

HELTSTACK

Project Management Board (PMB) meeting
1 December 2014, Tallinn, Estonia

Venue

Elcogen AS
Suur-Sõjamäe 14a / Valukoja 23, Tallinn 11415
Directions & map: <http://elcogen.com/en/contacts>

Programme

- 10.00-10.15 *Welcome coffee* and **introduction of the agenda and participants.**
Enn Õunpuu, Elcogen AS, CEO
Eveli Kuuse, Invent Baltics, HELTSTACK administrative consultant
- 10.15-11.15 **Updates on WPs, including at least the following information (ā ca 20 min):**
- Brief overview of the objectives of the WP
 - Timing of activities (incl. sec & rec) of the first 12 & 24 months
 - Expected results / critical milestones of the first 12 & 24 months
 - People involved – expertise, tasks, involvement (seconded/recruited + internal team)
 - Activities during M1-M9 (March – Nov 2014), including Exchange / Travel of personnel (timing, tasks, duration, funding)

WP2 Knowledge sharing for cooperative research & development in cell development and testing

Elcogen AS

WP3 Knowledge sharing for cooperative research & development in stack development and evaluation

Elcogen OY

WP4 Creating a Common Knowledge Base and Synergy via Broad Skills Development
VTT

- 11.15-12.15 **Overview of effectuated secondments and recruitments (ā ca 10 min):**
- SEC MER1 Juhan Subbi, KBFI -> Elcogen OY
 - SEC ER1 Aleksander Temmo, Elcogen AS -> KBFI
 - SEC ER5 Andre Koit, Elcogen AS -> VTT
 - SEC MER2 Olli Himanen, VTT -> Elcogen OY
 - REC2-ER3 Daniel Chade, Elcogen OY, Finland
 - (REC1-ER2 Elcogen AS, Estonia)
- 12.15-13.00 **Updates on WP5 and WP1, General discussion**
Eveli Kuuse, Invent Baltics, HELTSTACK administrative consultant

WP5 Dissemination and outreach activities (Elcogen)

WP1 Management (NICPB)

- RTD related dissemination: conferences, seminars, tech. fairs
- Public outreach activities: common events and every researcher's responsibilities
- Preparation of the market development & outreach (dissemination & exploitation) plan
- Communication issues, website and contact lists
- Publishing, IPR issues (need for any NDAs?)
- Updates on reporting, financial and overall administrative issues
- Remaining technical issues
- Next meeting planning

13.00-13.30 Possibly a tour at Elcogen AS premises

