportunities exist in Belgium.

The revised version of this report was elaborated on 07/2008. For this report all the partners sent to the WP Leader all the changes in funding opportunities, if such changes existed.

Work Package 2 Training for WBC contact points and multipliers**Task 2.1 Training workshops**

BEA gave an overview of the WP activities including training and staff exchanges. Relatively to the training workshops already organized under the project a summary in a table format can be presented.

Country, Town	Dates	Attendees No:	Report	Training Material
ALBANIA, Tirana:	24,25/05/2007	16	ok	ok
BOSNIA&HERZEGOVINA:	27,28/11/2008			
CROATIA, Zagreb:	4,5/10/2007	39	ok	ok
FYROM, Skopje:	02,03/10/2008	28	ok	
MONTENEGRO, Podgorica:	21,22/04/2008	31	ok	ok
SERBIA, Belgrade:	24,25/01/2008	105	ok	ok
<i>Joint NCP Training, Sopron</i>	<i>20,21/06/2007</i>	<i>3 EBFN WBC partners</i>	<i>?/3</i>	<i>-</i>

As presented in the final row of the table under this task a joint NCP Training Workshop with the project TrainNet-Future was organized in Sopron on 20-21/06/2007. This was an activity not presented in the DoW but undertaken with the encouragement of the Project Officer in the light of better coordination and collaboration between various FP6 funded projects.

The remaining activities under this task are

- Reporting of the final training workshop realized in Bosnia & Herzegovina.
- Reporting the joint NCP training in Sopron by each participant

Remaining activities for the Task

CMU and UNISAR will send the training material to ETAT and BEA **by 20/12/2008**.

BEA in collaboration with UNISAR will report the training by **20/12/2008**.

ETAT will post the material on the project site until **31/12/2008**.

MSES, UNIBEL, UNISAR will contact the participants in the common training and ask them to shortly report the training for multipliers in Sopron. The reports will be sent to BEA and ETAT by **20/12/2008**.

Task 2.2 Staff exchanges

Until the day of the consortium meeting the following staff exchanges had been realized:

- APRE (Italy) / AISC (Montenegro) - Report of this staff exchange was elaborated
- APRE (Italy) / UNISAR (Bosnia and Herzegovina)- Report of this staff exchange was elaborated
- BEA (Belgium) / CMU (FYROM) - Report of this staff exchange was elaborated
- BEA (Belgium) / SEDA (Albania) - Report of this staff exchange was elaborated
- ETAT (Greece) / UNIBEL (Serbia) - **pending**

The rest of the staff exchanges are:

- ETAT (Greece) / MSES (Croatia)

The report for each of the staff exchanges that are not elaborated yet are going to be submitted by the guest partner to the WP Leader within the month following the staff exchange.

Remaining activities for the Task

UNIBEL (Serbia) will report the staff exchange organized until **20/12/2008**

ETAT will draft the agendas of the remaining staff exchange **until 05/12/2008**

MSES and ETAT will realize the staff exchange and will report them within the month following the staff exchange.

WP3 - Training for researchers in the WBC**Task 3.1 Training workshops for researchers**

MSES gave an overview of the events organized for the first and the second cycles of trainings until the day of the consortium meeting. This overview can be summarized in the following table. MSES also presented the state of the art regarding the developed material, the developed reports and the invited speakers.

Country, Town	Date, First Cycle	Date, Second Cycle
ALBANIA, Tirana:	15/09/2008	05/12/2008
BOSNIA&HERZEGOVINA, Sarajevo	1/10/2007	26/5/2008
CROATIA, Zagreb	24/09/2008	25/09/2008
FYROM, Skopje	23/11/2007	
MONTENEGRO, Podgorica	12/07/2007	17/12/2007
SERBIA, Belgrade SERBIA, Novi Sad	11/10/2007 26/10/2007	28/3/2008

The first cycle is already realized. For the second cycle until the date of the consortium meeting two events were missing. One was already organized (by the partner SEDA) and the second was not.

Remaining activities for the Task

SEDA should send the report of the 2nd cycle to MSES and ETAT **until 30/12/2008**.

CMU should organize, realize and send the report of the 2nd cycle to MSES and ETAT **until 30/12/2008**.

ETAT should upload the remaining material to the site **until 31/12/2008**.

Task 3.2. Feedback gathering and evaluation

The partners that have already organized a "Researchers Training" did not use always the same evaluation questionnaire. Some of the WBC partners used the evaluation form template, others used different forms. Nevertheless most of the trainings were rated between good and excellent.

Remaining activities for the Task

MSES will work closely with AISC in order to prepare D8 "Cumulative analysis reports on the researchers' feedback for the training workshops (1 for each workshop circle, covering all WBC partners)" until **20/12/2008**.

Task 3.3. Handbook on the participation in the FP7

The handbook has already been developed by EP. Comment on the handbook by the WP Leader and the Coordinator were already incorporated in the handbook. All the partners are going to provide comments on the version of the handbook.

The handbook will be uploaded in the project site, but no "e-navigable-version" will be created.

The handbook will be translated into WBC languages by the WBC partners. The partners can subcontract the translation of the handbook or undertake it themselves or use partly both methods. A subcontracting cost of EUR500 per WBC partner has been foreseen in the DoW, which is only indicative of the expected cost. **AISC** has also proposed to undertake the entire cost of translating in all languages.

Remaining activities for the Task

EP will send the handbook to all the partners until 01/12/2007

All the partners are going to send their comments until 05/12/2008

EP will revise the handbook based on the comments sent and will send it back to the partners until **10/12/2008**

All the WBC partners (or AISC on behalf of all the WBC partners) are going to translate the handbook in their local language until **23/12/2008**.

ETAT will upload the final version of the handbooks in all the WBC Languages and in English until **31/12/2008**

WP4 - Promotion of international cooperation within the WBC

APRE gave an overview of the WP activities of the work package.

Task 4.1 Web-site – (T.L.: ETAT Greece)

The WP leader stated that the site was already developed. The discussion about the site, regarding the online search tool is related also to the WP1 and it also was discussed during this WP. The discussion about the site, regarding the training material is related also to the WP2, WP3 and it also was discussed during these WPs.

T4.2 Promotional project material (T.L.: CMU FYROM)

One Leaflet and one poster were created in English and in each WBC language. A short publication for the promotion of the research capacity in the WBC was created. All of them were communicated to the commission during the First Periodic Report. No further action should be taken.

T4.3 Participation in international events

The project participated in two international brokerage events. The first one during the first year was held in Brussels on 29 & 30/11/2007 under the title "FP7 European Information and Brokerage Day". The second one during the second year was held in Paris on 21/10/2008 under the title "TrueFood Conference". Researchers from the WBC were sponsored to participate in this event.

Remaining activities for the Task

All the partners that have been funded by EBFN to participate in the TRUEFOOD conference should send their feedback on the event and its impact on their sponsored researchers to **APRE** until **10/12/2008**.

T4.4 Newsletter and call dissemination

5 newsletters were anticipated under this work package. Until the consortium meeting day, five issues of the newsletter have already been elaborated.

In the meeting it was decided that two extra issues of newsletter will be prepared. The required index and contributions needed for the upcoming issue were already decided and are as follows:

- AGRIPOLICY project (Euroquality)
- INTERREG project (ETAT)
- Services after the end of the project (ETAT)
- Catalogue (Euroquality)
- Handbook (EUROPROJECT)
- SEE-ERANET + (focus on FAFB); joint call? (APRE)
- Overview of projects in WBC and WB database (<http://www.westbalkanresearch.net/>) (APRE)

Remaining activities for the Task

All the partners should send their contribution until **10/12/2008**.

APRE should coordinate the activities for the publication of the 6th and 7th newsletters **until 31/12/2008**.

T4.5 Match-making and individual support

The partners are providing assistance to various researchers in their countries. For this specific activity two indicators were produced in order to follow up the activities of the WBC partners.

- WBC researchers assisted
- WBC researchers in FP7 proposals

The number provided by the partners to the WPL and the Coordinator present differences. Relatively to the first indicator all the WBC partners should check and resent to the WPL the excel template where the assisted researchers are documented. Relatively to the second indicator the partners EQY, UNISAR and UNIBEL should check and resent the relevant material.

Furthermore each WBC partners were in the position to sponsor, with a total indicative amount of EUR 600, one or two researchers from their countries to attend relevant meetings, such as FP7 proposal preparatory meetings with coordinators from the EU-25. For this activity only on WBC (Croatia, MSES) has already informed the coordinator about the progress. All the WBC which have not sponsored yet researchers to take part to preparatory meetings are going to do so until the end of this year. Incidentally, this period is excellent as the call for the call for proposal for the Theme 2 of FP7 is open and is coming to an end. In the case they do not succeed they will have to explain the reasons to the periodic report we are going to submit.

All the WBC are going to check and resent to the WPL the excel template where the assisted researchers are documented until **31/12/2008**

EQY, UNISAR and UNIBEL should check and resent the relevant material for the researchers in FP7 projects (call, project acronym, etc.) until **31/12/2008**.

All the WBC which have not sponsored yet researchers to take part to preparatory meetings are encouraged to do so **until 31/12/2008**.

Second Session

WP5 -Management

The coordinator of the project presented the following topics:

- The progress of the First Periodic Report
- The finalization of the contract amendment.
- The status of the pre – financing
- The percentage of cost incurred until 10/2008 in relation to the foreseen budget
- The upcoming reporting period, the documentation that should be sent to the commission and the deadlines applicable

The partners discussed the overview of the project's finances. The coordinator informed them that in case of an EC contribution absorption lower than 100%, the EC would reimburse to the consortium only 95% of the reported eligible costs. A full picture was not available as not all partners had provided data on their total expected resources to be claimed. Depending on the figures for the consortium as a whole, the consortium agreed to shift budgets amongst partners so as to cover for activities which had proven more resource-intensive than initially foreseen or for activities – individual or coordinated – not foreseen in the DoW but fall well into the scope of the project (e.g., additional issues of the newsletter, press release for the results of the project, etc.)

All partners should send to ETAT an estimation of their final budget utilization until **10/12/2008**.

CMU is going to send to ETAT the Form C of the first reporting period.

ETAT is going to send to the partners the templates of the reporting document until 15/12/2008

ETAT is going to send to the partners one template of the "Audit Certificate" until 19/12/2008

All the partners are going to send to ETAT their feedback **until 15/01/2009**. **Exceptionally the Audit Certificate should be sent to ETAT until 20/01/2009**.

All the partners are going to visit the sesame portal and fill in the relevant questionnaires until **15/01/2009**.