

CUPAGIS local coordination meeting 15–16 November 2018

Berlin, Berlin University of Technology and ECM space technologies GmbH

Participants:

Technische Universität Berlin (TUB)

Mrs Elena Eyngorn

ECM space technologies GmbH (ECM)

Mrs Alexandra Ivanova

Mr Arnold Sterenharz

Tallinn University of Technology (TUT)

Prof Tarmo Soomere

Mrs Ebe Pilt

Agenda at both locations:

1. Overall implementation of the project
2. Timeline of tasks for the first project months until the kick-off meeting
3. Plans for kick-off event
4. Preparation of the necessary internal documentation and guidelines
5. Organisation of dissemination activities

Jointly: dinner on 15 November, Hasir restaurant, Nürnberger str. 46. (Remark: Only Berlin participants marked at the invoice because of Estonian tax requirements. Estonian participants paid their food themselves.)

Meeting at Berlin University of Technology (TUB), 15 November (Tarmo Soomere, Elena Eyngorn, Ebe Pilt)

1. It was agreed that TUB puts together the list of potential members of the Project Management Board, seek for local coordinators and the national coordinator in Algeria and asks for acceptance of these members.
2. As November, December and January are already almost booked and the Algerian participants need visa to enter the EU, it is reasonable time for the kick-off meeting is in January or, more likely, in February.
3. Tallinn University of Technology is the logical place/host for kick-off. TUT is willing to take over side costs, such as catering and joint dinner, and help participants from Algeria with purchase of tickets. It is likely that the kick-off could be organised in the premises of the Estonian Academy of Sciences.



4. As ECM has extensive experience in quality assurance of such projects, it was decided to ask ECM to prepare the relevant internal documents, to put together the internal evaluation board and guide partner P7 (University Oran1) at the initial stage of the project.

5. TUB and ECM will organise jointly the website and social media channels to communicate project materials and information as broadly as possible. The expenses will be covered from subcontracting budget. TUT will be responsible for the content generation for media and wider audience.

Meeting at ECM space technologies GmbH, 16 November (Alexandra Ivanova, Arnold Sterenharz, Tarmo Soomere, Ebe Pilt)

1. ECM welcomes the above mandate to TUB puts together the list of potential members of the Project Management Board, seek for local coordinators and the national coordinator in Algeria and asks for acceptance of these members.

2. ECM agrees that the reasonable time for the kick-off meeting is in January or, more likely, in February.

3. ECM agrees that the kick-off meeting will take place in Tallinn.

4. ECM undertakes preparation of the relevant internal documents for the kick-off meeting, to put together the internal evaluation board and guide partner P7 (University Oran1) at the initial stage of the project.

5. ECM will contract the website engineers to create project website and generate visual aids for the project (web design, logo etc.).

Notes taken by Ebe Pilt

19 November 2018