

IncoNet EECA GA Vienna, 12-13/2/09

Main Conclusions

WP1

- **Stakeholders Conference**
 - **Venue: Athens, 2-3 June 2009;**
 - **Outline: comments by Friday 20/2;**
 - **Assistance from *IncoNet EECA* Partners necessary to identify suitable persons to address the invitations.**

WP3

- **Task 3.1 Thematic Workshops**
 - Need to move forward.
 - Target: 3 before Summer; 3 after.
 - Health: 28-30 April, Chisinau, Moldova
 - Transport: xxx June, Kiev, Ukraine
 - Materials (?): May or June, Sofia, Bulgaria
 - Autumn 09:
 - Environment:
 - Energy:
 - ICT:

WP3

- **Task 3.2 Support for FP7**
 - Info Day Tbilisi, June, Environment
 - Other Info Day?
 - Brok. Event: Warsaw, Sept., Nano
 - Brok. Event: Yerevan, October, Envir.
 - Deliv. 3.6 ‘Concept note for dialogue between NCPs’ (coord. WP4:Sept/Oct)

WP3

- **Task 3.3**
 - **Workshop on barriers, September, Moscow**
 - **Inventory of Host Institutions: further work?**

WP5

- **Task 5.1 Indicators**
 - **Del. 5.1 ‘Assessment report’, Feb. 09**
 - **Del. 5.3 ‘Generic Proposal’**

WP5

- **Task 5.2 Key Institutions**
 - Additional work to improve the draft Inventory;
 - Letter to Reg. Correspondents for additional Institutions (end of Feb.)
 - Collect entries, compile Inventory;
 - Collect profiles of Institutions
 - Report by end of April
 - Archimedes will lead this work
 - RCN withdraws from this Task

WP5

- **Task 5.3 Cooperation Patterns**
 - Additional work necessary (grouping according to INTAS; Organizations/prog. owners level)
 - Archimedes will lead the Task and will provide instructions to partners
 - Deliverable 5.6 by June 09
 - Monitoring: TUBITAK withdraws from this Task, HSE does not have access (Del 5.7)
 - Additional funds are necessary for Archimedes (RCN, TUBITAK?, ...) DLR will assist through synergies with other projects

WP5

- **Task 5.4 Global issues**
 - Will focus on Climate Change
 - Database accessible (January 09)
 - Data collection until June 09 by ASM

WP7

- **Tasks 7.1 and 7.2 (Portal , CIO)**
 - Partners to promote/link the Portal
 - Intensify the uploading of info (events, deliverables, etc.)
 - Check technical possibility for decentralized uploading in the Intra-net and for automatic info when something new appears.

WP7

- **Task 7.3 EECA sessions in Conf.**
 - Methodology to screen/choose conferences is missing.
 - Candidate events proposed by partners
 - Serious risk of failure in 2009

WP2

- **Task 2.1 ENPI**
 - Report end of March
- **Task 2.2 DCECI**
 - Interviews in Brussels (TUBITAK)
 - Del. 2.7 end of March

WP6

- **Task 6.1**
 - Email to confirm dates for Deliverables
 - Paper by WP leadership on sharing the work/organizing the WP: 27 February
- **Task 6.2**
 - ...
- **Task 6.3**
 - To be implemented this year;
 - Questionnaire to be uploaded;
 - Interviews 2nd semester.

WP8 Management

- ICBSS will request (17/2) enrichment of several Task/WP reports: Reply by **23/2**, Report due: **end of February**
- Re-allocation of funds for WP5 (Archimedes), and WP3 (CIT)

Need to improve team work and internal communication

- **Team work:**
 - Task Leaders/co-leaders develop methodology and planning
 - They consult their partners;
 - They assign duties to their partners;
 - They collect data, compile draft deliverables
 - They consult their partners again for comments.
 - They send the consolidate Del. for QC
 - The WP leadership controls the work

... and internal communication

- The communication needs to be targeted
- The 'Reply to All' button to be used only in **EXCEPTIONAL** cases
- Do not share unnecessary dialogues;
- Do not mix topics in the same email
- Insert clear **Subjects** and address it only to those **directly concerned**
- **(I don't need indirect proofs of your work!!!)**