ACRONYM : SABER

TITLE: Satellite Broadband for European Regions

PROJECT CO-ORDINATOR: CSI-PIEMONTE

KICK-OFF MEETING MINUTES

Bruxelles, 9th November 2012, 10:00 – 16:00.

IN ATTENDANCE:

1 – CSI-Piemonte, IT:	Vittorio Vallero;
2 – CNR-IREA, IT:	(ABSENT);
3 – Fundecyt, ES:	Kety Cáceres, Francisco Diaz;
4 – Lepida, IT:	(ABSENT);
5 – SIR, IT:	(ABSENT);
6 – WNRI, NO:	Ivar Petter Grøtte;
7 – BHV, NO:	Kjell Pedersen-Rise;
8 – NEM, UK:	Alex Roy;
9 – Niverlan, FR:	Elisabeth Bougeois;
10 – ACREO, SE:	Marco Forzati, Crister Mattsson;
11 – SWRA, IE:	Claire Davis, John Forde;
12 – MWRA, IE:	Fiona Mc Cormack;
13 – COI, PL:	Anna Siemek-Filus;
14 – RDHOR, SI:	Davorin Rogina;
15 – MIT, RO:	Vlad Arsene
16 – ETA-2U, RO:	Teodora Frunzà, Bogdan Grecu, Mariana Radu;
17 – eTRIKALA, GR:	Athanasios Ballis (skype);
18 – TOSP, IT:	Sabino Titomanlio (skype);
19 – INFOTER, HU:	Sàndor Mester;
20 – DEVONCC, UK:	Karen Bridgford;
21 – RCITT, PL:	Jacek Korona;
22 – SLINUA, IE:	Rosemary O'Connor, Patrick Sullivan;
23 – EUTELSAT, FR:	Stefano Agnelli, Lea Lanaud;
24 – ASTRIUM, FR:	Agnes Salvatori;
25 – SKYLOGIC, IT:	Luisella Ciani, Giorgio Tarchi;

26 – SBBS, LU: Nima Azarmgin.

Agenda Items Covered:

1. SABER introduction & presentation
2. Satellite technology crash course
3. SABER partner presentations
4. SABER to do list: standards, work planning, financial issues, reporting
5. AOB

1 SABER Introduction and Presentation

Vittorio Vallero welcomed everyone to the SABER kick-off meeting.

An overview of the SABER project was presented covering objectives, activities, outcomes, the consortium, the coordinator, roles, the project streams, the chosen approach and the anticipated impact of the project.

An overview of the five work packages of the project was presented along with the project Gantt chart and the project management system.

(Copies of the PowerPoint slides have been circulated to all partners.)

2 Satellite Technology Crash Course

Three of the satellite industry partners, Eutelsat, Skylogic and SES Broadband Services delivered a 'crash course' on satellite broadband which covered satellite applications, industry players, the value chain, satellite costs and lifespan, technology aspects, some advantages of satellite and the potential role for satellite in delivering on the Digital Agenda for Europe targets.

(A copy of the PowerPoint slides used have been circulated to all partners.)

3 SABER Partner Presentations

Each of the present SABER partners briefly introduced themselves, their organisations, their interest in satellite broadband and their role in the SABER network.

4 SABER 'to do' list

The afternoon session was dedicated to project management and the SABER workplan.

I - Logo

Following the previous online voting the partners voted on their preferred choice of final logo options. The following logo was agreed:

II - Project Management

The project plan sets out a proposal for a Network Management Committee which is comprised of 1 representative per partner. Vittorio will forward a list of the formal representatives for each partner; partners must advise if there are any changes to these representatives.

In order to increase the efficiency of decision making and addressing delivery challenges Vittorio put forward a proposal for a more restricted committee/management board which would consider any project issues and put forward recommendations to the larger Network Management Committee. The proposal was that the Co-ordinator, a representative from Slí Nua Development, a representative of the satellite industry partners, a representative of the regional partners and a representative of the intermediary partners would comprise the management board.

The proposal was accepted by the partners and the following representatives were agreed for the management board:

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Category Represented	Name
Co-ordinator	Vittorio Vallero, CSI Piemonte
Slí Nua Development	Patrick Sullivan, Slí Nua Development
Satellite Industry	Nima Azarmgin, SES Broadband Services
Regions	Karen Bridgford, Devon County Council
Intermediaries	Bogdan Grecu, Eta2U

The need for work package leaders for the five work packages was discussed. The following work package leaders were agreed:

Work Package	Work Package Leader
WP1: Coordination & Dissemination	Vittorio Vallero, CSI Piemonte
WP2: Early Analysis & Guidelines	Luisella Ciani, Skylogic
WP3: In-depth Analysis and GP Overview	Stefano Agnelli, Eutelstat
WP4: Regional Guidelines & Recommendations	Rosemary O'Connor, Slí Nua Development
WP5: Consensus Building & Validation	Vittorio Vallero, CSI Piemonte

III Dissemination Activities

Dissemination is a key aspect of the project. All deliverables that will be produced by the project will be available for public dissemination. PDF format was agreed as the standard for publishing deliverables.

The project website will be available in about one month. All partners are expected to promote SABER in their own channels. All deliverables will be produced in English; partners are free to undertake local dissemination activities in their own language and can translate project deliverables if they wish. This is not a project requirement however and there is no translation budget available.

The three main dissemination channels available are:

- Online: SABER website, partner website, blogs, social media tools and multimedia channels.

- Non-electronic: SABER brochure, logo and visual identity.

- Interactive: network launch, 7 round tables & workshops and the final conference.

Partners are encouraged to present SABER activities and outcomes at other workshops and events; it is necessary however to forward presentation materials to the management board for review prior to the event.

The main target audiences for SABER are:

- EU Region decision makers

- Industrial Environment

- Media and journalists

- Scientific community; academic bodies, journals, books, conferences.

The initial intention for workshop locations was to base all workshops in Brussels. Some partners expressed a wish to hold workshops in some of the regions. It was clarified that there is no further budget available for workshop venues; therefore if a region is to host a workshop the costs would have to be borne by the partner. Turin, Paris and Ireland were discussed as possible venues for workshops. The merit of hosting the first workshop in Ireland was discussed given Ireland's forthcoming presidency of the EU. The South West Regional Authority and Slí Nua Development agreed to explore this possibility in the coming weeks.

Vittorio requested the following information of each partner by the 16th of November:

- A 200 word partner description for the website.

- A high definition partner logo and mutual link to website.

- A dissemination contact point with contact details.

CSI Piemonte will provide the following to each partner:

- An events template to record partner's participation at external events of relevance to SABER.

- A slide template for presenting SABER.

- A document template for SABER reports.

IV - Project Reporting

Vittorio advised that ICT-PSP guidelines, templates and documents for project reporting can be downloaded from the PSP website:

http://ec.europa.eu/information_society/activities/ict_psp/participating/project_management/index_en.htm

Partners are advised to familiarise themselves with the guidance. There will be two reporting periods for SABER:

- Period 1: month 1 to month 12

- Period 2: month 12 to month 24.

A progress and financial report will require input from each partner. These reports must be submitted to the EC within 60 days of the end of the reporting period. As a lump sum funded project the financial reporting for partners (other than the coordinator) are quite straightforward. The EC will evaluate and approve or reject the reports within 105 days. If a report is approved an interim payment is triggered. If a report is rejected the EC will begin a process of suspension or termination.

The progress report will include the following:

- Declaration by the project coordinator

- Publishable summary: description of the **activities** carried out by each **Partner** for each **WP**, results, expected final results, impact, use

- List of deliverables completed and Milestones reached

- Issues, deviations incurred, action undertaken

- **Templates** for reports made available by the coordinator

Financial reporting will be done via the NEF system. The coordinator will be required to sign off on partner expenditure. The core element of the project is the round tables and workshops held every 3 months. **Partners are expected to attend these events**; the project performance indicators suggest that each partner on average has 2 attendees per event. These can be from their own organisation/region or from their dissemination regions (identified during the project planning phase). Partners failing to attend SABER events will raise questions of budget expenditure.

The project is funded under a lump sum funding model. The following points should be noted by

the partners:

- Member's Budget: lump sum
    - 5.000 € /year meetings attendance (also beyond SABER workplan)
    - 3.000 € /year implementation costs (presentations, document writing, …)
- Amounts are fixed: no other additional costs can be covered
- Administrative and reporting issues are simplified: travel as you like
- No cost certification by independent auditor
- Keep travel and expenses documents (especially boarding passes!) in case of an audit
- Coordinator is in charge for effective attendance to meetings: an important indicator
- Only coordinator has to provide a financial report
- No budget transfer among beneficiaries is allowed (for events in its own country).

Partners will have to justify their eligible costs in order to be reimbursed. Accounts should be maintained according to local accounting practices. Accounts and financial documentation needs to be retained for up to five years after the final payment is received.

The payment schedule for the project could be as follows after negotiation with EC:

- 1st advance payment: 60% within 45 days from signature of the Grant Agreement.
- 2nd payment: 30% after first reporting period (end year 1)
- Final payment: 10% after the end of the last reporting period

Banking and transaction costs are charged to partners.

The consortium can be enlarged however the project cannot exceed the initial budget.

Partners are allowed to finance attendance of experts outside the consortium using their own budget.

Interim reports will be produced every six months covering the technical (deliverables) aspects of the project (not financial reports) and sent to the EC to support evaluation of project progress.

V - Current Phase of Work

WP1 and WP2 begin in month one of the project.

A first step of WP1 is to identify which regions fall into the early stream, main stream and future stream. All partners were asked to consider if they would be potentially part of the early steam or main stream of the project. It is anticipated that those regions that are already engaged in, or have short term plans to explore satellite would form the early stream. All other partner regions will be in the main stream. All partner regions plus the dissemination regions identified by each partner form the future stream.

The following regions were confirmed as early stream regions:

- Devon, UK
- Agder, NO
- South Transdanubia, HU
- Trikala, EL
- Tuscany, IT
- Piemonte, IT
- Burgundy, FR

The development of the knowledge platform was discussed. Vittorio asked that partners advise of any special requirements. It is anticipated that there will be a private section for partners only and a public sector of the platform where deliverables can be published once they are agreed by the partners.

The Broadband Portal will be used as a mechanism for dissemination once it is back online.

It was agreed that when project emails are being sent the subject header should always include 'SABER' and the WP of relevance.

Initial discussions with other networks and associations have been held as part of the dissemination activity. Vittorio has been in discussion with NEREUS, Stefano has met with EURISY and will also link with ESOA. Agnes has links with ISI.