

SmartPorts MEMO

Meeting name: SmartPorts Kick-Off

Meeting time and location: 13. November 2015; Tallinn, Peterburi tee 2F;
12:00-16:00

Participants: Rasmus Schneider (Kalev), Ronalds Griskevics (Pavilosta), Janis Budreika (Mersrags), Edvins Drigins (Kurzeme Planning Region), Evita Taupmane (Kurzeme Planning Region), Niklas Jansson (Kõiguste), Külli Akkermann (Kõiguste), Inga Brieze (Riga Planning Region), Andrejs Bukins (Jurmala), Aija Kesmina (Jurmala), Ivo Istenais (Salacgriva), Kennet Lundström (Sottunga), Jaano Martin Ots (EVAK), Timo Pukk, Alar Vinkel, Laura Keller, Mae Hansen

Missing Project Partners: Igors Akulovs (Skulte), Sven Kriggulson (Kärdla), Bengt Lyngbäck (Archipelago), Olaf Orgse (Lõunaranna), Hannes Prits (Liimala)

Agenda:

Welcome & intro (Mae Hansen)

Project Status Update (Mae Hansen)

Project Set-Up & Timeline (Mae Hansen)

Key Processes & Guidelines (Mae Hansen)

Break (est. 14:00-14:30)

ICT Update & ICT Next Steps (Alar Vinkel)

Steering Group Selection (Mae Hansen)

Next Steps (incl. Partnership Agreement)

Unanimous agreements made:

- 1) Project Partners will send only Work Package 3 and 5 expenses to Lead Partner for prior compliance confirmation (slide 7)
- 2) Expense compliance confirmation process will be simplified and will apply as noted in the final handout material (slides 8 & 9)
- 3) Invoices do not have to be in dual language (local + ENG)
- 4) Alar Vinkel is to ship out additional information and questions regarding the ICT Kiosk, their placement, location requirements, etc



- 5) Ports confirmed that they understand that it's their responsibility to prepare the ICT Kiosk location.
- 6) Steering Group will be formed after the Subsidy Contract is signed (Riga and Kurzeme Region will send their representatives to the Steering Group, other presented Ports did not want to add their parties into the Steering Group)
- 7) Partnership Agreement will be signed in multiple copies assuring that all parties that need originals can have one.

Proposals made:

- 1) Sailors information should be double checked by Ports assuring that it's correct
- 2) On the platform it's important to think through if one sailor can have multiple yachts connected with his name or not

