Kick of Meeting - Transnational Project Meeting 1.
Minutes of meeting 28 February-01 March 2022,
Cluj-Napoca, Romania

Hosted by: Faculty of Automotive, Mechatronics and Mechanical Engineering, Technical University of Cluj-Napoca, Romania
Location and venue: Cluj-Napoca, Romania, Faculty of Automotive, Mechatronics and Mechanical Engineering
Local hosts: Sergiu-Dan Stan, Răzvan Păcurar
Contact: Sergiu.Stan@mdm.utcluj.ro; Razvan.Pacurar@tcm.utcluj.ro

Participants:

Nr.	Name	Organization
1	**Sergiu-Dan Stan**	TUCN
2	**Răzvan Păcurar**	TUCN
3	**Filippo Sanfilippo**	UiA
4	**Morten Ottestad**	UiA
5	**Branislav Rabara**	Bizzcom
6	**Michal Gallia**	Bizzcom
7	**Remigiusz Labudzki**	PUT
8	**Filip Gorski**	PUT
9	**Diana Irinel Băilă**	UPB
10	**Nicolae Ionescu**	UPB

The first day of the meeting the meeting began with an introduction from each partner involved (TUCN, UiA, Bizzcom, PUT, UPB), followed by a discussion based on the meeting agenda. In order for every partner to understand the project, the objectives of said project were presented and discussed. The project activities and events were also mentioned, as well as the result that should be obtained at the end of the project.

The grant is as shown in the table bellow.

Expenditure	Grant (Euro)
1.Project management and implementation	29250
2.Short term transnational activities	80420
3.Intelectual outputs	75540
4.Multiplier events	13600
5.Special needs	0
6.Exceptional costs	0
Total requested from EEA Grants 2014-2021	198810

The tasks were presented in detail, starting with Information from the National Agency, Contracts and annexes and project management information, such as the eligibility of the personnel involved in the project (hiring issues) and the collection of activity reports by the coordinator: organization and calendar (timesheets).

Depending on the type of activity, certain supporting documents must be provided as proof: for project management and implementation – description of activities and outputs in the final report; Transnational project meetings/Multiplier events/Learning, teaching and training activities – attendance list or individual attendance certificates signed by the receiving organization, participants list signed by the participants and the receiving organization, detailed agenda and documents used or distributed at the meeting; Intellectual outputs – proof of the intellectual output produced, proof of the staff time invested (timesheet), employment contracts/voluntary work/SME ownership etc.
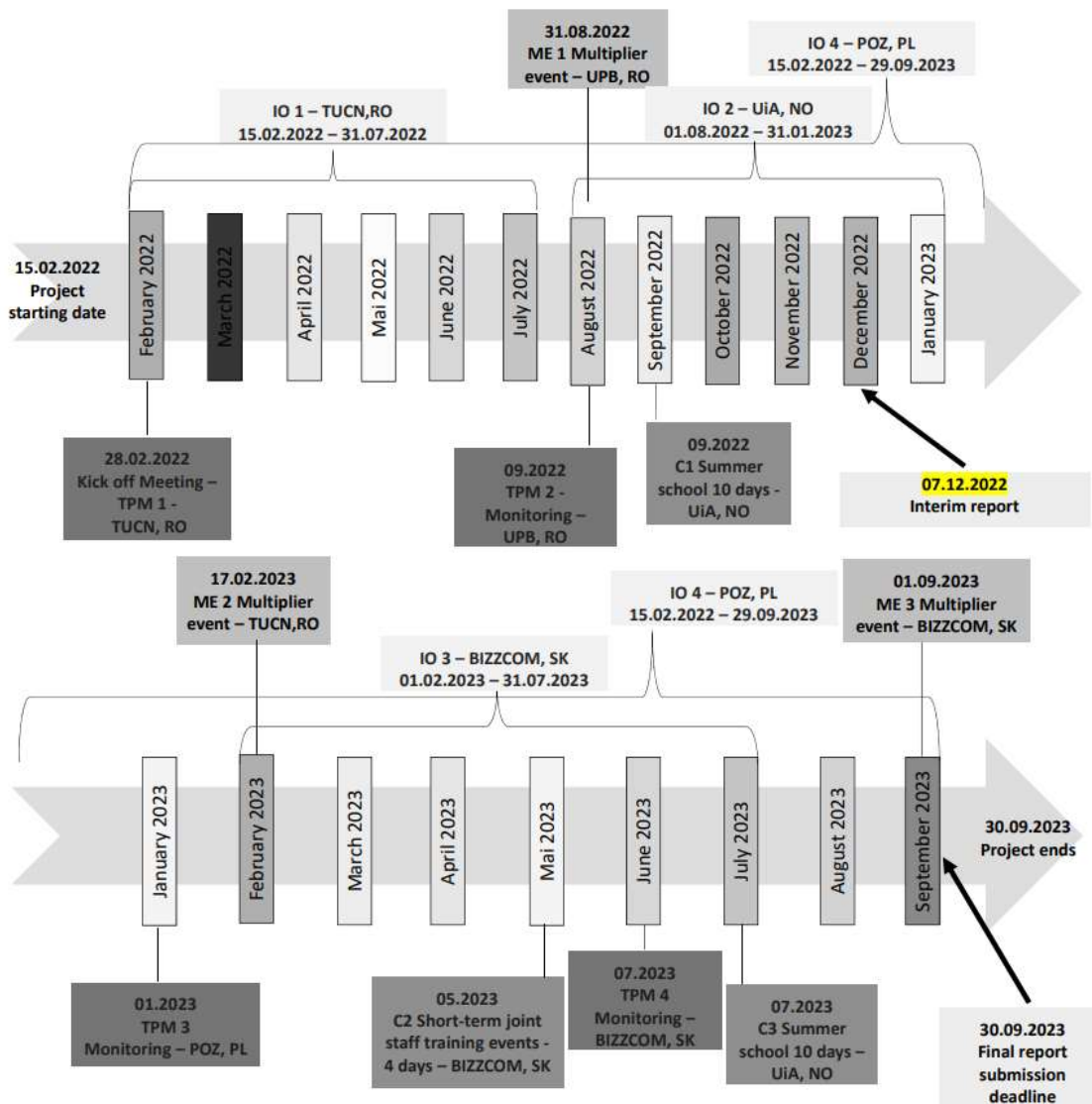
By the end of March 2022, an official document, from each partner, stating the formal link of the organization must be sent to the coordinator.

After a coffee break, the following topics were reviewed: the role of the leaders of the intellectual outputs; tools (Microsoft Teams, WhatsApp group); validation of the distribution of tasks, where each partner presented the plan for each activity assigned to them; calendar of the project/deadlines/ milestones. These topics were discussed before the lunch break.

The next topic talked about was the state of the production of the intellectual outputs followed by the continuation of the presentation made by partners, in which they presented the plans for each activity they own.

At this meeting all the partners brought the declarations for the persons who attended TPM 1. These declarations were verified to be correctly written and signed. Based on these declarations, TUCN prepared the certificates of attendance for each participant. Also, the participant list was checked and signed by each participant.

Summary of the project's calendar, deadlines and milestones:

Finally, some general conclusions were drawn from the two-day meeting and the partners presented feedback on the TPM.

Contact:

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