

SmartPorts MEMO

Meeting name: Steering Group meeting

Meeting time and location: March 4, 2016; Tallinn, Peterburi tee 2F; 12:00-14:00

Participants: Edvins Drigins (Kurzeme Planning Region), Jekaterina Milberga (Jurmala City Council), Kennet Lundström (Sottunga), Jaano Martin Ots (EVAK), Alar Vinkel (EVAK), Laura Keller (EVAK), Mae Hansen (EVAK)

Agenda:

Welcome & intro (Mae Hansen)

Project Update (Mae Hansen)

ICT Update & ICT Next Steps (Alar Vinkel)

Open Floor (incl. Partnership Agreement)

Topics covered:

- 1) Partnership Agreements should arrive in Tallinn by next week, then they will be scanned and shipped to all the project partners.
- 2) Budget. It is completely fine to move costs between periods.
If a project partner wants to move costs between work packages Lead Partner needs to be informed, application to JS must be forwarded in order to get approval to do that.
- 3) Laura is to ship out step-by-step guide regarding reporting.
- 4) Estimated date to sign contract with ICT provider is 25.03.2016.
- 5) Alar is to ship out specific requirements to ports before kiosks are being delivered - information about the port and spot, type (indoor/outdoor), delivery time, delivery place of kiosks.

