

Minutes of the first meeting of CLOEMC III Project

"COMMON LEARNING OUTCOMES FOR EUROPEAN MANAGERS IN CONSTRUCTION"

26-27 January 2012, Warsaw University of Technology

Participants:

- Paweł Nowak (WUT)
- Andrzej Minasowicz (WUT)
- Jacek Zawistowski (WUT)
- Saleem Akram (CIOB)
- Jose M. Teixeira (UMINHO)
- Guido Mertens (KEMP)
- Guy Dieltjens (KEMP)
- Davy Stroobants (KEMP)
- Altan Dizdar (PAB)
- Daniel Schmitz (DARM)
- Florian Binder (DARM)
- Janusz Zaleski (PSMB)

The meeting was opened by promoter of the Project - Paweł Nowak. After discussion about meeting agenda, all participants introduced themselves.

Paweł Nowak presented previous and ongoing LdV Projects. Project CLOEMC I and II were presented and discussed in more details. Afterwards, a detailed list of tasks of the project's schedule was talked discussed.

Arrangements settled during the meeting:

- creation of final versions of *tables of contents* of the books - the contents of books need to be discussed and verified by target groups (construction engineers and managers) through focus groups, questionnaires, meetings, seminars etc. Final versions of tables of contents should be ready by **end of March 2012**. Partners – co-authors of individual books should be in contact in order to create a common table of contents for the manual, Paweł Nowak will send first content of "psychology manual on 1st February 2012.

- all partners should remember about dissemination activities. Information about the project and project's foreseen results should be published in newsletters, papers and presented at as many as possible conferences, seminars etc. Copies of published information, photos from presentations and brief information about the events should be sent to the promoter. It is advised to commence the dissemination as soon as possible, since this aspect of the project is very important for the project and thoroughly checked by the LdV Agency and experts assessing the project after its completion,

- Manuals should be written in English language and translated into national languages after accepting final draft versions of manuals (mid 2013),
- Manuals will be printed in 200 copies of English version (duty of WUT) and 100 copies of national versions (appointed partners – UMINHO, DARM, KEMP, WUT),
- Partners accepted a draft version of table of contents for manual M14 “Psychology and Motivation in Construction”. DARM representatives will work on the version and suggest changes and their contribution to the manual.

Administrative issues:

- Partners were introduced to the administrative and financial rules of the project, and budget breakdown,
- Excel spreadsheet for financial report will be sent to partners after the meeting,
- partners are advised to read through the financial and administrative rulebook. In case of any questions Partners are encouraged to contact the Promoter,
- partners are obliged to provide 4 reports during the project:
 - o after 6 months (internal report covering period of 1.01.2012 – 30.06.2012 should be sent to the Promoter by 31.07.2012)
 - o after 12 months (interim report covering period of 1.01.2012 – 31.12.2012 should be sent to the Promoter by 31.01.2013)
 - o after 18 months (internal report covering period of 1.01.2013 – 30.06.2013 should be sent to the Promoter by 31.07.2013)
 - o after 24 months (final report covering period of 1.01.2012 – 31.12.2013 should be sent to the Promoter by 31.01.2014)
- VAT is ineligible costs, if organization can recover it. Otherwise it is eligible.

Next meeting will take place in Darmstadt – suggested date is 16-17 April 2012. Partners will confirm if that date is suitable.