

1st International board meeting
REVIEW
(KICK-OF-MEETING)

FEED-TO-FOOD

16 February 2008
SDME (room 4M) - Brussels

Participants:

- Institute for Food Technology, FINS, Serbia
 - Dr Jovanka Levic, coordinator
 - Msc Slavica Sredanovic
 - Msc Olivera Djuragic
- Research Institute of Feed Technology, IFF, Germany
 - Dr Aleksander Feil, director- team leader
- National Institute of Research and Development in Animal Biology and Nutrition, IBNA, Romania
 - Dr Dragomir Catalin, scientific director-team leader
- Institute of Animal Science of the LVA, Lithuania
 - Dr Violeta Juskiene, director- team leader

Prof dr Roger Fenwick, team leader from Institute of Food Research, IFR, United Kingdom was absent by reason of illness.

AGENDA:

- 1. Opening of the meeting**
- 2. Presentation of the project**
- 3. Discussion on the working plan and organization of the project**
- 4. Meeting summary and future meetings**

International board meeting was organized together with 1st official FOOD-CLUSTER meeting in Brussels instead in Novi Sad on demand of FEED-TO-FOOD project officer. It was FEED-TO-FOOD project Kick off meeting.

The meeting was opened by project coordinator Dr Jovanka Levic. She welcomed the participants and gave a brief presentations of all beneficiaries. Participants introduced each other and presented their research area.

International board, consisted from 6 researchers was nominated. As members of International board, one representative from each beneficiaries Institutes included coordinator and other team leaders and added member from Research Centre FEED-TO-FOOD as the coordinator assistant were nominated. Board shall be convened at the end of

each project year obligatory to evaluate achieved results and improve future activities and unobligatory during other project joint efforts.

After that, project coordinator started the presentation and discussion of WP activities and inform the meeting on matters in relation to administrative and payment procedures.

The structure and principles for coordination and management were also presented. The project coordinator introduced the organization chart along with the roles and responsibilities of each project beneficiaries. The general schedule, budget and activities were also discussed.

To avoid irregularities, all activities in accordance with work program, had to be:

- Eligible according to contract, EU rules and national rules
- Documented (in particular personnel costs: time sheets and overhead costs: calculation scheme)

Project coordinator informed beneficiaries that the start date of the project is 1st February 2008. regardless agreements were not signed.

Future activities and responsibilities for each of beneficiaries were discussed. Board was also discussing about participation in the EU Food research driven FOOD-CLUSTERING initiative and about future activities in established FOOD-CLUSTER.