

## Minutes of Meeting

### No. 5 – CONSORTIUM EXECUTIVE BOARD MEETING – REPORTING PERIOD APR – JUN 2018

<b>Meeting Date:</b>	26 <sup>th</sup> of July 2018
<b>Meeting Location:</b>	Trieste – Navalprogetti office
<b>Meeting requested by:</b>	Coordinator, in accordance with Project Management Plan meeting calendar.
<b>Purpose, Objectives and Elements of the Meeting with ref to WPs and relevant tasks (as per Meeting Agenda)</b>	Status of the GASVESSEL project, as at the above reporting period April – end of June 2018 Meeting starts at 0900 am, closes on 1100 am
<b>Minute prepared by:</b>	NAVALPROGETTI
<b>Attendees approval Date :</b>	
<b>Attendees:</b>	<ol style="list-style-type: none"> <li>1. Loris COK, Silvio STENTA, Luciano MANZON, Spartaco ANGELINI, Kelly Di LAZZARO – <b>NAVALPROGETTI</b> Partner 1</li> <li>2. Francesca BOZZI, Paolo MASCHIO - <b>BMP</b> Partner 7</li> <li>3. Filippo MARTINELLI – <b>PNO</b> Partner 4 – in call conference: <b>NOT PRESENT</b></li> <li>4. Giovanni FRATTI, Martin MEZE- <b>CNGV</b> Partner 8</li> <li>5. Ute SPRING- <b>DOWA</b> Partner 3 – in call conference: <b>NOT PRESENT</b></li> </ol> <p><b>ACCORDING WITH THE CONSORTIUM AGREEMENT THE MEETING IS NOT VALID BECAUSE AT LEAST THE 2/3 OF THE EB IS NOT ATTENDING.</b> IN ANY CASE, AS NO STRATEGIC ACTIONS ARE TO BE DECIDED AND BEING SCOPE OF THE MEETING JUST TO ILLUSTRATE THE STATUS OF THE PROJECT AT THE TURN OF THE FIRST YEAR AND BEFORE THE SUMMER HOLIDAYS, THE MEETING IS CONSIDERED VALID ANYWAY.</p> <p>PARTNERS HAVING DIFFICULTIES TO ATTEND THEIR FREELY ASSUMED DUTIES AMONG THE CONSORTIUM GOVERNING BODIES, ARE KINDLY REQUESTED TO INFORM THE COORDINATOR ACCORDINGLY FOR REPLACEMENT PROPOSAL TO BE SUBMITTED TO THE NEXT GENERAL ASSEMBLY.</p>
<b>Summary of Significant Results</b>	<p><b>1. General Status of the Project</b> The Project is progressing well, as planned and expected. No criticalities pointed out in the Quarterly Status Reports received from Partners. All foreseen Deliverables uploaded to EU Portal at the due dates and milestones achieved.</p> <p><b>2. Work Plan</b> Will be updated and re-issued in Revision 11 in the course of the month of September next</p>

	<p><b>3. Budget</b> <i>No comments or evidence of criticalities</i></p> <p><b>4. Ethics</b> <i>Coordinator ask BMPlus for supplying evidence of the safety procedures prepared and put in force for the hydroforming process. BMPlus will provide shortly, well in advance to the start-up of the hydroforming planned on August 2<sup>nd</sup>, 2018. Safety Meeting to be planned for the subsequent events (winding, curing, autofrattage, fatigue and final pressure tests of cylinders)</i></p> <p><b>5. Quality issues</b> <i>Coordinator affirms that “last minute” deliverables are not acceptable. The timing fixed in the Project Quality Manual has to be strictly respected to ensure a sound QA/QC process.</i></p> <p><b>6. Risks</b> <i>No comments or evidence of criticalities. Risks remain the ones listed in the Grant Agreement.</i></p> <p><b>7. Discussions</b></p> <ul style="list-style-type: none"> <li>• <i>In the course of the next September it is necessary to start supplying the already prepared ship documentation to HLL, to allow them to start with their activity in the Consortium.</i></li> <li>• <i>Always in September a first HAZID session to be planned and organized in agreement with ABS, HLL and others, as found necessary.</i></li> <li>• <i>Coordinator reports the attendees on the Kyiv meeting (11-13 July) for WP6 (see separate MoM). Partners of WP6 have been invited to submit a planning of their next actions.</i></li> <li>• <i>For several Partners it is the first time that they are dealing with the financial and economic reporting to EU. It is recommended to start very early, after the summer holidays, with this activity to avoid congestion during Christmas period and prepare things in good order and without stress. Navalprogetti will circulate again to all Partners the instructions prepared for the scope by Luciano Manzon and presented during Cyprus General Assembly and remains available to help Partners as needed.</i> <ul style="list-style-type: none"> <li>○ <i>Reporting reference date at end of month 18 (30 November 2018)</i></li> <li>○ <i>Formal uploading on EU portal on 29 January 2019</i></li> <li>○ <i>Discussion with EU Officer/s in Bruxelles on 5 February 2019, already fixed and confirmed.</i></li> </ul> </li> <li>• <i>Partner BMPlus still have queries about possible application of depreciation to equipment/direct cost of the experimental pilot line. To finally close this matter BMPlus will prepare during August a detailed report and a letter to the Coordinator asking for a meeting asap with the Project</i></li> </ul>
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	<p><i>Officer (Ms. Renata Kadric) for a definitive settlement of this question.</i></p> <ul style="list-style-type: none"> <li><i>Dissemination: perhaps it is only an impression but it seems that the dissemination actions remain weak. This is possibly due to an extremely tight interpretation of the new European directive on the privacy. The matter to be discussed in deep and solved with PNO</i></li> </ul> <p><b>8. Decisions</b> <i>None</i></p>	
<b>Action Decided</b>		
<b>Action Item</b>	<b>Partner Responsible</b>	<b>Due Date</b>
<b>List of Attachments:</b>		
<b>Comments on Meeting effectiveness, if any</b>	<p><b>None.</b> <i>Next planned EB meeting in November 2018 during Consortium General Assembly meeting in Frankfurt.</i></p>	