

Date:	07/09/2011	Place:	Arkadine - teleconference
Start Time:	12:00	End Time:	12:30

Kind of meeting:

- Project Meeting
 OTHERS (Specify):

Project:	HYPROFESSIONALS	Project Code:	Grant N° 256758
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Entity	country	Name / Surname
Fundación Hidrógeno Aragón	Spain	Joaquín Mora
FAST	Belgium	Moschoula Krambousanos
FSV	Spain	Nazaret Blasco Javier Rubio
UNIDO ICHET	Turkey	Suha Yazici
WBZU	Germany	Thomas Aigle
Association Phyrenées	France	Marie Hélène Huynh
EnviPark	Italy	Alessandro Graizzaro
JRC	EC	-
CPI	UK	Neville Slack

AGENDA

1. Task pending (FHA)
2. Status WP1 (FSV)
3. Status WP2 (ALBI)
4. Dissemination plan review (FAST)
5. Next steps (FHA)
6. Questions (ALL)

MINUTES			
<u>Task pending</u>			
ACTIONS PENDING	RESPON SIBLE	DEADLINE	COMMENTS
A1: ULM, UNIDO, FAST, CPI, AP, JRC to send a firm Quality Committee proposal to coordinator	ULM, UNIDO, FAST, CPI, AP, JRC	N/A	CPI, UNIDO, ULM, ENVI are working on it. A1: ULM, UNIDO, FAST, CPI, AP, JRC to send a firm Quality Committee proposal to coordinator.
A2: ULM to share the IPR framework with all partners.	ULM	N/A	Still waiting for Christians Machens response. A2: FHA to share the IPR framework with all partners when available.
A3: FSV, UNIDO, CPI, JRC to complete the January-to-June list and send it to the coordinator.	FSV, UNIDO, CPI, JRC	29/07/2011	Any response from any partner except FSV and UNIDO.
A4: All partners to complete the list of indicators (July-August) and send it to the coordinator before next teleconferences.	ALL	31/08/2011	Any response from any partner. A3: ALL to complete the list of indicators (till August) and send it to the coordinator during next days.
A5: FSV to send the 1.1 deliverable to coordinator.	FSV	22/07/2011	FSV is waiting for the improved reports from the partners involved. A4: PARTNERS INVOLVED T1.1 AND T1.3 to send the report to FSV. A5: FSV to send the D2 and D3 to coordinator.
A6: ULM to set a date for the teleconference to solve doubts (task 1.1 and 1.3) and to prepare next task (1.2).	ULM	31/07/2011	done
A7: FHA to check and then send the improved Italian part to ULM.	FHA	21/07/2011	done
A8: FSV, ULM, JRC, UNIDO, ALBI, CPI to improve their parts (task 1.3) and then send it to ULM.	FSV, ULM, JRC, UNIDO, ALBI, CPI	12/08/2011	On going
A9: WP1 Leader (FSV) to send the results of the WP1 to ALBI	FSV	31/08/2011	On going
A10: WP1 Leader (FSV) to send the results of the task 1.2 to ALBI (September)	ALBI	30/09/2011	On going
A11: ALBI to write a document with the manage plan detailed, and then send it and comment	ALBI	29/07/2011	On going, FHA is reviewing the 2.2 template and 2.1.

with the partners involved.			A6: FHA to send the WP2 manage plan to ALBI.
A12: ENVI to write the task 2.2 template.	ENVI	31/07/2011	done
A13: ALBI to set a date for a teleconference for task 2.2	ALBI	22/07/2011	done
A14: ENVI to develop the task 2.2 template and then share it.	ENVI	31/08/2011	done
A15: FAST to propose a dissemination plan	FAST	29/07/2011	done
A16: FAST to propose a date and format of the project presentation.	FAST	N/A	done
A17: FAST and UNIDO-ICHET to propose a detailed plan and objective for the workshop.	FAST and UNIDO	N/A	done
A18: FHA to develop the extended abstract with the project results.	FHA	26/08/2011	done
A19: FHA to develop the final paper and send it to the European Fuel Cell Congress.	FHA	18/11/2011	A7: FHA to develop the final paper and send it to the European Fuel Cell Congress.
A20: FHA to develop the PROGRAMME REVIEW DAYS presentation.	FHA	09/09/2011	A8: FHA to develop the PROGRAMME REVIEW DAYS presentation.
A21: FHA to attempt in the PROGRAMME REVIEW DAYS.	FHA	22/11/2011	A9: FHA to attempt in the PROGRAMME REVIEW DAYS.
<p>7. Status WP1 (FSV) Discussed during in the previous section.</p> <p>8. Status WP2 (ALBI) Discussed during in the previous section.</p> <p>9. Dissemination plan review (FAST) ENVI and ULM have proposed some suggestions. The deadline to send to FAST comments about this plan is 9/9/11. A10: ALL to review and send suggestions or comments (if necessary) to FAST. A11: FAST to send to coordinator the dissemination plan (if there are changes).</p> <p>10. Next steps (FHA) D2, D3, D4 have to be finished and delivered to JTI and develop the PROGRAMME REVIEW DAYS presentation.</p>			

ACTIONS PENDING	RESPONSIBLE	DEADLINE
A1: ULM, UNIDO, FAST, CPI, AP, JRC to send a firm Quality Committee proposal to coordinator	ULM, UNIDO, FAST, CPI, AP, JRC	N/A
A2: ULM to share the IPR framework with all partners.	FHA	N/A
A3: ALL to complete the list of indicators (till August) and send it to the coordinator during next days.	ALL	30/09/2011
A4: PARTNERS INVOLVED T1.1 AND T1.3 to send the report to FSV	PARTNERS INVOLVED T1.1 AND T1.3	9/09/2011
A5: FSV to send the D2 and D3 to coordinator.	FSV	12/09/2011
A6: FHA to send the WP2 manage plan to ALBI.	FHA	N/A
A7: FHA to develop the final paper and send it to the European Fuel Cell Congress.	FHA	18/11/2011
A8: FHA to develop the PROGRAMME REVIEW DAYS presentation.	FHA	09/09/2011
A9: FHA to attempt in the PROGRAMME REVIEW DAYS.	FHA	22/11/2011
A10: ALL to review and send suggestions or comments (if necessary) to FAST.	ALL	09/09/2011
A11: FAST to send to coordinator the dissemination plan (if there are changes).	FAST	13/09/2011

Date and place for next meeting: **to be defined (every two months)**

Checked:

Date:09/09/2011

CC: All partners.