

Date of meeting:	4th October- 6 th October 2007
Type of meeting:	Project kickoff
Venue:	Rogaland Training & Education Centre / University of Stavanger
Meeting nr	1
Hosting organisation:	RKK (Rogaland Training & Education Centre)
Chair:	Thomas Nilsen
Minutes:	Thomas Nilsen
Attendance Operative partners	Jan Frick (UiS) Olga Gjerald (UiS) Thomas Nilsen (RKK) Kathrine Jølle Wathne (RKK) Helen Roth Ergin (RKK) Kyrre Aas (UIS) Anatoly Zagorodny (Kaliningrad) Alexander Gudkov (Kaliningrad) Anna Radkova (SMI Pskov) Sergey Zubtsov (Pskov municipality) Nellja Popova (SMI Pskov) Peer Beyersdorff (Netz) Tiit Urva (Tartu)
Attendance Strategic partners	None
Attendance External experts	None

DAY 1 - 4. OCTOBER

1. Opening

The director of Rogaland Training & Education Centre Mr. Ole Imsland greeted the participants and talked a little bit about RKK's involvement in former CIS countries and other region.

2. About Greenhouse project

Project manager Thomas Nilsen presented a short version/walkthrough of the partner tasks. These were discussed briefly and we made sure everyone had the same understanding of who was to do what. This will be updated to include the agreed deadline for the tasks.

3. Cooperation case

Thomas presented a case for discussion in two groups. UIS worked with Kaliningrad, and RKK with Pskov, Tartu and Netz. The aim was to break the ice and start the communication between the partners despite the language barrier. The aim was also to see how people involved themselves and actively participated in the group task.

4. Participant presentation

All participants presented themselves briefly with their names and roles in the project.

5. Project working plan

We went through the project action plan or timetable of activities for year one and year two. There were discussions on the selected times for the steering committee meetings and courses and we agreed that these had to be changed slightly. Due to differences in holidays and busy periods in the different countries we set up new dates for the activities. The end results will not be affected by these changes.

6. Project Web site

Kathrine presented the first draft of the web site with information in both Russian and English side by side. We have just started the development of the site, and will gradually put out more information and improve layout. Responsible for this task will be Kathrine. Any comments are welcome.

7. Partner Institution presentation

The partner institutions from Russia, Germany and Estonia presented themselves by means of PowerPoint.

8. Official welcome dinner

The director of RKK hosted an official welcome dinner at Restaurant Skagen in Stavanger centre

DAY 2 - 5. OCTOBER

1. Presentation of Thor Heyerdal project

Anatoly Zagorodny presented his experiences in Irak during the period when Thor Heyerdahl built the Tigris boat. He showed us pictures and told the story of how he contributed to the task.

2. Partner Institution presentations continued

Dr. Jan Frick from UIS presented the University and Stavanger region

3. Economy & budget discussions

Project manager conducted discussions about the budget and financial matters with each partner. Helen Ergin arranged for cash payment for Kaliningrad since they had problems with Euro account. Most issues seemed to be cleared up, but everyone noted that travel costs were tight. Thomas asked everyone to order their tickets very early to get the best prices.

4. Meeting at Skape Rogaland

Kathrine and Jan had arranged a tour and presentation at Rogaland Science Park (Rogaland Kunnskapspark). The Manager of Inkubator, Ms. Marit B. Hagland, had a

presentation about Rogaland Science Park, Prekubator and Inkubator – describing how Rogaland Science Park's main goal is to find local companies with a good potential of growing, then helping them expand and grow. One of the companies established in Inkubator; Microimpuls, was presented by its founder and managing director, Mr Terje Hauan. Microimpuls has developed many devices that use ultra wave for measuring heartbeats, changes in pulse and other similar purposes. This company also has established itself within Russia. Finally, Kathrine Jølle Wathne presented Skape.no, The centre of entrepreneurship in Rogaland.

5. Presentation of Student Enterprise

Jan had arranged for a presentation of one of the students who has won prizes for his student enterprise. The presentation was held at Thomas's place in connection with a friendly dinner for the participants.

DAY 3 – 6. OCTOBER

1. Tour of the region

Jan and Kathrine took the group on a 5 hour round trip in the region, from mountains to fjords and beaches. We looked at some places of historic interest and some companies who have innovative ideas.

2. Economy & budget

In the afternoon we had again one to one talks with the partners on their specific budget- and administrative questions. All questions were cleared and partners understood how they would have to report and present receipts for purchase or travel.

Stavanger, 7. October 2007

Thomas Nilsen