

VERITE

KICK-OFF MEETING

THESSALONIKI, 28 AND 29 NOVEMBER 2001

DETAILED OPERATIONAL PLAN
(D.O.P.)

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1. WORK PACKAGES

1	Kick-off meeting	Discussion of the overall project. Discussion of specifications of work packages. Financial management rules. Local dissemination plan. Partners' agreement. Steering Committee.
2	Workshop 1: New Product Development	<ul style="list-style-type: none"> ▣ Inform about the state-of-the-art. ▣ Review of relevant literature. ▣ Key-not speakers. ▣ Offline and Online applications. ▣ IT platforms. ▣ Selection of articles for the database. ▣ Reporting, newsletter
3	Workshop 2: Benchmarking + Economic intelligence	
4	Workshop 3: Tech clinics + management	
5	Workshop 4: Supply chain management	
6	Workshop 5: MRP, ERP	
7	Discussion group and Database	<ul style="list-style-type: none"> ▣ Meeting in Berlin to design in detail all the applications ▣ Structure and options ▣ Search facilities. ▣ Collection of data.
8	Portal of IMT providers	
9	Local awareness campaign	Definition of regional events to promote the results of VERITE. Design and print of brochure. Local press announcements. IRE net
10	On-going evaluation	Methodology. Two on-going evaluation reports. Data gathering. Elaboration and reporting.
11	Project management	Minutes of all meetings. Semestrial reports. Interim report. Final report. Financial reports. Brochure. Newsletter. Collective book.

2. CONFERENCES

Duration	<ul style="list-style-type: none"> ☐ TWO DAYS
Number of participants	<ul style="list-style-type: none"> ☐ VERITE: 20 ☐ EXTERNAL SPEAKERS: 10 ☐ REGIONAL AUTHORITIES, INNOVATION ORGANISATIONS: 30 ☐ INNOVATING REGIONS NETWORK: 30 TOTAL: 90
Number of papers to be presented and discussed	<ul style="list-style-type: none"> ☐ 30 MINUTES PER PRESENTATION AND DISCUSSION ☐ 10 PAPERS PER DAY TOTAL: 20 PAPERS
Thematic structure	<ul style="list-style-type: none"> ☐ THEME OF CONFERENCE ☐ CIRCULATION OF A POSITION PAPER OR A PROPOSAL OF THEMATIC STRUCTURE ☐ INPUT FROM VERITE PARTNERS ☐ FINALISATION OF THEMATIC STRUCTURE
Local dissemination	<ul style="list-style-type: none"> ☐ PROGRAMME ☐ PRESS ANNOUNCEMENT ☐ POSTER ☐ INVITATION
Deliverables	<p>Organiser</p> <ul style="list-style-type: none"> ☐ PRESENTATIONS IN ELECTRONIC FORM ☐ RELATED ARTICLES, CASE STUDIES <p>Partners</p> <ul style="list-style-type: none"> ☐ EACH PARTNER SHOULD PROVIDE 3 PAPERS/ ARTICLES OR REPORTS

3. VIRTUAL IMT COMMUNITY

INTERESTS	<ul style="list-style-type: none">▣ BENCHMARKING▣ NEW PRODUCT DEVELOPMENT▣ TECHNOLOGY CLINICS▣ MRP / ERP▣ SUPPLY CHAINS
MEMBERS	<ul style="list-style-type: none">▣ OPEN / CLOSED
COMPONENTS TO BE DISCUSSED AT BERLIN	<ul style="list-style-type: none">▣ IMT PORTAL▣ KNOWLEDGE DATABASE▣ DISCUSSION GROUPS

4. WORKLOAD

WP/ Partner	URE NIO	TEK ES	LEI A	MA N POL I	FIN A OST A	PRO N OV UM	FUN D ECY T	IJS	AR CH IME DES	NC CI	UT H	RD A OLT E	AG RO POL IS	CA RD IFF	TIR OL	LOR RAI	ZEN IT	GIB	CMI	STE INB EIS
Kick-off	22	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	NC O	NC O	NC O
IMTs-NPD	3	3	3	30	3	3	3	3	3	3	3	3	3	3	3	3	3	NC O	NC O	NC O
Benchmarking	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	NC O	NC O	30
Tech Clinics	3	30	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	NC O	NC O	NC O
Supply chain	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	NC O	30	NC O
MRP	3	3	30	3	3	3	3	3	3	3	3	3	3	3	3	3	3	NC O	30	NC O
Discuss. Group – Database	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	110	NC O	NC O
Portal IMT Providers	110	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	NC O	NC O	NC O
Local awareness	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	NC O	NC O	NC O
On-going evaluation																		NC O	NC O	NC O
Project Manager	550																			

5. TIME TABLE

	WP title	Responsible Partner	N 01	D 01	J 02	F 02	M 02	A 02	M 02	J 02	J 02	A 02	S 02	O 02	N 02	D 02	J 03	F 03	M 03	A 03	M 03	J 03	J 03	A 03	S 03	O 03
1	Kick-off meeting	URENIO	M																							
2	Discussion group-DB Development Modulation	GIB			M																					
3	WS on IMTs	MANTOVA POLI MIL							M																	
4	WS on Benchmarking	STEINBEIS											M													
5	Web portal Development Modulation	URENIO			M																					
6	WS on Technology Clinics	TEKES														M										
7	WS on Supply Chain Management	CMI																		M						
8	WS on ERP & MRP	LEIA																					M			
9	On-going evaluation	REID											R	E										R	E	
10	Network management	URENIO																								