

Minutes of TESLA Steering Committee (meeting no. 4)

March 19th and 20th 2013

Laval Mayenne Technopole, Laval, France.

Minutes

Present: Ronan Coleman, Cork Institute of Technology
Carole O' Leary, Cork Institute of Technology
Pat Mulhern, Lionra
Wolfgang Kniejski, INI-Novation
Laura Lecci, European BIC Network
David Joyner, Bangor University
Ainslie Ensor, Laval Mayenne Technopole
Marie-Alize Favreul, Laval Mayenne Technopole
Celine Loury, Laval Mayenne Technopole
Valerie Moreau, Laval Mayenne Technopole
Laura Nugre, Laval Mayenne Technopole
Silvia Spodaru, Laval Mayenne Technopole
Antoine Thebaud, Laval Mayenne Technopole
Christian Travier, Laval Mayenne Technopole
Sandrine Trouillard, Laval Mayenne Technopole
Priyanka Priydershini, Tilburg University
Kieran Moylan, BMW Regional Assembly
Barry Guckian, BMW Regional Assembly
Michael O' Brien, BMW Regional Assembly.

The meeting was chaired by Michael O' Brien until the afternoon arrival of Kieran Moylan on March 19th

Welcome and Introduction

Michael O' Brien welcomed all the TESLA partners to Laval and extended his thanks on behalf of the Lead Partner organisation to the meeting hosts, Laval Mayenne Technopole for their co-operation in organising the steering meeting, co-ordinating the project dinner and the TESLA project input to the Laval Virtual Conference. There followed a welcome and introductory presentation on Mayenne region and the work of LMT from Christian Travier, Director of Laval Mayenne Technopole.

Adoption of the Agenda

The meeting agenda was adopted unanimously. Wolfgang Kniejski informed the meeting of his need to leave the meeting early on March 20th for travel purposes.

**Adoption of the Minutes of Darmstadt Steering meeting (meeting no. 3),
(December 11th & 12th 2012)**

The Minutes of the Darmstadt meeting were approved unanimously by all the partners present.

Review of agreed tasks from the Darmstadt meeting

Michael O'Brien reviewed the detailed agreed schedule of tasks from the December Darmstadt meeting. He informed the meeting that all the tasks had been followed up in the intervening period. Specific points on ongoing issues were raised as follows by Michael and accepted by the partners : -

- The Programme Secretariat had accepted the first Programme Change to the budget to include in kind contributions from Lionra, as well as the budgetary changes proposed by CIT & LMT. It was agreed that the Lead Partner liaise closely with the Programme Secretariat on the technical revisions to the Application form.
- The suspension of payments to German partners remained in force by the EU Commission. It was agreed that Wolfgang be kept up to date on the position.
- Barry Guckian informed the meeting that all the preparatory work on the Project website had been completed. The project website, he added will be launched at the Laval Virtual Conference on March 21st following the Steering meeting with French Ministers and other Dignitaries present. He thanked LMT for agreeing to organise this launch as part of the LMT Exhibition Stand at the Conference.

Progress update on Pilot Action development.

Each action leader presented an updated report on the progress made in finalising the terms of reference and application documentation following the Darmstadt meeting. As a general point on the progress made, the partners had worked well together since the December meeting to develop the initiatives sufficiently to proceed to the launch stage. Some pilot actions were slightly behind schedule in terms of their progress due to ongoing regional consultations with National Enterprise Agencies in addition to making final logistical arrangements for some actions and re-focusing the orientation of other actions. The actions with a later starting date (Quarter 3 and Quarter 4) will be the Innovation Outreach, Business Mentoring, Entrepreneurial Finance and Public Procurement actions. A detailed account of the required inputs on all of the actions is contained in the follow on schedule of tasks, appended to the minutes.

The meeting also approved the first batch of applications received for the Transnational Placements Programme. Ten host organisations and twelve Placements were approved by the Steering Committee following a detailed overview of the applications by Valerie Moreau, LMT, Action Leader. The approved applications are summarised in the tables below: -

Transnational Placement Host Applications
Cork Institute of Technology (The Rubicon Centre) – IE
COLAB – Letterkenny Institute of Technology – IE
Midlands Innovation & Research Centre (Athlone Institute of Technology) – IE
Galway Mayo Institute of Technology – IE
NUI Galway – IE
Dundalk Institute of Technology – IE
European BIC Network, Brussels - BE
INI Novation GmbH - DE
Bangor University – UK
Laval Mayenne Technopole - FR

Innovation Centre Officer Placements
George Mc Court, Galway Mayo Institute of Technology - IE
Janette Gillen, IT Sligo - IE
Aidan Browne, Dundalk Institute of Technology - IE
Garrett Duffy, Dundalk Institute of Technology - IE
Ceri Evans, Bangor University - UK
Gary Clifford, Bangor University - UK
Laura Lecci, EBN
Margaret Mulligan, EBN
Chiara Davalli, EBN
Silvia Spodaru, Laval Mayenne Technopole
Sandrine Trouillard, Laval Mayenne Technopole
Valerie Moreau, Laval Mayenne Technopole

Wolfgang Kniejski also informed the meeting that discussions had taken place on March 18th with French companies in Laval interested in the Soft Landings Initiative. These discussions were positive and would be progressed. The following four small firms were also approved to participate in the Soft Landing action following a proposal presented by INI Novation.

1. LatitudeN GmbH
 - IT / Tourism marketing / Mobile Guide
2. TaleTekk UG
 - IT / tourism marketing; web app with augmented reality features
3. HHG Dienstleistungen
 - Wood industry / design bath furnitures
4. Wer Denkt WAS GmbH
 - IT / participatory software and crowd-sourcing

Carole O' Leary informed the meeting that the Internationalisation action will be reshaped to focus on specific markets and sectors following consultation with the relevant National Enterprise Support Agencies. It was agreed that the relevant partners liaise closely with Carole in re-focusing the action following a detailed review of company needs. It was agreed that the first workshops be held during May 2013 in advance of the EBN Congress. Wolfgang Kniejski agreed to facilitate the first workshops in Ireland on 'Entering the German Market' which was a source of interest to firms in Ireland.

As a general point, It was agreed that all action leaders retain a complete and robust paper trail in relation to the selection of participants on all the TESLA schemes. Finally it was agreed that any final minor adjustments to the Action templates be incorporated by the Action Leaders following the Laval meeting.

Communications and Publicity

Barry Guckian informed the meeting of upcoming EU Innovation Conferences and Dissemination events where TESLA would be showcased. He outlined details of the events as follows where the TESLA project would be exhibited: -

- The Laval Virtual Conference and EXPO on Virtual Reality and Converging Technologies, March 20th -24th 2013. This event would act as the launch event for the project website – www.teslaproject.eu
- The 'Cork Meets' Business Networking which is scheduled for April 10th -12th 2013
- The EBN Annual Congress scheduled to take place in Derry on May 29th – 31st 2013

Partners were also informed that the **EU WIRE Conference 2013** was scheduled to take place in Cork, Ireland on June 5th -7th 2013 under the Irish Presidency of the EU. Michael O' Brien added that the TESLA project was accepted by the event organisers as a practical example of regional implementation of EU Innovation Policies. Kieran Moylan will deliver a presentation on the Project at the event on behalf of the project he added. Partners were

encouraged to attend this high level EU event which will attract upwards on 500 delegates from throughout the EU and will be addressed by the Irish Minister for Research and Innovation and the EU Commissioner for Research and Science. Exhibition space at the conference was also guaranteed, he added.

Launch of the TESLA Actions – Cork, Friday May 10th 2013.

Michael O' Brien informed the meeting that the TESLA Pilot Actions will be launched in Cork Institute of Technology on May 10th 2013 by Irish Minister for Research and Innovation, Mr. Sean Sherlock, TD. He thanked Carole O Leary and Ronan Coleman for their efforts in securing the date and liaising with the Minister's officials. All TESLA partners were invited to attend the launch event. It was agreed that the Lead Partner and CIT liaise on launch arrangements.

Project Newsletter

Barry Guckian informed the meeting that the first TESLA project Newsletter would be completed by the end of March 2013. The Newsletter, he added will cover the period of activity from April 2012 to March 2013 and will include details on the actions and the partnership, the Project launch by Irish Prime Minister, Enda Kenny, TD on April 16th 2012, project steering committee meetings held following the launch as well as dissemination events held. All Partners, he added would have an opportunity to make comments on the Newsletter when complete. The second newsletter was scheduled for December 2013. This was agreed.

Promotional Project Folders

Michael O' Brien informed the meeting that Project Shell Folders will be procured by the Lead Partner for the next steering meeting. A folder template will be provided for all partners to use in their regions.

Press Releases

Michael O' Brien informed the meeting that Press Releases would be issued by the Lead Partner following the launch of the actions in Cork in May and the EU WIRE Conference also in Cork on June 7th. It was agreed that all Press Releases would be posted to the project website. All partners agreed to forward any additional regional press releases to the Lead Partner forthwith.

Financial Management, Expenditure Claims and Progress Reporting

Kieran Moylan informed the meeting that the North West Europe Programme Secretariat had changed the claims management system from an excel based system to an On line claims system, which he added was causing some problems for partners. It was proposed that a meeting involving the Programme Secretariat Finance Managers and the Partner Finance Managers take place in Lille in April to resolve any issues with the system. Partners agreed to liaise with their Finance Officers and the Lead Partner on a suitable date for the meeting.

Partners were then furnished with a detailed paper on the Financial implementation of the project for Reporting period 2 (01/04/2012 to 31/12/2012). The project has incurred €258,421.20 in total expenditure across all the eight partners for the second reporting period. Taking into account the cumulative expenditure on the project to date, only 8.97% (€343,701.40) of the gross approved project budget has been spent up to December 31st 2012. There was general acceptance that this level of budget absorption was low and there was a need for all partners to significantly increase levels of expenditure in the third reporting period. It was acknowledged by Kieran Moylan that the approval by the JTS of the Lionra in kind contributions and the budgetary changes proposed by CIT and LMT would facilitate greater levels of expenditure on the project. Partners also acknowledged that Reporting period 3 would reflect expenditure on implementation and delivery of supports to business which was not the case with the first two expenditure claims which reflected action preparatory work.

Michael O' Brien added that he had commenced work on the Long Form Report for the second reporting period. He added that the documentation provided to him to date by all the partners was sufficient to enable completion of the report. The submission of the Long Form Report along with the certified composite claim has a submission deadline established of April 30th 2013 to the Programme Authorities.

Evaluation Framework for Ten Pilot Actions

Partners were reminded of the need to evaluate all the actions following their implementation. Pat Mulhern, on behalf of Lionra, the action leader, presented a draft framework for the evaluation of the ten pilot actions which was premised on established methodologies for other EU Programmes. Following a detailed discussion with all the partners it was agreed to review draft feedback forms with a view to customising evaluation forms for each action to achieve 100% coverage of stakeholder views.

Best Practise Guide

A Conceptual proposal was presented by David Joyner, Bangor University which was discussed by the project partners. It was agreed that Bangor in collaboration with Tilburg University would work closely on the preparation of a draft scoping paper and outline of a format for an 'end product'. It was agreed that all partners provide comments to David on the draft paper when reviewed. It was also agreed that each partner endeavour to identify examples of existing Best Practise toolkits and provide details to Bangor and Tilburg University.

Schedule of agreed tasks

Michael O' Brien presented a schedule of agreed tasks from the Laval meeting which was reviewed and supported by all the partners.

Monitoring Feedback Forms


As part of the ongoing monitoring process each partner completed a Monitoring Feedback form to help improve the organisation and working of future meetings.

TESLA Steering Committee no. 5

It was agreed that as scheduled, the fifth Steering Committee meeting would take place in the Netherlands on July 4th and 5th 2013, hosted by Tilburg University. Priyanka Prydershini agreed to liase with Kieran Moylan and Michael O' Brien on the arrangements.

There being no further business, the meeting concluded. Kieran Moylan thanked all the partners for their valued contributions to the meeting and wished everyone a safe trip home.

The foregoing minutes are approved:

Signed:  _____
BMW ASSEMBLY

Steering Committee Chairman

Dated: 3rd July 2013

