

**HELTSTACK Kick-Off and  
Project Management Board (PMB) meeting  
18 March 2014, Tallinn, Estonia**

**Venue**

City Centre office of NICPB – Keemilise ja Bioloogilise Füüsika Instituut  
Rävala 10, 2nd floor, seminar room  
(Entrance from the Tallinn University Academic Library side)

*Directions & map:* <http://hep.kbfi.ee/index.php/Organization/Contacts>

**Programme**

- 10.00-10.15 *Welcome coffee* and introduction of the agenda and participants.  
Dr. Raivo Stern, NICPB, HELTSTACK Coordinator /  
Eveli Kuuse, Invent Baltics, HELTSTACK administrative consultant
- 10.15-11.00 **HELTSTACK project presentation**, Dr. Juhan Subbi, NICPB  
The coordinator will make a general presentation on HELTSTACK, covering the following aspects:
- History and scientific objectives of the project
  - Overview of work packages
  - Timing of activities/critical milestones
  - Task distribution within the consortium
  - Communication within the consortium
  - Introduction of other NICPB HELTSTACK team members
- 11.00-13.30 **Presentations of WPs, including at least the following information:**
- Objectives of the WP
  - Timing of activities (incl. sec & rec) for the first 12 months
  - Expected results after 12 months
  - What has been done so far
  - People involved, their expertise and tasks and involvement (seconded/recruited + internal team)
  - Exchange / Travel of personnel (timing, tasks, duration, funding)
- 11.00-11.30 **WP2 Knowledge sharing for cooperative research & development in cell development and testing**  
Elcogen AS
- 11.30-12.00 **WP3 Knowledge sharing for cooperative research & development in stack development and evaluation**  
Elcogen OY
- 12.00-12.30 **WP4 Creating a Common Knowledge Base and Synergy via Broad Skills Development**  
VTT
- 12.30-12.50 *Coffee Break*



- 12.50-13.10 **WP5 Dissemination and outreach activities (Elcogen)**  
Eveli Kuuse, Invent Baltics, HELTSTACK administrative consultant
- 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
  - Publishing regulations, IPR issues (need for any NDAs?)
  - Communication issues, website and contact lists
  - Reminder of HELTSTACK main impacts
- 13.10-13.30 **WP1 Management (NICPB)**  
Eveli Kuuse, Invent Baltics, HELTSTACK administrative consultant
- Overview of the FP7 IAPP general structure
  - Reporting, financial and overall administrative issues
- 13.30-14.00(14.30) **General discussion**  
Moderator: Dr. Raivo Stern, NICPB, HELTSTACK Coordinator
- Remaining technical issues
  - Next meeting planning (Sept 2014?)
- 14.30(15.00)-17.00 *Early Social Dinner hosted by NICPB*  
*Venue: Alter Ego restaurant, [http://www.alterego.ee/e/index\\_e.htm](http://www.alterego.ee/e/index_e.htm)*