

HELTSTACK
III Project Management Board (PMB) meeting
7 May 2015, Tallinn, Estonia

Venue

Elcogen AS
Valukoja 23, Tallinn 11415

Directions & map: <http://elcogen.com/en/contacts>

Programme

- 14:00-14.15 **Welcome coffee and introduction of the agenda**
Enn Õunpuu, Elcogen AS, CEO
Eveli Kuuse, Invent Baltics, HELTSTACK administrative consultant
- 14.15-15.15 **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 24 & 36 months
 - Expected results /critical milestones of the first 24 & 36 months
 - People involved – expertise, tasks, involvement (seconded/recruited + internal team)
 - Activities during M1-M15 (March 2014 – May 2015), 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

- 15.15-16.15 **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
 - *MER2 cont. Markus Rautanen, VTT -> Elcogen OY*
 - REC2-ER3 Daniel Chade, Elcogen OY, Finland
 - *REC1-ER2 Elcogen AS, Estonia*
 - *MER3 NICPB -> Elcogen OY*
 - *MER => ER?*

- 16.15-17.00 **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
- **Website**, communication issues and contact lists
- Publishing, IPR issues
- Updates on reporting, financial and overall administrative issues
- Remaining technical issues
- Planning of the **Mid-Term Review between M20-M22 (Oct-Dec 2015) at Elcogen Oy**
 - **PO+EC Reviewer will be and ALL seconded-recruited researchers have to be present!**
- Next PMB meeting planning
 - Coinciding with the Review meeting?

17.30 Dinner in the Old Town
RIBE Restaurant - 7, Vene street
<http://www.ribe.ee/en>

