

Partner Progress Report: Fostering Innovation in the Danube Region through Knowledge Engineering and IPR Management

Partner Progress Report Identification	
ETC programme	Danube Transnational Cooperation Programme
Project Title	Fostering Innovation in the Danube Region through Knowledge Engineering and IPR Management
Project Acronym	DTP2-076-1.1KnowING IPR
eMS Project Number	DTP280
Reporting Period	Period 1 : 01.07.2018 - 31.10.2018
Start Date	01.07.2018
End Date	31.10.2018

Summary Of Partners Work
<p>In the first implementation period of the project AGEPI representatives became acquainted with the rules and procedures of the DTP program, including: Implementation manual, Guidelines for Partner Report, Information on Control Systems in the Partner States of the DTP etc. Also, on 25 - 26th of October, AGEPI attended the Kick-off event and the 1st Steering Committee meeting which took place at the Faculty of Information Studies in Novo mesto, Slovenia. For the participation in SCOM meetings AGEPI appointed its representative by sending the KnowING IPR Appointment Letter. Within these events the following were discussed and presented: KnowING IPR Project Organization, Strategy for the Danube Region, KnowING IPR Project management structure, target groups, project implementation, EMS and reimbursement dynamics, working packages and other important issues. Moreover, during the SCOM meeting all partners voted unanimously on the location of the next SCOMs and the final conference of the KnowING IPR project. Also, during the first period, two deliverables were analyzed in detail with the subsequent submission of proposals: Project handbook and Communication plan with attachments. Furthermore, AGEPI has obtained access to the electronic monitoring system (eMS).</p>

Project Main Outputs Delivered			
Output Nr	Main Output Title	Explanations	Output Evidence



Target Groups Reached

Target Group Target Value	Target Group Target Reached	Target Group Description	Target Groups Reached in Period	Description

Reporting per Work Package

Work Package 0					
Wp Nr	Wp Title	Wp Start Month	Wp End Month	Wp Expenditure Current	Wp Expenditure So Far
0	Preparation	01.2014	05.2018	0.00	0.00
Description of implemented Activities and the contribution of the PP					
Problems Description Justification					

Work Package 1					
Wp Nr	Wp Title	Wp Start Month	Wp End Month	Wp Expenditure Current	Wp Expenditure So Far
1	Management	07.2018	06.2021	2,513.58	0.00
Description of implemented Activities and the contribution of the PP					
<p>On 25th of October AGEPI representatives (Mrs. Maria Ţurcan and Mrs. Victoria Pleşca) attended the Kick-off event which took place at the Faculty of information studies in Novo mesto, Slovenia. During this event the KnowING IPR project was presented - why, what, for whom, and how. On 26th of October AGEPI representatives attended the 1st Steering Committee meeting at the Faculty of information studies in Novo mesto, Slovenia. During this event all partners voted unanimously on the location of the next SCOMs and the final conference of the KnowING IPR project: 2nd Budapest (Hungary), 3rd Bucharest (Romania), 4th Wien (Austria), 5th Zagreb (Croatia), 6th Uzhgorod (Ukraine), Final conference Kragujevac (Serbia) June 2021. Also, was taken unanimous decision on commenting and agreeing on the Project Handbook and Communication Plan. Also, were discussed about two assessment workshops in Hungary and three action workshops that will be in: Germany, Serbia and Moldova. Moreover, during these events AGEPI discussed with the project leader and the other partners about the specific responsibilities of AGEPI within the KnowING IPR project and the possibilities for their realization. During the first period, AGEPI analyzed and submitted its comments on the documents subject to voting: Project handbook and Communication plan with attachments. As a result, on 31th of October AGEPI expressed the FOR vote on these two deliverables.</p>					
Problems Description Justification					
n/a					
Deliverable Number	Deliverable Title	Deliverable Description			Attachment

M.1.1	Deliverable M.1.1 Appointment of the Steering Committee with representatives of all ERDF, IPA and ENI KnowING IPR partners (ASP partners as observers) at the beginning of the project. Each project partner appoints one representative.	On 30th of October, AGEPI appointed its representative (Mrs. Victoria Plešca) in KnowING IPR Steering committee.	Appointment_Le tter.pdf 07.11.2018
M.1.2	Deliverable M.1.2 Appointment of Core Management Team (Project manager, Financial Manager, Communications Manager and Quality Assurance Manager) by the Lead partner at the beginning of the project.	On 25th of October, Core Management Team was appointed as follows: - Borut Roncevic, Project manager; - Tamara Besednjak Valic, Financial manager; - Sabina Gosenca, Communication manager; - Matjaz Skabar, Quality assurance manager.	D1.1.2_Appoint ment_of_CMT.pd f 07.11.2018
M.1.3	Deliverable M.1.3 Developed Project Handbook with developed management concepts, internal management protocols, identification of involved individuals, rules of procedure and management implementation plans	The project handbook describes the procedures to be adopted for the effective management of the KnowING IPR project. The handbook contains information on project management structure and procedures, deliverables and project document templates. AGEPI expressed its opinion on the project handbook by e-mail and on 31st of October expressed the FOR vote on this deliverable.	D1.1.3_KnowING _IPR_Project_Ha ndbook-FINAL.p df 07.11.2018
M.1.5	Deliverable M.1.5 A total of six Steering Committee meetings, one per delivery period. The first will be organized by Lead Partner in Slovenia. The location of other meetings will be accepted by Steering Committee during the first meeting.	On 26th of October AGEPI representatives attended the 1st Steering Committee meeting at the Faculty of information studies in Novo mesto, Slovenia. During this event all partners voted unanimously on the location of the next SCOMs and the final conference of the KnowING IPR project: 2nd Budapest (Hungary), 3rd Bucharest (Romania), 4th Wien (Austria), 5th Zagreb (Croatia), 6th Uzhgorod (Ukraine), Final conference Kragujevac (Serbia) June 2021. Also, was taken unanimous decision on commenting and agreeing on the Project Handbook and Communication Plan.	D1.1.5_1stSCOM _in_Novo_mesto. pdf 07.11.2018
M.2.1	Deliverable M.2.1 Appointment of the Financial Manager by the Lead Partner at the beginning of the project. All project partners will be informed of this appointment and will receive contact information of Financial Manager.	On 25th of October Tamara Besednjak Valic was appointed as a Financial Manager of KnowING IPR project at Faculty of information studies in Novo mesto, Slovenia.	D.1.2.1_Appoint ment_of_FM.pdf 07.11.2018
M.2.2	Deliverable M.2.2 Minutes on financial consultations between Lead Partner and project partners, which will take during each Steering Committee meeting and one for the preparation of the final report.	Minutes of meeting – Financial Consultations during 1 st Steering Committee meeting	D1.2.2_Minutes_ of_financial_cons ultations_(during _1stSCOM).pdf 07.11.2018

Work Package 2					
Wp Nr	Wp Title	Wp Start Month	Wp End Month	Wp Expenditure Current	Wp Expenditure So Far
2	WP3 - Real-life IPR data	07.2018	09.2019	0.00	0.00
Description of implemented Activities and the contribution of the PP					
Problems Description Justification					
Deliverable Number	Deliverable Title	Deliverable Description		Attachment	

Work Package 3					
Wp Nr	Wp Title	Wp Start Month	Wp End Month	Wp Expenditure Current	Wp Expenditure So Far
3	WP4 -Interaction Services	01.2019	09.2020	0.00	0.00
Description of implemented Activities and the contribution of the PP					
Problems Description Justification					
Deliverable Number	Deliverable Title	Deliverable Description		Attachment	

Work Package 4					
Wp Nr	Wp Title	Wp Start Month	Wp End Month	Wp Expenditure Current	Wp Expenditure So Far
4	WP5 - Training&KnowING Hub	04.2019	09.2020	0.00	0.00
Description of implemented Activities and the contribution of the PP					
Problems Description Justification					
Deliverable Number	Deliverable Title	Deliverable Description		Attachment	

Work Package 5					
Wp Nr	Wp Title	Wp Start Month	Wp End Month	Wp Expenditure Current	Wp Expenditure So Far
5	WP6 - Pilot & Evaluation	07.2020	06.2021	0.00	0.00
Description of implemented Activities and the contribution of the PP					
Problems Description Justification					
Deliverable Number	Deliverable Title	Deliverable Description			Attachment

Work Package 6					
Wp Nr	Wp Title	Wp Start Month	Wp End Month	Wp Expenditure Current	Wp Expenditure So Far
6	Communication	07.2018	06.2021	0.00	0.00
Description of implemented Activities and the contribution of the PP					
<p>On 25th of october, at the Faculty of information studies in Novo mesto, Slovenia took place the Kick-off event of the KnowING IPR project. AGEPI participated in this event being represented by Mrs. Ťurcan Maria and Mrs. Pleřca Victoria. During this event, a promotional video for the project was presented. A day after there was 1st Steering Committee Meeting where all partners managed to agree some important things and also made some plans for future activities.</p>					
Problems Description Justification					
Deliverable Number	Deliverable Title	Deliverable Description			Attachment
C.1.1	Deliverable C.1.1 KnowING IPR kick-off meeting materials and tools. This Kick-off meeting toolkit consists of several different elements, including e.g. textual and visual materials, presentations etc.	On 25th of october, at the Faculty of information studies in Novo mesto, Slovenia took place the Kick-off event of the KnowING IPR project. AGEPI participated in this event being represented by Mrs. Ťurcan Maria and Mrs. Pleřca Victoria.			D2.3.1_Kick_off_tools_and_materials.pdf 07.11.2018
C.1.2	Deliverable C.1.2 A detailed document entitled Communication plan contains all relevant elements required for efficient and effective communication activities of the project will be set up in order to determine all the activities connected to the communication.	The Communication Plan proposes activities that support the achievement of project objectives. This requires a specific strategy (messages/media) for each target group, including a time plan detailing when certain activities would best be carried out. AGEPI expressed its opinion on the Communication plan and its attachments by e-mail and on 31th of October voted FOR this deliverable.			D2.1.2_Communication_plan_KnowING_IPR.docx 07.11.2018

C.1.3	<p>Deliverable C.1.3 The projects Communication Manager, who will coordinate all of the communication activities, will be appointed by the Lead Partner after introducing the candidate to project partners and interview with WP leader.</p>	<p>On 25th of October Sabina Gosenca was appointed as a Communication Manager of KnowING IPR project at Faculty of information studies in Novo mesto, Slovenia.</p>	<p>D2.1.3_Appointment_of_CM.pdf 07.11.2018</p>
C.1.4	<p>Deliverable C.1.4 The organizational setup of the communication infrastructure will be established by the project's Communication organization plan. In order to have efficient communication, internal communication channels among project partners need to be set up.</p>	<p>During the 1st SCOM meeting, all partners voted unanimously on sharing all the documents via Google Drive. Also, all partners have agreed on the importance of communication. The email list has to be used as a communication process for everything that is done.</p>	<p>D2.1.4_Set_up_of_communication_infrastructure_FINAL.pdf 07.11.2018</p>
C.2.3	<p>Deliverable C.2.3 Promotional package with posters (3, in English), USB keys (50), water bottles with promotional label slip (20 stacks) - USB keys and promotional water bottles identified as very effective - to promote the project especially during the events.</p>	<p>AGEPI has become acquainted with all the materials that it can use to promote the project during its implementation.</p>	<p>D2.2.3_Promotional_package.pdf 07.11.2018</p>
C.3.2	<p>Deliverable C.3.2 Media will be regularly informed about relevant project activities and events via press releases. This will increase the chance of reporting about project activities in the media and consequently raising awareness of the general public.</p>	<p>Mentioning the project in different sources is important, as the general public knows in detail all the activities carried out and learns about the relevant news about it.</p>	<p>D2.3.3.Project_website_and_social_media_updates.pdf 07.11.2018</p>
C.3.3	<p>Deliverable C.3.3 Project website is hosted on the Interreg Danube programme website. Social media (Facebook, LinkedIn, Twitter, ...) reach general and specialized audiences with regular (at least monthly) updates about KnowING IPR activities.</p>	<p>Apart from official website, KnowING IPR developed the following social media profiles: Facebook Page, Twitter Account, LinkedIn profile and Youtube channel.</p>	<p>D2.3.3.Project_website_and_social_media_updates.pdf 07.11.2018</p>

C.3.4	<p>Deliverable C.3.4 E-newsletter is one of the key tools for informing target audiences about the project and its activities. Nonetheless, it brings more comprehensive information than other shorter media deliverables.</p>	<p>The first e-newsletter informs about the kick-off event which happened at Faculty of Information studies in Novo mesto, Slovenia, about the promotional video for the project that was presented and about 1st Steering Committee Meeting.</p>	<p>D2.3.4_Project_newsletter_nr_1.pdf 07.11.2018</p>
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List of expenditure

Seq No	Budget Line	Wp	Int Ref No	Inv No	Inv Date	Paym Date	Descripti on1	Descripti on2	Currency	Total Val Item	Vat	Declared Amount Org Currency	Conversi on Rate	Conversi on Rate Date	Declared Amount Euro	Exp Outside	Declared
1	Travel and accomodation	M management		3568/1	26.10.2018	26.10.2018	Hotel accomodation for Turcan Maria in Hotel Center, Novo mesto, Slovenia from 23.10.2018 to 27.10.2018		EUR - Euro	201.08	17.00	201.08			201.08	No	Yes
2	Travel and accomodation	M management		3567/1	26.10.2018	26.10.2018	Hotel accomodation for Plešca Victoria in Hotel Center, Novo mesto, Slovenia from 23.10.2018 to 27.10.2018.	Accommodation - 4 nights x 49 euro = 196 euro tourist tax - 4 nights x 1,27 euro = 5,08 euro	EUR - Euro	201.08	17.00	201.08			201.08	No	Yes

3	Travel and accomodation	M management		AAF1514187	20.10.2018	20.10.2018	AVIA TICKETS issued for Mrs. Turcan Maria and Pleşca Victoria from Chişinău to Zagreb and from Zagreb to Chişinău .	Turcan Maria - 14369,00 MDL Pleşca Victoria - 14369,00 MDL	MDL - Moldova n leu	28,738.00	0.00	28,738.00	19.54	14.11.2018	1,470.65	No	Yes
4	Travel and accomodation	M management		A1-1-530	27.10.2018	27.10.2018	Taxi cost from Novo mesto to Zagreb Airport.		EUR - Euro	110.00	9.54	110.00			110.00	No	Yes
5	Travel and accomodation	M management		A1-1-521	24.10.2018	24.10.2018	Taxi cost from Faculty of information studies to Hotel Center, Novo mesto, Slovenia		EUR - Euro	8.70	0.75	8.70			8.70	No	Yes
6	Travel and accomodation	M management		426/PP1/1	23.10.2018	23.10.2018	Taxi cost from Zagreb Airport to Hotel Center, Novo mesto, Slovenia		HRK - Croatian kuna	876.00	0.00	876.00	7.43	14.11.2018	117.87	No	Yes

7	Travel and accommodation	M management		AAE9139227	19.10.2018	19.10.2018	Medical insurance: Țurcan Maria - 41,05 MDL; Pleșca Victoria - 41,05 MDL.		MDL - Moldova n leu	82.10	0.00	82.10	19.54	14.11.2018	4.20	No	Yes
8	Travel and accommodation	M management	113			22.10.2018	Daily allowance: -Țurcan Maria - 200 euro.	Legal basis - Government Decision nr. 10 from 05.01.2012 (5 days x 40 euro = 200 euro)	EUR - Euro	200.00	0.00	200.00			200.00	No	Yes
9	Travel and accommodation	M management	114			22.10.2018	Daily allowance: -Pleșca Victoria - 40 euro x 5 days = 200 euro.	Legal basis - Government Decision nr. 10 from 05.01.2012 (5 days x 40 euro = 200 euro).	EUR - Euro	200.00	0.00	200.00			200.00	No	Yes