

Date of meeting:	2. june 2008
Type of meeting:	Transnational Steering Committee Meeting
Venue:	Kaliningrad State Technical University
Meeting nr	2
Hosting organisation:	Kaliningrad State Technical University
Chair:	Thomas Nilsen
Minutes:	Thomas Nilsen
Attendance Operative partners	Jan Frick (UiS) Olga Gjerald (UiS) Thomas Nilsen (RKK) Kathrine Jølle Wathne (RKK) Anatoly Zagorodny (Kaliningrad) Anna Radkova (SMI Pskov) Sergey Zubtsov (Pskov municipality) Nellja Popova (SMI Pskov)
Attendance Strategic partners	None
Attendance External experts	None

1. **Status of the training sessions by Prof. Jan Frick and Kathrine Jølle Wathne**

Prof. Frick went through the different phases he and Olga have been through in Kaliningrad, and stated that the participants had shown especially much interest in the marketing issue and debated eagerly about western market strategy and implementation in Russia. Next session will be a walkthrough of the business plans the trainers have made and preparation for student session in September.

Kathrine stated that they had not managed to cover the whole compendium during first session in Pskov, but would finish it during second session and have a walkthrough of the business plans. She will also try to do some teambuilding with the teachers next session, so that the individuals involved in Greenhouse have a much better basis for future cooperation, and a much easier personal relationship with Kathrine before they will be given feedback on their progress.

So far all teaching sessions and tasks to be completed are on time according to schedule.

2. **Web page**

Prof. Frick expressed a request to update the web page and ensure that it will appear on the search engines if we search for greenhouse and Pskov for example. If the web page is supposed to be a good dissemination tool, it has to be easily accessible.

The partners also wanted to put more information there and perhaps have another look at the layout to make it simpler. There were also comments on the web page address that most members thought was very inconvenient and not easy to find for those who searched

for it. Kathrine would do it this summer with a new page with information ready by 1. August 2008. Thomas will give her inputs on the web page content and layout, and the other partners are invited to do the same.

3. **Computers for trainers/students**

We discussed the computers that will be bought before the last training sessions. The steering committee agreed it should be portable computers to ensure maximum flexibility for users. The budget for Pskov and Kaliningrad for computers is 14000 euro, and since the contract states 10 computers it is maximum 1400 Euro per notebook. Tender letters have to be presented to lead partner before the money will be transferred. When the interrim report is ready, and when the lead partner gets second grant from Moscow, the partners will get their second installment also. Thomas will get back to Pskov and Kaliningrad regarding details on the computer purchase.

4. **Newsletters**

Newsletter 1 was presented and Thomas emphasised that it is just a temporary newsletter 1 due to the printing problems we had in Stavanger. The high quality one will be used for external dissemination. It will be thicker quality paper and have some minor corrections.

Partners agreed that Newsletter 2 should be ready by last training session in September. We agreed that it should contain ; report from Kaliningrad meeting, Sergei as next profile, more about partner organisations, something about the baseline analysis from both regions and some nice teambuilding pictures.

5. **Discussions with trainers**

We had a discussion with the trainers in Kaliningrad about the schedule and progress of the seminars and about the students that will join in September. The trainers expressed their interest in starting an incubator in connection with the university. We also discussed the opportunity of establishing a joint business venture with the Norwegian and Russian partners. Business people and students are very interested in courses on the entrepreneurship subject since they don't have any formal education in the field, and every week the University is contacted by people who want to take courses. This potential cooperation will be discussed further next session. Their main topic of interest regarding business development in the area was farm tourism. They had been to Lithuania and worked with students on a project with virtual farming development which was very interesting.

6. **Online communication platform**

Thomas presented some information on the status of the online communication platform that RKK wanted to implement. During the discussions we found that it might be impossible to succeed with the intended online feedback and communication platform that was intended for use. The language issue is the main argument against implementing any such platform in the project. The Russian trainers or students don't speak english, and using interpreters in such sessions would be too complicated due to organisational issues. The fact that the students don't have pc's at home and are dependent on the notebooks that will be purchased, made us decide that email will be the most suitable platform for online communication in the Greenhouse project. The main feedback on student's work will be given by the trainers that RKK/UIS has trained on site.

7. Next steering committee meetings

Prof. Jan Frck suggested initially that we reconsider the dates for the meetings, so that we could get several interesting inputs at one time. In 2009 the Cebit messe in Hannover will cover new ways of using computers. The partnership decided that the Steering Committee Meeting will be held in Germany sometime between 3.-8. March 2009, so we can combine the meeting with the Hannover messe.

Jan emphasised that hotel reservations must be made very early to ensure that we get rooms. Thomas will discuss this with Peer and see if he can book them for us all.

The next steering committee meeting will then be in Estonia. Since Pskov has already visited Tartu business incubator earlier this year, the suggestion was to hold the meeting in Tallinn and combine it with tours to different companies of interest in the capital.

After the Steering Committee Meeting it has been noticed that the Baltic Sea Region Interreg conference will be held in Tallin on the 26th of november 2008. This will be a very important conference for the continuation of our idea under the new programme rules 2007-2013. So in order to let everyone get to know the interreg programme better, I suggest next Steering Committee Meeting meeting will be held in Tallin 25th of november connection with that conference.

8. Status of interrim report

Thomas presented the status of interim report and what the partners need to deliver.

Deadline for the documents that is needed is medio june. Thomas has written each partner directly about the issue since some partners are late with delivery.

Stavanger, 16. june 2008

Thomas Nilsen