

# Memo

## PROJECT MANAGEMENT MEETING

Time: 16.6.2020 at 13:00 – 14.10

Place: Teams, remotely

Project name: Business in Biotechnology and Circular Economy

Project acronym and number: BBC1, KS1699

### Participants:

Saija Tillgren, MikseiMikkeli

Anitta Sihvonen, MikseiMikkeli

Maarit Randelin, MikseiMikkeli

Anna-Maija Torniainen, Xamk

Boris Krylov, AsEP

Evgenia Koroleva, AsEP

Elena Gurianova, AsEP

Daria Mironova, ITMO University

Elizaveta Pomazkova, ITMO University

Alexander Ostroukhov, ITMO University

Saija Tillgren opened the meeting and presented an agenda

1. Covid-19 update, situation in Finland and Russia/ SPb
  - Finland: Emergency conditions do not exist anymore, but many restrictions still apply; A call to avoid unnecessary travel
  - Russia/ SPb: The situation is still not good and the number of infections is quite big
  - The border between Finland and Russia is closed so far
2. Extension of the project period
  - The need for an extension was discussed, tentatively 6 months. The project budget will not increase, but each partner has to make savings from the initial budget. It was agreed that in the next PMM would be decided on an extension within the project. According to discussions with the MA, there is no hurry with a formal application for an extension.
3. Activities by every partner
  - Saija Tillgren presented the activities of Miksei and AsEP, Evgenia Koroleva completed the Itmo & AsEP collaboration part concerning involving students' diplomas and enterprises in the project, see an annex.
  - Anna-Maija Torniainen presented the activities of Xamk, see an annex.
  - Daria Mironova presented the activities of ITMO University.

4. Preparing for the Interim Report
  - Reporting period and schedule were discussed. Maarit Randelin instructed the filing of purchases in the promas system. Miksei will send to the partners excel sheet, where purchases can be filed. An overview of the narrative and financial sections of the interim report was made.
5. Communication and visibility, FB and project website
  - Created an overview over FB and internet sites of the project
6. Other, discussion, questions
  - Elena Gurianova presented a question regarding the date of payment of the audit invoice. Can the payment be made during the second year of the project? LP will clarify the matter.

Next meeting: 20.8.2020 at 1 P.M. via Teams remotely

The meeting closed at 14:05.

Annex: PP -presentations, excel sheet

Memo by Saija Tillgren, 14.5.2020