Innovative 3D training platform for Recycling of Waste Electric and Electronic Devices

Application n°:	**540527-LLP-1-2013-1-GR-LEONARDO-LMP**
Project acronym:	**RECDEV**

2nd Skype Meeting - 12/02/2014, 12:00 Gr. Time

AGENDA

1. **Legal Documents/Aspects**
   - ➢ Grant Agreement, Confirm Reception by All partners-Read
   - ➢ Consortium Agreement (CA) – Ready in 7 original copies - Needs amendment (later discussion topic)
   - ➢ Quality Plan (QP) – Needs to be revised based on Brussels Meeting results (later discussion topic)
   - ➢ Pre-financing – Remaining Partners will be contacted privately for directions
   - ➢ Any other topic raised by the partners

2. **Brussels Technical Meeting – Debriefing**
   - Meeting with our Project & Financial Officers
   - Excel Budget and DoW differences in Staff Hours (**Have both documents in front of you**)
   - Inform and invite to any dissemination activities your NCP and EU Commission contacts/delegates
   - Website & Dissemination
     - o There is great attention paid by our Project officers on the topic
     - o Distribute leaflet and any other possible material (e.g. posters)
     - o Participate in events
     - o Communicate the website
     - o Use Social Media
     - o Use real photos from project, not stock
   - CA needs amendment
     - o Cases of underdevelopment/Bankruptcy - 10% funding retainment of 2nd installment for safety reasons
     - o 2nd Installment: provide proof that the physical and financial part of the project is complete
     - o 6 month Stress Test/Reporting for better management
   - Changes between expense headings (have in front of you the Excel budget)
   - What is considered Staff: See national Laws + Only working days are allowed (~220 per year)
   - Timesheets for all staff – Present hours spent on project as well as the relevant WP and short description of activities

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- Maximum ceilings exist for Staff and Travel
- When traveling: All hotel & airplane invoices are required (i.e. credit cards…)
- Extra Romanian workshop
- ERSCP 2014
- For Mid Term Reporting (month 18): Excel List in English of the various submitted expenses (Staff, Travel, Others) + Scanned Expenses
- Auditing
- Subcontracting: For tenders chose best price/quality
- Keep record of all email

3. **Milestones Development of project - Month 4**
   a. Project Logo/Leaflet
   b. Project Web site: www.recdev.eu
   c. Communication plan – Under Development
   d. Selection of the external evaluator – Final Stages
   e. Internal Evaluation – Under Development – QA needs revision
   f. 2nd Meeting of Greek Partners with EKAN for photos of the possible Training Scenarios – Done in December
   g. 3D application, already in ver.2
   h. Training Scenarios under development
   i. Organization of extra Workshop in Romania
   j. Discussions for participation in ERSCP
   k. Participation with poster in The Industrial Technologies 2014 conference (http://www.industrialtechnologies2014.eu/)
   l. Participation in Technical Meeting in Brussels

4. **Work Packages Development**
   - WP1 Project Management (ARVIS)
     i. Consortium Agreement – Ready but needs amendments
     ii. Organization of e-Meetings, Stress Tests, Communication Archive…
     iii. Communication with partners and updates
   - WP2 Quality Assurance (ARVIS - STENUM)
     i. QA – Ready but needs revision
     ii. Internal Evaluation
   - WP3 Development of the training methodology and scenarios (ARVIS)
     i. 50 Training Scenarios
     ii. WP3 instructions for partners sent (**have them in front of you**)
   - WP4 Development and setup of the virtual environments (ARVIS-OMEGATECH)
     i. Visit to EKAN Recycling Centre
     ii. Development of 3D application ver.2 (presentation)
   - WP6 Dissemination (NCSPC)
     i. Leaflet
     ii. Dissemination Plan

5. Questions/Discussion

6. Next Skype meeting

Time schedule: ~1 ½ hours

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