



PERIODIC REPORT

Grant Agreement number: 229743

Project acronym: ICT WIELKOPOLSKA

Project title: INFORMATION AND COMMUNICATION TECHNOLOGIES RESEARCH DRIVEN CLUSTER IN WIELKOPOLSKA REGION

Funding Scheme: CSA (Support Action)

Date of latest version of Annex I against which the assessment will be made:

Periodic report: 1st 2nd 3rd 4th

Period covered: from 1 of January of 2009 to 31 of December of 2009

Name, title and organisation of the scientific representative of the project's coordinator¹:

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¹ Usually the contact person of the coordinator as specified in Art. 8.1. of the grant agreement

² The home page of the website should contain the generic European flag and the FP7 logo which are available in electronic format at the Europa website (logo of the European flag: http://europa.eu/abc/symbols/emblem/index_en.htm ; logo of the 7th FP: http://ec.europa.eu/research/fp7/index_en.cfm?pg=logos). The area of activity of the project should also be mentioned.

Declaration by the scientific representative of the project coordinator¹

I, as scientific representative of the coordinator¹ of this project and in line with the obligations as stated in Article II.2.3 of the Grant Agreement declare that:

- The attached periodic report represents an accurate description of the work carried out in this project for this reporting period;
- The project (tick as appropriate):

has fully achieved its objectives and technical goals for the period;

has achieved most of its objectives and technical goals for the period with relatively minor deviations³;

has failed to achieve critical objectives and/or is not at all on schedule⁴.

▪ The public website is up to date, if applicable.

▪ To my best knowledge, the financial statements which are being submitted as part of this report are in line with the actual work carried out and are consistent with the report on the resources used for the project (section 3.6) and if applicable with the certificate on financial statement.

▪ All beneficiaries, in particular non-profit public bodies, secondary and higher education establishments, research organisations and SMEs, have declared to have verified their legal status. Any changes have been reported under section 5 (Project Management) in accordance with Article II.3.f of the Grant Agreement.

Name of scientific representative of the Coordinator¹: Jarosław Maciej Dohnal

Date: 25/ February/ 2010.

Signature of scientific representative of the Coordinator¹:

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³ If either of these boxes is ticked, the report should reflect these and any remedial actions taken.

⁴ If either of these boxes is ticked, the report should reflect these and any remedial actions taken.

1. Publishable summary (summary description of the project objectives)

In autumn 2007, a group of commercial companies in the Wielkopolska province, local municipal authorities supported by the Regional Marshal Office, economic consultants, PR and marketing specialists as well as highly ranked research and development institutions running research activities within European consortia and EC framework programs, decided to build an open regional initiative to enable deployment of new ICT solutions. The result of the above mentioned meeting was an agreement to establish an ICT research driven cluster in Wielkopolska region.

The mission of the cluster is to maximize the benefits of regional ICT research infrastructure for economic development of Wielkopolska province by means of deploying new information technologies. Development of the ICT sector is one of the main priorities within the regional strategy, aiming at structural changes to high-tech solutions and closer cooperation with similar initiatives as well as strengthening knowledge-based European economy which cooperates and competes with regions and economies outside Europe.

General objectives of the ICT Wielkopolska project are as follows:

- work out an effective scheme to prepare a set of brand new original technologies and final products promoted as “regional specialty”,
- work out a business (written) code allowing for transparent and fair transactions and efficient management of the cluster,
- work out close cooperation between science and industry entities, engaging and meeting requirements and needs of business partners,
- prepare a supporting data centre with current and targeted advisory and consultancy information available for the cluster members,
- create an efficient mechanism for absorption of ICT innovations and the cluster products via wide dissemination and promotion.

Those goals will be accomplished through the project tasks (work packages) mentioned below:

1. Cluster research potential analysis,
2. Competence map preparation,
3. Commercialisation paths preparation,
4. Cluster promotion and project results dissemination.

The general expected result of the project is to create an efficient cluster based platform for integrating the ICT community in Wielkopolska province by means of common research and research results exploitation, which will consequently promote Polish and European ICT solutions.

The Work Plan was prepared according to the specificity of the technology clustering idea as well as the guidelines included in the Regions of Knowledge Work Programme and relevant Guide for Applicants. It assumes performance of **15 tasks** within **5 Work Packages** resulting in **14 deliverables**. The project's duration is **24 months**.

The pentagon of cluster aims constitutes a great base for the work plan construction, the scope of work and the definition of individual tasks. Transparency is ensured by the independent public coordinator (Urząd Miasta Poznania – Poznan City Council). ICT research is under the expertise of two leading entities, namely – Poznań Supercomputing and Networking Center (formally this is a part of Instytut Chemii Bioorganicznej PAN – the Institute of Bioorganic Chemistry PAS) and Instytut Informatyki Politechniki Poznańskiej (Institute of Computing Science of Poznań University of Technology). The most efficiency-focused

parts (business orientation – competence map, consulting and mentoring – commercialization paths and promotion) are under control of leading commercial companies in Wielkopolska region.

Beneficiary Number	Beneficiary name	Beneficiary short name	Country
1 Coordinator	Urząd Miasta Poznania	UMP	Poland
2	Instytut Chemii Bioorganicznej PAN Poznań Supercomputing and Networking Center	PSNC	Poland
3	Instytut Informatyki Politechniki Poznańskiej	PUT	Poland
4	Verax Systems Sp. z o.o.	VERAX	Poland
5	Alma S.A.	ALMA	Poland
6	Talex S.A.	TALEX	Poland

The pentagon approach to objectives and work defines five main areas of common work, defined within the project as workpackages. Each workpackage remains in close relation with the other. All parts are essential for the project success. However the key issue is the opportunity to develop future ICT technologies and trigger close interaction between research and business communities.

Work packages are divided into the following components (tasks):

WP1: Project Management

- T1.1 Coordination of the consortium day-to-day activities
- T1.2 Financial and administrative coordination

WP2 Cluster research potential diagnosis

- T2.1 Data base of ICT projects under development
- T2.2 Planning new research and development projects according to the business requirements
- T2.3 Technology match-making between science and industry
- T2.4 Advanced dedicated education and training programme

WP3 The Competence map preparation

- T3.1 The regional portfolio preparation
- T3.2 New technologies exploitation potential analysis
- T3.3 Dynamic SWOT analysis for cluster

WP4 The commercialization paths preparation

- T4.1 Emerging technologies market monitoring
- T4.2 Business requirements and ICT-intensive sectors development diagnosis

T4.3 Individual property rights and its scenarios

WP5 The cluster promotion and project results dissemination

T5.1 Cluster branding strategy preparation

T5.2 New technologies marketing approach dynamic analysis

T5.2 Targeting the cluster audiences dynamic scenarios.

2. Description of the work performed since the beginning of the project.

WP	Leader responsible	Work performed in 2009
UMP	WP1	<p>1. Organization of project's office and project's steering committee (12 working meetings took place during 2009, also training sets conducted by 7FP local office concerning financial affairs)</p> <p>2. Preparing and launching project's promotion (official project's presentation to ICT Cluster members during the general gathering in May 2009, preparing and launching the set of TV spots promoting cluster and project)</p> <p>3. Preparing the project's annual conference planned in January 2010)</p>
TALEX	WP5	<p>Preparing and launching the official project's web – site address: www.wklaster.pl/ict also available in English, including short description of ICT Wielkopolska project. Since last 6 months the web site have noticed 2 312 users as well as 23 545 openings.</p>
VERAX	WP3	<p>Carrying out the surveys of business portfolio ICT companies from Wielkopolska Region:</p> <ul style="list-style-type: none"> • 239 has been individually questioned (including 39 official cluster members) • Positive answers (which means fully and properly fulfilled questionnaires) were obtained from 53 ltd medium and bigger companies • also 144 refusals were obtained <p>Preparing and dissemination of ICT Wielkopolska cluster business portfolio final report</p>
VERAX	WP3	<p>Carrying out the surveys of new technologies potential of ICT companies from Wielkopolska Region:</p> <ul style="list-style-type: none"> • 36 has been individually questioned (including 19 official cluster members)

		<ul style="list-style-type: none"> • Positive answers (which means fully and properly fulfilled questionnaires) were obtained from 18 ltd medium and bigger companies • also 12 refusals were obtained Preparing and dissemination of new technologies exploitation potential analysis final report
TALEX	WP5	Preparing and implementing the Wielkopolska ICT Cluster brand book

3. Description of the main results achieved so far

The main results achieved till the end of the first reporting period – 31.12.09, are as follow:

- Preparing and launching the official project's website under the following address: www.wklaster.pl/ict. Project website is linked with the official web site of the Wielkopolska ICT Cluster – www.wklaster.pl, also available in English, and including short description of the ICT Wielkopolska project. Since last 6 months the website has noted 2 312 users and 23 545 openings.
- Preparing and implementing the Wielkopolska ICT Cluster corporate identity book as the general element of cluster branding strategy. It includes complete graphic projects of layout, which is officially used in cluster promotion.
- Carrying out surveys of selected ICT companies potential
- Preparing the final report, covering the ICT Wielkopolska cluster business portfolio
- Preparing the final report, covering a potential analysis of new technologies exploitation
- Dissemination of the reports covering the ICT Cluster competence map preparation mentioned above: 1) limited distribution of the full versions, including detailed examined companies data base, among cluster members (around 40 beneficiaries), 2) widespread open distribution of short versions, including only statistic data and general conclusions, through the cluster website (around 2000 beneficiaries).

4. The expected final results and their potential impact and use (including the socio-economic impact and the wider societal implications of the project so far:

The main expected impact of the project is establishing well-integrated ICT business community focused on the new research driven technologies deployment. The strong collaborative work will enable maximising the benefits of research infrastructures for regional economic development via:

- knowledge transfer and efficient match-making between scientific and business world,
- dedicated advanced education and staff training,
- cluster brand perceived as research driven business community.

To enable efficient match-making between technologies created within WCZTI (PSNC + PUT) consortium and the IT regional business industry parallel actions should be under-

taken. On the one hand, research and development entities should be aware of all the industrial requirements and needs and know what is going on with the current ICT research activities. On the other hand, business should familiarize with the regional portfolio using the classic SWOT analysis but with the dynamic components to avoid the risk of product failure.

A very important impact of the project appears in the commercialisation opportunities. The result of the project work will be set of model collaborative scenarios and range of approaches to the ownership and exploitation of IP including, for example, ownership of IP by the research entity with exclusive or non-exclusive licensing to the business.

Some evident measures of the knowledge transfer may be presented:

- number of the R&D projects and areas under scientific development,
- number of companies analysed within the cluster portfolio investigation,
- number of companies requiring scientific cooperation and consultations,
- and finally the number of research and business collaborative undertakings,
- number of prototypes, products and technologies ready deploy.

At the proposal phase it is very difficult to say how many of the new and innovative solutions will be deployed but taking the above mentioned indicators there should be registered about 80-100 interesting projects. At least 50 companies should allow for general portfolio analysis, about 20 companies may have some research requests and 10 of them may be good collaborators for common research activities and deployments. The basic factor here is the number of products, prototypes and technologies ready to deploy. We expect at least 5 such new common products after the end of the project.

5. Diagrams or photographs illustrating and promoting the work of the project, the project logo and relevant contact details:



6. The address of the project public website:

www.wklaster.pl/ict

7. Project objectives for the period

All project objectives planned to be achieved for the reporting period are included in WP3 and WP5, as it was presented below:

1) Work Package: WP3: The Competence map preparation - Work Package leader: Verax

Task: T3.1 The regional portfolio preparation

To encourage the creation of linkage and exchange the ideas and information within the community, the clustering potential should be identified. The initial observation shows that there is a critical mass for the ICT cluster in the region but some additional diagnosis may be a breaking point here. Thanks to precise data collection we want to estimate the Cluster Index and the linkage between the cluster players to strengthen the national and international competitiveness. The geographical location may have some advantage as well – Poznań is just halfway between Warsaw and Berlin.

Data concerning the companies competences will allow for some typology creation and priorities for the ICT further development to be established. The priorities will be discussed within the whole consortium, and the discussion will be open for everyone to avoid any mistakes. The engagement of the Project Coordinator seems to be essential here as well.

Deliverable: D3.1 ICT Wielkopolska cluster business portfolio (Month 6)

Task: T3.2 New technologies exploitation potential analysis

This is a very demanding task and will require some external expert consultations. The task will be focused on identifying and screening new technologies market opportunities. Of course in the activities there is a risk and uncertainty involved so it will require recognition of the sources of potential opportunities. The ICT technologies are changing very fast so it requires some flexible approach to analyse major changes that create opportunities for entrepreneurs.

The analysis will be useful for the cluster strategy creation. Conducting the screening of the opportunities will allow for the analysis of the live dynamics of innovations in the entrepreneurial processes. Some different scenarios are expected – especially in the software businesses like different approaches between service-oriented implementation and product-oriented implementation.

Deliverable: D3.2 The cluster potential analysis (Month 9)

2) Work Package: WP5: The cluster promotion and project results dissemination - Work Package leader: Talex

Task: T5.1 Cluster branding strategy preparation

Powerful brands can drive success in competitive markets, and indeed become the organization's most valuable assets. Most cluster members see its membership as a part of strong community allowing for fast and efficient consortia creation on the one hand, and build a long-term research driven community.

This task will be focused on the new brand design and the name label for the community to show its ICT orientation and strong potential. The second step is the strategy development to brand recognition acquirement. The strategic approach should be focused on well-defined creating and maintaining the cluster identity and the brand management. This task is strongly co-related with the dissemination activities within WP1.

Deliverables:

D5.1 Cluster and project web site (Month 3)

D5.2 Report on Cluster Identity design proposal (Month 12).

8. Work progress and achievements during the period

Deliverable name	WP	De- live ry mont h	Progress during re- porting pe- riod	Significant re- sults achieved	Devia- tions/ failures	Use of re- sources in % of total budget
Cluster and project web site	WP 5	3	Web site completed	Since last 6 months 2 312 users as well as 23 545 openings.	Prototype web project was launched in 03.09. Official web was launched in 06.09.	43,2
ICT Wielkopolska cluster business portfolio	WP 3	6	Surveys accomplished	Report disseminated to 50 beneficiaries and 2000 receivers (via web site)	no	86,9
The cluster potential analysis	WP 3	9	Surveys accomplished	Report disseminated to 50 beneficiaries and 2000 receivers (via web site)	no	86,9
Report on Cluster Identity design proposal	WP 5	12	Accomplished	CI book officially implemented by cluster – 50 beneficiaries	no	43,2
Report on new technologies planning	WP 2	18	Surveys underway - advanced	-	-	-
Data base of the ICT pro-	WP 2	24	Surveys underway	-	-	-

jects in Wielkopolska						
Technology match-making possibilities report	WP 2	24	Surveys underway	-	-	-
Cluster education and training programme	WP 2	24	Planning phase	-	-	-
ICT Wielkopolska cluster SWOT analysis	WP 3	24	Planning phase	-	-	-
Report on ICT intensive sector diagnosis and the emerging technologies market	WP 4	24	Planning phase	-	-	-
IP rights and scenarios	WP 4	24	Planning phase	-	-	-
New technologies marketing approach and targeting the cluster audience scenarios	WP 5	24	Planning phase	-	-	-

9. Deliverables and milestones tables

Deliverables (excluding the periodic and final reports)

TABLE 1. DELIVERABLES ⁵									
Del. no.	Deliverable name	WP no.	Lead beneficiary	Nature	Dissemination level	Delivery date from Annex I (proj month)	Delivered Yes/No	Actual / Forecast delivery date	Comments
D5.1	Cluster and project web site	WP5	TALEX	O	PU	month 3	Yes	03.09 - prototype 06.09- official	Web site under continual development, partly available also in English
D3.1	ICT Wielkopolska cluster business portfolio	WP3	VERAX	R	RE	month 6	Yes	12.09	Report distributed
D3.2	The cluster potential analysis	WP3	VERAX	R	RE	month 9	Yes	12.09	Report distributed
D5.2	Report on Cluster Identity design proposal	WP5	TALEX	R	RE	month 12	Yes	12.09	Cluster brand implemented

⁵ For Security Projects the template for the deliverables list in Annex A1 has to be used.

Milestones

TABLE 2. MILESTONES							
Milestone no.	Milestone name	Work package no	Lead beneficiary	Delivery date from Annex I	Achieved Yes/No	Actual / Forecast achievement date	Comments
M5.1	Dedicated portal creation and its current update	WP5	TALEX	Month 3	yes	03.09 - prototype 06.09- official	Web site www.wklaster.pl/ict under continual development, also available in English, including short description of ICT Wielkopolska project; since last 6 months the web site have noted 2 312 users and 23 545 openings.
M3.1	ICT Wielkopolska cluster portfolio	WP3	VERAX	Month 6	yes	06.09	<p>Carrying out the surveys of business portfolio ICT companies from Wielkopolska Region:</p> <ul style="list-style-type: none"> -239 have been individually questioned (including 39 official cluster members) -positive replies (which means fully and properly filled questionnaires) were obtained from 53 companies -144 refusals were obtained -the ICT Wielkopolska cluster business portfolio final report prepared and disseminated

M3.2	ICT Wielkopolska cluster potential analysis	WP3	VERAX	Month 9	yes	09.09	<p>Carrying out the surveys of new technologies potential of ICT companies from Wielkopolska Region:</p> <p>-36 has been individually questioned (including 19 official cluster members) – only those, who had given positive answers in first “portfolio” surveys</p> <p>-positive answers (which means fully and properly fulfilled questionnaires) were obtained from 18 companies</p> <p>-also 12 refusals were obtained</p> <p>-ICT Wielkopolska cluster potential analysis final report prepared and disseminated</p>
M1.1	Yearly conference	WP1	UMP	Month 13	yes	01.10	<p>Steering Committee decided to launch the conference in January 2010 because of more favourable organizational opportunities.</p> <p>Conference program, organization, invitations to participants, presentations and TV promotion were accomplished in Dec.2009</p>
M5.2	ICT Wielkopolska cluster brand identity	WP5	TALEX	Month 12	yes	12.09	<p>IC book prepared and implemented</p>

10. Project management

1. Consortium management tasks and achievements;

In order to assure effective collaboration inside the project's consortium between partners two organizational bodies were established: project's office and steering committee.

1.1. Objectives

The core objective of the work package is ensuring efficient and effective performance of all the stages of the project, including coordination and monitoring of progress in the project performance, taking into account received results, reports as well as watching proper performance of all the tasks by project partners.

Particular objectives may be defined as follows:

- establishing efficient project management procedures for ensuring effective and successful work of the project as a whole;
- provision of administrative support for the project;
- management of the consortium's financial resources including distribution of funding;
- monitoring overall project progress and quality of results
- organization of kick-off meeting and annual conferences
- interfacing with EU commission with respect to reporting, administrative issues and project control
- assuring an adequate integration of all activities
- project results and important information dissemination within the cluster
- relation with other clusters In Wielkopolska region.

WP1: Project Management - Work Package leader: UMP

This work package deals with both administrative and financial management as well as horizontal project management and supervising the quality assurance. Efficient management procedures and managerial bodies will be established (as described in chapter 2.1 of the project) for ensuring effective and successful work of the project as a whole. Other work package objectives include monitoring of overall project progress and quality of results, co-ordination of work- and information-flow between activities and organization of the kick-off meeting, periodical internal meetings and cooperation with the external.

Task description:

T1.1 Coordination of the consortium day-to-day activities

This task will be aimed at the direction and management of the activities of the project (as described in section 2.1). All the managerial structure involving the Project

Coordinator, Steering Group, Collaboration Board and Activity Leaders will be established. Task objectives include the coordination of work- and information-flow between activities, monitoring the overall progress of the project as well as establishing procedures for ensuring high quality of the project outcome. The project management will also be responsible for the organization of the kick-off meeting and annual conferences (project coordinator will be acting as an organising committee).

T1.2 Financial and administrative coordination

This task provides administrative support for the project and will encompass management of the consortium's financial resources including distribution of funding, cooperation with the EC on contractual and financial matters, monitoring resource usage and contractual terms and other strictly administrative tasks. Activity and managerial reports are part of the task. Urząd Miasta Poznań (City Council) experience seems to match the demanding task.

1.2. General responsibilities

Project coordinator will be responsible for watching proper performance of all administrative activities in the project, providing the partners with necessary information, transfer of relevant documents concerning all partners in the project (e.g. agreements, reports etc.) and support in performance of administrative works of partners in order to deliver the report to the EC on time.

Project partners will be responsible for proper performance of entrusted tasks within the project and achieving targeted deliverables. Partner will be represented by a contact person that is responsible for proper performance of tasks at a given partner's. Project partners are obliged to deliver all the necessary data for the reporting to the EC and project deliverables preparation within the work package.

Deliverables (brief description and month of delivery)

D1.1 Yearly report (month 12)

D1.2 ICT Wielkopolska project final report (month 24)

1.3. Project's office:

No	Office member name	Employment status	Responsibility
1	Jarosław Maciej Dohnal	17% of full time (employed from 1 April 2009 till now)	Coordination of the consortium day-to-day activities - project's office and steering committee activity supervising proper performance of all administrative activities in the project, providing the partners with necessary information, transfer of relevant documents concerning all

			partners in the project and support in performance of administrative works of partners
2	Danuta Krysińska	13% of full time (employed from 1 April 2009 till now)	Coordination of the consortium day-to-day activities – project’s office and steering committee activity supervising proper performance of all administrative activities in the project, providing the partners with necessary information, transfer of relevant documents concerning all partners in the project and support in performance of administrative works of partners
3	Krystyna Szaterska	13% of full time (employed from 1 April 2009 till now)	Financial and administrative coordination administrative support, management of the consortium’s financial resources including distribution of funding, cooperation with the EC on contractual and financial matters, monitoring resource usage and contractual terms, other strictly administrative tasks
4	Alicja Rosikiewicz	7% of full time (employed from 1 April 2009 till now)	Financial and administrative coordination administrative support, management of the consortium’s financial resources including distribution of funding, cooperation with the EC on contractual and financial matters, monitoring resource usage and contractual terms, other strictly administrative tasks
5	Iwona Kaczmarek	50% of full time (employed from 1 April till 30 July 2009)	Coordination of the consortium day-to-day activities - assistance and support for Wielkopolska ICT Cluster activities watching proper performance of all administrative activities in the project, providing the partners with necessary information, transfer of relevant docu-

			ments concerning all partners in the project and support in performance of administrative works of partners
6	Adam Olszewski	50% of full time (employed from 1 August 2009 till now)	<p>Coordination of the consortium day-to-day activities – assistance and support for Wielkopolska ICT Cluster activities</p> <p>watching proper performance of all administrative activities in the project, providing the partners with necessary information, transfer of relevant documents concerning all partners in the project and support in performance of administrative works of partners</p>

1.4. Steering Committee

1.4.1. Members:

- Jarosław Maciej Dohnal - UMP
- Szymon Górecki – TALEX
- Hanna Jeske – ALMA
- Jan Kniat – PUT
- Danuta Krysińska - UMP
- Artur Nowakowski – VERAX
- Rafał Sowiński – PSNC

1.4.2. Goals:

The key body for technical and scientific regular management will be the **Steering Committee (SC)**, a board chaired by the Project Coordinator. Steering Committee consists of each WP leader, but there is one exception – WP2 is represented in the Committee by Professor Jan Węglarz who is President of WCZTI Consortium Board and is representing Poznań University of Technology (Politechnika Poznańska – Instytut Informatyki) in the consortium. The Steering Group will meet once a month making use of advanced collaborative tools like tele- or videoconference, or face-to-face meetings when possible (at least every quarter).

2. Problems which have occurred and how they were solved or envisaged solutions;
NO.

3. Changes in the consortium, if any; **NO**

4. List of project meetings, dates and venues;

Meeting date	Venue	Subject
09.01.09	UMP	Steering Committee (SM) meeting: official project launching, presentation of the year working plan for consortium partners.
29.01.09	UMP	SC: current project developments review, 7-th FP procedures training,
11.03.09	PSNC	SC: current project developments review, preparing of primal version of cluster & project common web site (WP5), starting of cluster competence map preparation surveys (WP3)
29.04.09	VERAX	SC: current project developments review, web site launching, starting of ICT research projects review (WP2)
26.05.09	PSNC	Wielkopolska ICT Cluster general gathering: official presentation of current ICT project developments to cluster members
27.05.09	TALEX	SC: current project developments review, discussion about business – science common projects & cooperation opportunities and possibilities
26.06.09	ALMA	SC: current project developments review, discussion about planned time, place, program and list of guests of project annual review conference
17.09.09	PUT	SC: current project developments review, discussion about project and cluster promotion in local media and web sites, Verax information about cluster surveys underway
29.10.09	UMP	SC: current project developments review,
10.11.09	UMP	SC: current project developments review, new layout of cluster web site, discussion about program, list of participants, promotion and technical details of annual review conference
01.12.09	UMP	SC: current project developments review, final resolutions concerning organization and agenda of annual project's review conference,

Additionally in October, November and December 2009 took place few informal working meetings of some SC members and external experts concerning planning and organizing yearly project's conference held in January 2010 (eg. detailed agenda, list of participants, invitations delivery, presentations, conference materials, TV promotion, press conference).

5. Project planning and status;

All work packages planned to be performed in 2010 were at the end of 2009 underway (all tasks from WP2) or in the planning phase (task 3.3. from WP3, WP4 as a whole and task 5.2. from WP5).

6. Impact of possible deviations from the planned milestones and deliverables, if any; **NO**

7. Any changes to the legal status of any of the beneficiaries, in particular non-profit public bodies, secondary and higher education establishments, research organisations and SMEs; **NO**

8. Development of the Project website, if applicable;

Project's website www.wklaster.pl/ict was launched at June 2009 and it is under permanent development. Currently only Polish version is available, but English version will be prepared in 2010 as well. It connects brief information about ICT Wielkopolska project, steering committee, current activities and events. The project's website is strictly connected to official website of Wielkopolska ICT Cluster – www.wklaster.pl.

9. Use of foreground and dissemination activities during this period (if applicable): All informations about the project as well as its activities were disseminated via project web – site, including the primal results of ICT sector surveys. Press conferences as well local TV promotion spots were also used.

11. Explanation of the use of the resources

TABLE 3.1 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR DIRECT COST ITEMS FOR BENEFICIARY 1 (UMP) FOR THE PERIOD			
Work Package	Item description	Amount	Explanations
WP1	Personnel costs	12771.08	One full time salary (9 person months) divided into 5 persons (1*50%; 1*17%;2*13%;1*7%)
	Subcontracting	0.00	-
	Major cost item	0.00	-
	Remaining direct costs	46.80	Steering Committee training meeting costs
TOTAL DIRECT COSTS⁶		12817.88	-

TABLE 3.2 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR DIRECT COST ITEMS FOR BENEFICIARY 2 (PSNC) FOR THE PERIOD			
Work Package	Item description	Amount	Explanations
WP2	Personnel costs	19187.62	Salaries of one full time person engaged in project

⁶ Total direct costs have to be coherent with the direct costs claimed in Form C

	Subcontracting	0.00	-
	Major cost item	0.00	-
	Remaining direct costs	0.00	-
TOTAL DIRECT COSTS ⁶		19187.62	-

TABLE 3.3 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR DIRECT COST ITEMS FOR BENEFICIARY 3 (PUT) FOR THE PERIOD

Work Package	Item description	Amount	Explanations
WP2	Personnel costs	7024.07	Salaries for three part time persons engaged in projec's tasks
	Subcontracting	0.00	-
	Major cost item	0.00	-
	Remaining direct costs	0.00	-
TOTAL DIRECT COSTS ⁶		7024.07	-

TABLE 3.4 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR DIRECT COST ITEMS FOR BENEFICIARY 4 (VERAX) FOR THE PERIOD

Work Package	Item description	Amount	Explanations
WP3	Personnel costs	25377.20	Salaries for 3 persons engaged in project's tasks
	Subcontracting	0.00	-
	Major cost item	0.00	-
	Remaining direct costs	247.47	Preparing, dissemination and elaborating survey questionnaires
TOTAL DIRECT COSTS ⁶		25624.67	-

TABLE 3.5 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR DIRECT COST ITEMS FOR BENEFICIARY 5 (ALMA) FOR THE PERIOD

Work Package	Item description	Amount	Explanations
WP4	Personnel costs	0.00	-

	Subcontracting	0.00	-
	Major cost item	0.00	-
	Remaining direct costs	0.00	-
TOTAL DIRECT COSTS ⁶		0.00	All project's expenditures will be in 2010

TABLE 3.6 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR DIRECT COST ITEMS FOR BENEFICIARY 6 (TALEX) FOR THE PERIOD			
Work Package	Item description	Amount	Explanations
WP5	Personnel costs	11697.74	Salaries for 3 persons engaged in project's tasks (3.79 person month)
	Subcontracting	1236.14	Preparing and production of information leaflets and promotion materials about project for annual conference participants
	Major cost item	0.00	-
	Remaining direct costs	0.00	-
TOTAL DIRECT COSTS ⁶		12933.88	-

12. **Financial statements – Form C and Summary financial report**
13. **Certificate – NO.**