



Project no. FP7-200184

Project acronym **REGGAE**

Project title: **Researchers as Guides to Glory of Ancient Europe**

**Seventh FRAMEWORK PROGRAMME**

**Specific programme 'People'**

**Activity 5 'Specific actions Researchers' Night'**

**FP7-People-2007-5-1-1-NIGHT**

**Deliverable D8.1 Kick-Off Meeting Minutes**

Due date of deliverable: 31.07.2007

Actual submission date: 31.07.2007

Start date of project: 01.06.2007

Duration: 6 months

Organisation name of lead contractor for this deliverable: Sofia University

Revision 1

<b>Project co-funded by the European Commission within the Sixth Framework Programme (2002-2006)</b>		
<b>Dissemination Level</b>		
<b>PU</b>	Public	
<b>PP</b>	Restricted to other programme participants (including the Commission Services)	
<b>RE</b>	Restricted to a group specified by the consortium (including the Commission Services)	X
<b>CO</b>	Confidential, only for members of the consortium (including the Commission Services)	

# **EU FP7 Project REGGAE**

## **“REsearchers as Guides to Glory of Ancient Europe”**

### **Kick-off meeting minutes**

Sofia, July 2 2007

The kick-off meeting of the project REGGAE took place on 2<sup>nd</sup> July 2007 in Sofia. It was hosted by SU-CIST. At the meeting participated representatives of the partners, as well as people responsible for different activities of the project from CIST (Annex 1).

The kick-off meeting agenda included the following items:

1. Opening of the meeting
2. Work plan of the project REGGAE
3. Communication strategy
4. Atelier of young talents – competitions and work plan
5. Management, finances and accountability of the project
6. Other issues

The meeting was opened by Elissaveta Gourova on behalf of Assoc. Prof. Roumen Nikolov, Project Coordinator.

E. Gourova briefly presented the goals of the project REGGAE, its main activities and the time schedule of the work and the deliverables for all work packages. In her presentation she drew the attention on the preliminary steps in order to prepare the program for 28<sup>th</sup> September because of the holiday period in the universities. She emphasised the need deadlines to be met for sending the deliverables to the EU and therefore asked all partners to support the work package leaders as much as possible. E.Gourova explained all common elements for the partners, e.g. the newspaper ‘HOMO SCIENS’ and the booklet ‘An early bird in radio communications’, and the four short movies to be prepared by High Tech team. She presented the draft methodology and questionnaire for survey and assessment of the project impact.

On the third point of the agenda E. Gourova presented the media retrospective planning proposed by the experts from the Faculty of Journalism, which will ensure greater visibility of all REGGAE events. She emphasized on the target audience, the message and the tasks of the team. She drew the attention on the necessity of adding the EU logo from the project U\*NIGHT on the advertisement materials and project web sites, and a statement showing that the publication is made with the financial support of the EU under FP7 project REGGAE. E. Gourova stressed that the Communication strategy of the project has substantial importance for the success and for the message to reach the society and young people. Therefore, the on-line communication and information channels should be widely exploited, as well as the traditional electronic media, dailies, “life-style” magazines, etc. Regarding the promotion materials Maria Dikova explained what will be disseminated to all partners as common promotional materials. Despite the desire to have a joint design of the leaflets and posters, the partners expressed their willingness to be quite autonomous in this task as the coordination of the design template to meet all tastes might take longer time.

On the fourth point of the agenda Dimiter Groudev provided information regarding the organised competitions called under the “Atelier of young talents”. Following the discussion on the practical organization of the drawing competition “Draw me a researcher” and the complications due to the holiday period, it was decided that the best drawings from all 5 regions in each category will be collected after the Researchers’ Night in order to be sent to the European competition. Dimiter

Groudev announced that the photographic competition will be on the topics “History and Archaeology” and will be open to young people under 26 years old. This competition aims at showing the rich cultural and historic heritage of Bulgaria. A video competition “Scientist through a lens” will be also open to young people under 26 as well. A private company will provide awards for the second and third competition. The last competition is for developing a project on spatial visualization. The main goal is to establish a project for an attractive map of a magnificent site having archaeological and historical worth. Information regarding the competitions is already accessible at the CYS web site.

In the following discussion regarding the publication on-line of all drawings, it was raised the IPR issue. It was clarified that in the competition announcements it will be stated that the author provides rights for usage of the drawings, photos, etc. for the aims of the project REGGAE.

Another important issue was the selection of best drawings. Todorka Todorova promised to send detailed information about their experience with the setting up of a jury and the evaluation procedure to all partners.

The financial issues and the accounting of the work and the other project activities were briefly outlined by Marin Barzakov and Martin Hristov from the financial team of the coordinator. M.Hristov explained the time sheet for the project and the Form C. He indicated that the FP7 Financial Guidelines are still not in place, but after having more information he will circulate it to all partners. Taking into account the FP6 project U\*NIGHT experience, it was suggested to the coordinator to circulate a filled Form C in advance in order to avoid resending it several times to the Commission.

The following decisions were taken:

1. All partners to launch their REGGAE web sites by the end of July 2007
2. All partners to circulate information on the competitions under WP6 ‘Atelier of Young Talents’ provided by the WP Leader
3. SU-CIST to send the draft questionnaire for consideration by all partners
4. SU-CIST to send to all partners Form C filled in at the beginning of the project for information, and before signing it the actual version for FP7, as well as other guidelines on financial issues
5. UR to send information for organisation of drawing competitions
6. All partners to design on their own the posters for the Researchers’ Night using the common elements – logo and FP7 project REGGAE reference
7. Next meeting to be held in October in order to discuss the management reporting to the EC

**List of participants**

1. Assoc. Prof. Dr. Galia Kojouharova, Trakia University – DIITT, St. Zagora, 9, Armeiska, Tel: 042/633-024, fax: 042/630-102, e-mail: galia\_koj@yahoo.com
2. Dr. Elena Lavrenstova, Trakia University, DIITT, St. Zagora, 9, Armeiska, Tel. 042/61-74-56; 042/63-01-02; e-mail: mobility\_rc\_sz@yahoo.com
3. Prof. Dr. Kiril Barzev, University of Rouse, 8, Studentska Str. , 7017 Rouse, Tel:082/84 54 62, fax:082/84 54 62, e-mail: barzev@ru.acad.bg
4. Todorka Todorova, University of Rouse, 8, Studentska Str., 7017 Rouse, Tel. 082/845-362; 082/845-362, e-mail: ttodorova@m.acad.bg
5. Assoc. Prof. Dr. Plamen Tsvetkov, Technical University, e-mail: tzvetkov@tu-sofia.bg
6. Ass. Prof. Nikolay Gourov, Technical University - Sofia, 8, “Kl. Ohridski” blvd., Tel: 965 23 82, fax:962 24 47, e-mail: nrg@tu-sofia.bg
7. Penka Lazarova, Union of Scientists in Bulgaria, tel: 943 30 22, e-mail: lazarova@usb-bg.org
8. Dimitar Grudev, Club “Young Scientists”, Sofia, Ovchakupel 1, bl. 411, floor-18 Tel: 0889/70 11 93; e-mail: dimitar@cys.bg
9. Dr. Elissaveta Gourova, Sofia university – CIST, Tel: 971 3509, e-mail: elis@fmi.uni-sofia.bg
10. Marin Barzakov, Financial manager, Sofia university – CIST, Tel: 971 3509, e-mail: barzakov@fmi.uni-sofia.bg
11. Martin Hristov, Financial officer, Sofia university – CIST, Tel: 971 3509, e-mail: mhristov@fmi.uni-sofia.bg
12. Maria Dikova, Sofia university, CIST, Phone: 971 3509, e-mail: mdikova@fmi.uni-sofia.bg
13. Stanimira Yordanova, Sofia university, CIST, Phone: 971 3509, e-mail: s\_yordanova@fmi.uni-sofia.bg