

## **Draft Agenda (with comments)**

### **to the First Steering Committee (SC) meeting on Bornholm (or Ystad) 2002-08-19**

**1. Opening of the meeting by the chairman and presentations of the participants**

Presentation of the SC members, the project management and the contact persons. Each person presents her- or himself, a kind of brief oral CV. Prepare a presentation of you of maximum two minutes. Don't be too formal, please!

*Acting: all participants.*

**2. Run through of the project contents**

The most essential ideas behind the project will be commented – objectives, the role of the project in developing the ERB co-operation and region, strategy and joint transnational development programme (JTDP), other main planned results, etc.

*See Annex 1.*

*Acting: Haakan Brynielsson, Rolf A Karlson and others.*

**3. Approval of the project application and the Reply of the Request for clarification**

See the attached Approval letter/Request for clarification (*Annex 2*) and the Reply of the request (*Annex 3*).

*Acting: Rolf A Karlson*

**4. Brief information from the lead partner meeting of approved projects in Rostock in June**

Oral information from the meeting.

*Acting: Rolf A Karlson and P-O Loeffberg.*

**5. Distribution of responsibilities for implementation of the project. Forms of work for the SC**

Reminder of the rules of implementing INTERREG projects

ERB Council and Board

The SC

The project management

The SC meetings – how often, participants, when in time, where?

Meeting plan for the SC – 2002 and 2003.

*Acting: Haakan Brynielsson, Rolf A Karlson and others.*

**6. The need of sub-contracts between the lead partner and all other project partners**

Brief presentation of the contract between the lead partner and the INTERREG “authorities”. The need of sub-contracts.

*Acting: Rolf A Karlson and P-O Loeffberg.*

**7. Preparation of PHARE and Tacis applications – current situation**

The latest information from Marta Plichta at the Interreg secretariat in Karlskrona is that there will be a new PHARE application round announced very soon with deadline or deadlines for the different countries in October. A new Tacis round is not planned until spring 2003 (deadline possibly in March).

*Acting: the representatives of Poland, Lithuania, Latvia and Russia.*

**8. Activities to carry through during milestone 1**

See the attached paper (*Annex 4*).

*Acting: Rolf A Karlson, Carolina Gunnarsson, Sofia M Westerberg, Anna-Carin Andersson and Ulf Andersson.*

**9. Economic and administrative issues**

Attachment: Time sheet (*Annex 5*).

Invoices and payment issues.

*Acting: P-O Lofberg*

**10. List of Project officials**

Comments of the attached list (*Annex 6*). There are still some (many!) missing names in the list. This will be a “living document”, that will be continuously amended.

*Acting: Rolf A Karlson*

**11. A.o.b.**

**12. Closing of the meeting by the chairman**

Summary comments.