# MINUTES OF MESA KICK-OFF MEETING
# Leonardo da Vinci project in Nova Gorica, 18.-19.01.2012

**Date: Wednesday the 18th of January 2012**

**Location:** Park Casino Hotel – Conference room

**Participants:**
Antonio Bianco (Le Vele, Italy), Giampiero Filella (Le Vele, Italy), Livia Andolfi (Le Vele, Italy), Marcello Gambini (ITI Cardano), Fabrizio Maggi (ITI Cardano), Rosana Pahor (TSC Nova Gorica, Slovenia) and Neža Pavzin (TSC Nova Gorica, Slovenia)

## I) Welcome and introduction

Rosana Pahor has welcomed all the participants. Participants introduced themselves and their organizations.

## II) Project documentation and organisation

Budget:

- Rosana Pahor explained the whole budget by partners and also by work packages.
- There were some comments on the budget for equipment. Fabrizio Maggi thinks that the budget for equipment is too low. We have to check if we could relocate some money to this position.
- ITI Cardano requested to move budget resources from one category to another:
    - If budget for subcontracting from WP1 can be moved to WP4
    - In WP4 budget for administration is too big, they want to keep only 680€ and are asking to move 2720€ to technical staff
    - They want to transfer budget for subcontracting from WP3 to management in WP3.

Partner`s contracts:

- Rosana Pahor has explained that TSC NG is preparing contracts for partners and will be done as soon as we find another partner.
- We had a discussion on searching for possible partners. Le Vele has suggested and contact partner from Romania meanwhile TSC NG has a contact with partner from Croatia. We are waiting for answer from Croatia.

List of contact:

- It was corrected and updated. We only need contacts from partner P2 (instead of Hungarian partner).

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## III) Project organisation and communication structure

Project results:

- Rosana Pahor explained all 25 project results. We set goals and evaluation criteria. We decide that evaluation will include strategic as well as technic evaluation.
- In **strategic evaluation** we will invite representatives from local, national authorities, silent partners, companies or some independent expert.
- **Technic evaluation** will consist of evaluation of students and evaluation of teachers.
- We have agreed that ITI Cardano and TSC NG will gathered fulfilled evaluation questionnaires and send them to Le Vele.
- **Le Vele will do analysis** and short report of results. Drafts of evaluation questionnaires will be done on second meeting at ITI Cardano in March.
- Analysis will be done in English.

Internal communication:

- We have updated list of contacts. We decided to use e-mail, telephones and to be connected also by skype.

Deadlines and timetable:

- Fabrizio Maggi and Marcello Gambini suggested changing the dates for **second meeting** at ITI Cardano. We agreed to move the dates of the meeting to **Monday 19th and Tuesday 20thof March 2012**.
- Exact dates for third meeting will be discussed and set on the second meeting at ITI Cardano.
- Antonio Bianco suggested to invite press, local and national authorities, silent partners, companies and expert on the final conference which will be held in Slovenia in October 2013
- Fabrizio Maggi suggested some changes in timetable; he suggested starting work package 4 in September 2012 and work package 5 starting in May 2013.

Evaluation of the project:

- It was decided to have strategic and technic evaluation.
- Each partner has to prepare a **draft of evaluation questionnaire**; one for students and one for teachers **till second meeting** at ITI Cardano.
- On the second meeting we will go through drafts of each partner and combine it into one questionnaire for students and one for teacher.
- The evaluation tool is used to get a feedback of the participants and trainers how they evaluate the structure and content of the module and to optimize the module basing on their evaluation.

## IV) Financial and administrative rules

Financial rules, timesheets and reporting; interim and final report:

- Neža Pavzin has explained eligible cost.
- Neža Pavzin explained how to write timesheets. She showed timesheet and

partners have agreed to use common timesheet (on CD).

- Deadlines for **reporting** were proposed. TSC NG has suggested that reporting should be done every fourth month:
  - **1st report: 15th March 12,**
  - **2nd report: 15th July 12,**
  - **3rd report: 15th November 12,**
  - **4th report: 15th March 13,**
  - **5th report: 15th July 13,**
  - **6th report: 15th November 13.**
- Partners will be asked to send fulfilled excel file (excel file on CD). For interim and final report they will be asked to send all documentation (invoices, contracts etc.) beside fulfilled excel tables.
- Fabrizio Maggi suggested that **payments** to each partner would be done every half a year;
  - **15th March 12,**
  - **15th September 12,**
  - **15th January 13 and**
  - **15th July 2013**.
- All the details concerning the reporting dates and dates of payments will be agreed in partner`s contract.

## V) Website and dissemination

Website:

- TSC NG will create website for the project and Le Vele will be administrator. Role of administrator for website is taking care of the website and uploading documentation.
- Website must be available for public and locked with password for project group.
- Under “partners” tab would be description of each project partner and also all supporting partners such as Autogianini SRL, Iskra Avtoelektrika d.d. etc.
- Documentation and downloads would be structured by work packages as well as results and outcomes.

Dissemination:

- Dissemination will be done consistently by each partner (dissemination list is on CD).

## VI) Discussion for further work

- Discussing further work; how will the main idea of project be realised.

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## VII) Discussion with teachers and trainers for determination of ideas

- Rosana Pahor presented main project results which have to be achieved during the lifetime of the project.
- Simon Kragelj, headmaster of secondary school of mechanical engineering and transport and logistics, has presented main idea of TSC NG which is making electric or hybrid go-kart. He has also made a proposition how several curriculums could be modified (electrical engineering, computer science, mechatronics, auto mechanics etc.) in a way to make module for making go-kart. TSC NG will request Iskra Avtoelektrika d.d. for electric motor.
- Fabrizio Maggi has presented main idea of ITI Cardano which is making electric go-kart as well. The solar panels will be supplied by Autogianini SRL, but they have problems to obtain an electric motor concerning the budget per category “equipment”.
- Adrijana Hodak, head of Intercompany training centre, has suggested contacting supporting partners to obtain extra equipment or contacting social partners for some extra finances. We could try to get double solar panels from Autogianini SRL and double electric motor from Iskra Evtoelektrika d.d, if this is possible. Till the **end of February** we have to know if we could obtain double solar panels and electric motors.
- Fabrizio Maggi has suggested having regular meeting for teachers concerning creating a go-kart.
- Antonio Bianco presented their role in project. Main contribution is dissemination (web TV platform, article in Le Vele magazine etc.). Part of dissemination activities should be also to inform local and national authorities about the project. The go-kart can be henceforth used as a basis and can be shown as an idea for further development on the field of renewable energy and energy saving applications. Movie making of go-kart can be made.

## VIII) Determining of agenda for training of trainers in March

- Fabrizio Maggi has roughly described idea for training of trainers. It will be a

two day meeting. Where also platform for teaching will be presented to TSC NG.

- Antonio Bianco proposed to present web TV to project partners on second meeting at ITI Cardano.
- ITI Cardano will prepare training for teachers and documentation needed; agenda, hotel for all participants, prepare all the material, write minutes of the meeting etc.
- The group expressed wish to see Technical school centre Nova Gorica. Simon Kragelj guides us and showed relevant classrooms and equipment to project partners (CNC classrooms, auto mechanic workshops etc.).

**IX) Discussion among partners**

- Le Vele and ITI Cardano will go through learning materials of Le Vele and decide if this would be relevant and useful for the project.
- Le Vele will send a request for **transfer of budget** between different categories **till 27.1.2012**.

Nova Gorica, 23.1.2012 Neža Pavzin