



MINUTES

1st meeting of SATTIFS STEERING COMMITTEE Campobasso , 10 April 2014

Opening remarks

Prof. Luciano CINQUANTA, Project Coordinator welcomed the delegations to the meeting and thanked all participants for their hard work over the course of the four days and in the run up to the Steering Committee. He communicated to the SC members the not-attendance that Dr. Manoni from ARPAM due to important family reason. The Project Coordinator asked to the S C to vote on his proposal to allow the OUAs of the partners and the experts to attend to the meeting. The SC unanimously approved. Prof. Cinquanta noted the significant achievements made in the different sessions of the meeting and the bilateral relations. He stressed the importance of these meetings.

He also summarized the carried out activities in the implementation of the SATTIFS project:

- 1) Recruiting of staff to help the partners overcome any administrative barriers;
- 2) Contacts with Audit Firm;
- 3) Organization of Presentation of the project to press etc (guests from EESC, JRC-ISPRA, Italian Parliament etc);
- 4) Stakeholders Conference in Brussels;
- 5) Contacts with dr. Fiore, dr. Sardella and other experts;
- 6) Implementation of cooperation with ARPAM;
- 7) Realization of a logo for the project;
- 8) Contacts for website;
- 9) Contacts with University of Naples;
- 10) Several meetings to identify the characteristics of the possible equipment needed;
- 11) Contacts with several ONG and other institutions;

1. Adoption of the draft agenda

The draft agenda was adopted (see Annex A).

2. Project coordination

Prof. Cinquanta underlines to the partners the necessity to implement the different tasks of the project. To accelerate the start of the activities, because of the financial difficulties represented

from the ACP partners, prof. Cinquanta proposed to revise the Bilateral Agreement and send, as soon as the new version is signed, the 50% of the amount received from the European Commission as part of the funded in the account of African countries in the first year. The proposal was adopted.

It was also decided to send to the Coordinator, within one month from the signing of the new Agreement, the needed Baseline reports from each ACP partners.

Finally, the annexed Annual Work Plan finalized on the basis of the decision adopted in the SC, was approved, as well as the decision to organize, once a month, a Skype Conference to monitoring the activities of the project.

All decisions was unanimously adopted.

3. Management Structure

The Steering Committee decided to formalize, in each institution involved a Secretariat, on the basis of a format prepared from UNIMOL.

The decision to begin, as soon as possible, the procedures for the purchase of the basic tools needed for CITED constitution, was also adopted.

Prof. Cinquanta invited the ACP partners, that accepted, to begin, as soon as possible, the procedures of recruitment of the management team and personnel of the CITED. Within a month, the 12 hours of training of this personnel and the linkage with innovators and researchers will be done.

All decisions was unanimously adopted.

4. Communication Plan

Prof. Cinquanta asked to all the partners to send ideas to BEA to define, as soon as possible, a communication plane based on the materials already produced, to prepare 1500 coloured brochure, 100 posters, 1500 leaflets, 100 project stickers necessary to assure the visibility of the project during the dissemination events. He also invited all the partners to support BEA to elaborate ideas for the website and web platform. The Steering Committee unanimously decided to implement this task before the starting of the disseminations events.

5. Meetings Timetable

On the basis of the proposal of the ACP Partners, the Steering Committee adopted the decision to have the stakeholder workshop before the end of July.

Concerning the Field inspections, the Dissemination Conferences in all African countries, and the second meeting of the SC in Gulu, the decision to entrust prof. Cinquanta the task to define a calendar within two weeks, was adopted.

All decisions were unanimously adopted.

6. Any other business

Closing Remarks

Prof. Luciano CINQUANTA thanked all participants for the very productive and constructive interaction. He expressed the hope that this would continue to grow.

LIST OF PARTICIPANTS

**1st meeting of SATTIFS STEERING COMMITTEE
Campobasso , 10 April 2014**

Prof. Luciano CINQUANTA Project Coordinator

Dr. Silvia REALE Project Financial Manager

Dr. Joseph DIANTOM ACP Project Coordinator

Prof. Pasquale TREMATERRA Operational Unit Coordinator UNIMOL

Prof. Martin NYEKO Operational Unit Coordinator GULU

Prof. Tikubet GETACHEW Operational Unit Coordinator BEA

Prof. Daniel OBENG-OFORI Operational Unit Coordinator UGU

**STEERING COMMITTEE
SATTIFS
Campobasso 10th of April 2014**

The Project Coordinator, **prof. Luciano Cinquanta**, invites you to attend the Steering Committee's 1st meeting, to be held at Castello di Ferrazzano, **on 10 April 2014, beginning at 5 p.m. and finishing at 6 p.m.**

The draft agenda is as follows:

1. Adoption of the draft agenda
2. Project coordination
3. Management Structure
4. Communication Plan
5. Meetings Timetable
6. Any other business

Participant are asked to sign the attendance list in order to ensure the correct application of the Grant Contract.

Annual Work Plan 2014

Outcome 1: Establishment of a working partnerships among the participating institutions

1 WORKPLAN

Activity	Inputs	Time Frame	Responsible Partner
Establishment of a secretariats in each participating institutions	All	M4 – M5	UNIMOL
Sign of MoU by participating institutions	All	M4 – M5	UNIMOL
Revise the Bilateral Agreement	All	M4	UNIMOL
Sign of STI Network Protocols	All	M4	UENR
2nd Steering Meeting in Gulu	All	M8 – M9	UNIMOL

Outcome 2: Establishment of 3 Centres of Innovation and Technology dissemination (CITED) one for each ACP partner Country

OUTCOME 2 WORKPLAN

Activity	Inputs	Time Frame	Responsible Partner
Recruitment of CITED Management team and Personnel	ACP Partners	M4	UGU
Procurement of office equipment and tools	ACP partners	M4 – M5	UGU
Inventory of existing and potentially exploitable knowledge and technologies	ACP Partners	M5	UGU

Outcome 3 : Dissemination of successfully proven Appropriate Technologies (ATs)

OUTCOME 3 WORKPLAN

Activity	Inputs	Time Frame	Responsible Partner
Organizational chart	ACP Partners	M4 – M5	UGU
12 hours of training of this personnel and the linkage with innovators and researchers	ACP Partners	M5	UGU
Stakeholder workshops	ACP Partners	M6 –M7	UGU

Outcome 4: Dissemination and promotion

OUTCOME 4 WORKPLAN

Activity	Inputs	Time Frame	Responsible Partner
Dissemination conference in Gulu	All	M8- M9	BEA
Field inspections	ACP Partners	M8 – M9	UGU
Stakeholder workshops	ACP Partners	M6 –M7	UGU
Organization and realization of project website and web platform	All	M4 –M5	BEA
Press release and dissemination products	All	M4 –M5	BEA