

Minutes of Coimbra meeting 17-19/9/2002

Place: University of Coimbra, Portugal

September 17th, 2002

No.	Topic	Action
1	Project management	
	The administrative material was discussed with partners: Project CESTRUCO 2000 Interim report (July 2002) - information Subcontracts and relevant documents Changes of the budget	ME
	<u>Sending the money</u> The money will be sent afterward the activity. The list of needed documents is available.	ME
	<u>Partners are asked to withdraw money fluently.</u>	All

September 18th, 2002

No.	Topic	Action
1	Welcoming of participants The apology of KREKON – Netherlands was announced.	
2	Approval of the agenda Agenda was approved.	
3	Approval of the Minutes of Ljubljana meeting All actions were carried out.	
4	Project evaluation The scheme below will be discussed at next meeting ECCS TC Evaluation (Evaluation group) Internet courses Translation to the national languages Materials for Final Audit (Brussels office)	ME All All All All ME
5	<u>Answering</u> Printed version of the manual is finalising References and list of symbols will be in each chapter Title, Introduction ½ till 4 pages, Questions and Answers, Times New Roman font 12	

No.	Topic	Action
6	<u>Evaluation</u> Internal review is organised between partners – see the attached table Remarks from partners Internal evaluation by specialised partners (KREKON NL, EXCON, ECCS CZ)	

September 19th, 2002

N o.	Topic	Action
1	<u>Evaluation</u> External review by members of ECCS TC10 – see table, recommended till 30/11/2002 D. Moor asked for review of the whole document. David offered to ask as external evaluator Alan J. Rathbone.	All David. Krekon ČS ECCS EXCON
2	<u>Time schedule</u> Review including implementation by partners till 30/10/2002, See table below	
3	<u>Translation</u> The text version will be translated to the partners language 1/1/2003 – 10/4/2003 (till Prague meeting). The internet courses will be localised to partners language 4/2003 – 10/2003	All
4	<u>Any other bussines</u> The advanced <u>Internet courses</u> will be prepared based on advice of ad-hook working group. The group will meet in Lulea (Veljkovic, Sokol, Block, Gracea) at the beginning of 2003. The second run of <u>Advertisements</u> will start April 2003. The parties they did not finished the first on are asked to finish it. The parties do not send to Praha their publications related to project are asked to send it at their earliest convenience.	All All
5	<u>Date and place of next meeting</u> following ECCS TC 10, Prague, 29.3. 9:00-12:00 following ECCS TC 10, Helsinki, 13. 9. 9:00-12:00	
6	<u>Closure of the meeting</u> chairman thanked all colleagues for fruitful contribution and the host for excellent care	

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All the partners are asked to send their papers directly to internal and external reviewers, to implement the review and send it too Prague till 1/11/2002

The overall review will be done in November 2002

	<i>Topic</i>	<i>Responsible</i>	<i><u>Incomplete</u></i>	<i>Internal review</i>	<i>External review</i>
1	Introduction	CZ	Draft		
2	Bolting	S	Introduction	NL	J. Kouhi
3	Welding	GR	References	NL	N. Gresnigt
4	Structural modelling	CZ	Complete	GR	K. Weynand
5	Simple connections	GB	Answers	S	J.P. Jaspart
6	Moment resistant con.	NL	Complete	GB/RO	G. Huber
7	Column bases	CZ	Complete	P	D. Moore
8	Seismic design	RO	Complete	GR	D. Beg
9	Fire design	P	Complete	GB/CZ	M. Braham
10	Hollow sections joint	RO	Questions/Answers	NL	F. Yeomans
11	Cold formed members joints	RO	Complete	CZ	will be find by D.Dubina
13	Aluminium connections	GR	Questions/Answers	P/CZ	F. Mazzolani
14	Design cases	NL	No Word document in Praha	RO	F. Turcic
	Subject index	CZ	Draft		

CESTRUco TIME SCHEDULE

agreed at Coimbra meeting 19/9/2002

Activity	Start	End	Note
Start of contract	01/12/2000		
Collection	01/12/2000	31/05/2002	Preparation of questions
Answering	22/3/2001	10/4/2002	Preparation of manual
Interim report		31/05/2002	All information and documentation required
Internal review			
	30/6/2002	30/10/2002	between partners
ECCS review	10/9/2002	30/10/2002	review of TC 10 members
Translation	1/1/2003	10/4/2003	till Prague meeting
Publication	10/3/2003	10/5/2003	locally by partners
Internet courses tool	31/1/2003	10/4/2003	format decision, English version
	10/4/2003	10/10/2003	localisation
Seminar locally	10/4/2003	10/10/2003	
Dissemination	01/04/2003	30/10/2003	Pilot courses and seminars
Final report	10/10/2003	11/12/2003	All information and documentation required
End of contract		01/12/2003	