

8 Executive Board 1PR Video Meeting_December 2019_Minutes



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ABSTRACT (FOR DISSEMINATION)	The document contains minutes of the video meeting of the Executive board held online via skype on December 19 th 2019.
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Executive Board members present: Vladimir Meglič (co-ordinator), Paul Bilsborrow (deputy co-ordinator), Pavol Hauptvogel (WP 1 leader), Werner Vogt-Kaute (WP6 leader), Mario A. Pagnotta (WP7 leader) and Antoaneta G. Kuhar (project manager and WP8 leader).

Executive Board members absent: Heinrich Grausgruber (WP2 leader), Peter Dolničar (WP3 leader), Kristina Petrović (WP4 leader), Dagmar Janovská (WP5 leader).

The video meeting of Executive Board was constituted and skype video & audio connection tested. The coordinator welcomed participants and presented the main purpose of the meeting, which is presenting the state of the art of the 1st Periodic Report that needs to be submitted on December 31st at very latest.

Project manager added that only 2 Financial Statements (FS) are missing and namely the ones for NPPC and BIOMILA. Both partners were given several extensions of the deadline and lots of support, but up to now, it is no clear at what stage they are. Project manager will have a phone conversation with PO later today and inform her about this issue and the developments of the technical report. If NPPC and BIOMILA fail to submit the FS by today, they won't be included into the report of the Consortium.

The Coordinator outlined the progress of the technical report. WP1 leader has not provided any inputs yet. WP2 and WP3 leaders have provided most of the inputs, risks need to be discussed. WP4 provided a rather short report, without risks and objectives. WP5 is the most developed report; however risk linked to WSU needs to be rewritten. Having in mind that WP6 and WP7 execution work hasn't started yet, they provided a short report on the activities (mainly deliverables preparation); they were also asked to extend their contribution to the risks and objectives. WP8 and WP9 are very much linked to the reports each beneficiary was obliged to submit. It was not possible to complete them due to the missing or late submission of the partners' reports. However, the foreseen delivery for WP8 & 9 is by Christmas time.

The Coordinator summed up that we don't have even the first draft of the technical report; despite the fact the internal deadline was November 22nd. Having in mind all of the above mentioned, the 1st draft will be just after Christmas. He also asked EB members what is their availability during the Christmas holidays. Deputy co-ordinator suggested putting all together in one file today and to see what is missing; WP3 style could be followed by the rest WPs. The Coordinator will collate all contributions into one file today and send to his deputy for further work. First draft of the report will be distributed tomorrow (Friday 20th) and EB members will contribute what is missing.