

**Digital Citizenship developed on wireless network
in isolated areas – WDCNet
1st Technical Meeting in Monte S. Angelo**

19-20 July 2006

Mountain Union of Gargano Municipalities – Central Offices
Via S. Antonio Abate 119, 73134 Monte S. Angelo (FG) Italy

MINUTES

Wednesday, 19 July 2006

9,45 - Welcome and Opening

Matteo Totaro from Mountain Union of Gargano Municipalities, welcomes the participants and gives an outlook on the organization and proceedings for the meeting. He then gives the floor to the Lead Partner Mr Gino Verrocchi, who initiates the meeting.

10,00 - Introduction of the WDCNET Project Partners

Gino Verrocchi, due to the fact that the meeting represents the first event for the partners to know each others, after having introduced himself and the Mountain Union of Gargano Municipalities, invites each of the attendee to do the same introducing himself and the represented organization.

In numerical order all the Partners:

Partner # 2 –ISI from Patras represented by Athanasios Kalogeras,

Partner # 3 – BIC Western Greece from Patras represented by Panagiotis Konstantinopoulos,

Partner # 4 – LUMC from Chania Crete represented by John Vourdoubas

Partner # 6 – FTZ from Malta represented by Philip Serracino

Illustrated and presented themselves and their organization.

At the end Gino Verrocchi thanks and invites all to have a break in front of a coffee cup.

10,45 Coffee Break

11,00 - Introduction of the WDCNET Project

Gino Verrocchi, helping himself with a Power Point presentation, illustrated to the other partner the WDCNET project in terms of:

Target

Main activities

Deliverables

Work Packages

Management Organization.

During the presentation and at its end many arguments were discussed and clarified answering to attendees' questions and the proposal made by John Vourdoubas to dedicate a specific task to the management organization of the project during the meeting was accepted.

12,00 Analysis of approved Budget and Item costs

Gino Verrocchi, having delivered to each partner a CD containing all files and scanned documents submitted to Managing Authority at 19.05.2006, illustrated to the other partner the WDCNET approved Budget as reported in the Application Form tables:

Action Plan

Deliverables per Partner

Project costs per Item and Partner

Detailed breakdown of items: "Personnel", "External Expertise and Audit", "Equipment, materials and rents", "Others".

Each partner opens an analysis task for each table's argument giving his opinion about table's single figures in terms of underestimated or overestimated costs and means of each reported item.

A lot of time is taken by the detailed discussion about the correlation between the table "Project costs per Item and Partner" and "Detailed breakdown of items", Gino is deeply engaged to explain and illustrate them.

13,30 – Lunch

15,00 Analysis of approved Budget and Item costs (continue)

After the lunch the proposal made by John Vourdoubas and Athanasios Kalogeras to prepare a Detailed breakdown of items: "Personnel", "External Expertise and Audit", "Equipment, materials and rents", "Others" per each partner was accepted and a specific task is planned at day after, waiting the Project Administrative Responsible Manuela Cardelli.

16,15 Coffee Break

16,30 Definition of connection methodologies among partners.

Mr. John Vourdoubas and mr. Panagiotis Konstantinopoulos, on the base of their experience in participating to international project underline that internal communication measures serve for a good contact among the partners and towards the different actors of involved partner authorities.

All the partner agree that to reach this target a flows of information between partners must be developed and the following tool are determined:

1. the Project WEB Site in order to exchange data and operative information.
2. planned meetings in order to monitoring and establishing the evolution of the activities.

The detailed functional specification of Project WEB Site are delayed to a specific task of day after.

17,30 Definition of Monitoring/Evaluation Plan and Diffusion and Publicity Plan

Mr. John Vourdoubas, after a quick introduction of the project's Monitoring and Evaluation principles notes that Work package # 6, of which is responsible LUMC, has just the objective to make the Monitoring and Evaluation of the whole Project, makes the proposal to delay the discussion about this argument to the next meeting, allowing his organization to prepare an appropriate report.

Panagiotis Konstantinopoulos, following, begins the speak about Diffusion and Publicity Plan and underlines that the actions should point to a wide distribution of results directly in the involved Countries and indirectly in other European Countries and Mediterranean Third Country.

Many partners debate the arguments and agree that the PUBLICITY of the project will primarily done through the internal Project's WEB Site, secondarily through other tools of diffusion as Brochures, Transnational meetings and publications in the national languages of the involved Countries.

Philip Serracino makes the proposal that a Multimedia presentation of the Project's results should be developed at the closing the project and all the partners agree, Gino Verrocchi underlines the need to find appropriate money resources not at moment planned.

At 18,15, having discussed all the argument in the agenda the first day meeting closes.

Thursday, 20 July 2006

9,00 - Opening

Matteo Totaro from Mountain Union of Gargano Municipalities, supported for English Language by Project Manager, confirms that at 10,30 a Press conference will be held in Foggia with participation of President Nicola Pinto, Gino Verrocchi, Panagiotis Kostantinoupolos and John Vourdoubas and gives few information on the travel organization for partners leaving in the evening and in the next morning.

He then gives the floor to the Lead Partner Mr Gino Verrocchi, who initiates the meeting.

9,15 - Working group implementation.

Mr Verrocchi presents the workshop issues and illustrates to the attendees the meeting progress status and the agenda, and proposed, accepting some suggestions by attendees, to do split the participants into two working groups: one working on the Financial and Account Operations and the other one on Project Promo and Project Web Site preliminary Design.

The Financial working group was chaired by Aris Stratakis and the WEB Site working group was chaired by Philip Serracino.

At 9,30 Gino Verrocchi, Panagiotis Kostantinoupolos and John Vourdoubas leave Monte S. Angelo travelling to Foggia.

9,30 - Financial and Account Operations Working Group

The first argument taken in charge by Working Group is the tables' preparation of Detailed breakdown of items: "Personnel", "External Expertise and Audit", "Equipment, materials and rents", "Others" per each partner.

The data used by the Project Manager to implement the Project Application Form are analyzed and used to prepare a Detailed breakdown of items table for item per partner.

At the end of the task a letter, containing the appropriate tables for each partner, is printed.

The second argument is the standardization of the accounting of expenses and related administrative documents, the expenses provisions, and the requested analysis on them.

Closing the workshop its participants agree in waiting the publication of the ARCHIMED Audit Guideline to release a written note about the specific argument..

9,30 - Project Web Site preliminary Design Working Group

The treated arguments taken in charge by Working Group are

A WDCNET Project logo;

Promo Material graphic specification;

Functional specification of the Project Web Site.

After discussing and valuing many alternative and technical arguments the group agree on below function:

The logo will be applied on all released media to identify the WDCNET Project;

A complete kit of leaflet, brochure, letterhead and folder will be designed and made;

The Project Web Site will be made by the following sections:

The project description;

The results

The meetings

The documents

The Forum

A reserved area to allow intercommunication between partners.

10,30 Press conference.

Site Conference room of Province of Foggia

Participants: Nicola Pinto - President of Mountain Municipalities Union of Gargano
Gino Verrocchi – WDCNET Project Manager
Panagiotis Kostantinopoulos Director of BIC Western Greece
John Vourdabas LUMC Senior Consultant

Reporters From the newspapers “La Gazzetta del Mezzogiorno”, “Il Messaggero”, “Corriere del Mezzogiorno” and cameramen from Television Channel “RAI3” and “Antenna Sud”.

12,30.Workshops summary

After the Press Conference and the arrival at Monte S. Angelo from Foggia a formal presentation of the results of separate workshops is prepared and illustrated by Aris Stratakis and Philip Serracino to.all attendees.

13,00 Lunch

14,30 Set up of an operational working plan

After a productive and thorough discussion about the presented arguments, the consortium developed an Operational Plan proposal to adapt the Approved Plan to real operative environment.

15,30 – Project Management Team

The last point of the meeting was the setting up of the project Management Team composed by the Project Manager from each partner as reported in the Approved Application Form, as follow:

Mr Gino Verrocchi –Union of Mountain District in Gargano Lead Partner
Mr Athanassios Kalogeras - Industrial Systems Institute of Patras:
Mr Panagiotis Konstantinopoulos - BIC Western Greece:
Mr. John Vourdoubas - LUMC of Chania Prefecture:
Mr Jesmond Xuereb - TEMI ZAMMIT Foundation:

After its set up at 15:45 the Management Team Meeting commenced.

Present: Gino Verrocchi from Mountain Union of Gargano,
Kalogeras Athanasios from ISI,
Panagiotis Konstantinopoulos from BIC Western Greece
Philip Sarracino from FTZ as delegate of Jesmond Xuereb,
John Vourdoubas from LUMC

Mr. Aris Stratakis as deputy covered the Secretarial functions.

The Management Team Meeting was chaired by the Project Manager, Gino Verrocchi and Mr. John Vourdoubas was appointed as Vice-Chairman.

Stating the presence of all the representatives from partner institutions, the chairman declares that the MT meeting is qualified to make decisions.

The proposal to develop internal rules of procedures to govern the Management Team was the first argument, and Mr. John Vourdoubas illustrated the guidelines of the need rules and propose to commit the Lead Partner Project Manager to develop a draft that will be presented for final release and approval by the partners at next meeting.

After nobody stating any objections to the Proposal, it was unanimously approved.

The second argument is the Detailed breakdown of items: "Personnel", "External Expertise and Audit", "Equipment, materials and rents", "Others" per partner, and Aris Stratakis illustrated the resulting tables, and after agreement on them by Team Management's members, the Tables are unanimously approved and the letters given.

The third argument was the guidelines for Promo and Project Web Site Design, Philip Sarracino illustrates the developed guidelines and few members ask many secondary changes. All present agreed and the draft was unanimously approved.

At 16:30 pm, the Chairman declared the closing of the Management Team Meeting.

16,30 Coffee Break

16,45 Close the meeting

All the consortium attendees received the proposal from John Vourdoubas and Aris Stratakis to make the next transnational meeting in Chania Crete, between the 20th and the end of August 2006.

All the members agree and the proposal is accepted.

At 16:55pm, Matteo Totaro from Mountain Union of Gargano Municipalities declares the closing of the meeting and wishes to all a nice trip.

End of the meeting

Enclosures:

- Agenda and List of Participants
- Presentation of the LP
- Letters of Detailed Breakdown per partner

Issued at 24th August by Stefania Verrocchi