

## REPORT – TRANSNATIONAL PROJECT MEETING TPM 2

Hosted by Poznań University of Technology – PUT, Poland

10 - 12 of June 2024



The second Transnational Project Meeting of the AMAZE project, **organized by the Poznań University of Technology – PUT, Poland**, was held in **Poznań, Poland**, on 10 – 12 of June 2024, together with the AMAZE partners' project and started with a presentation from each partner involved.

All partners involved in AMAZE project (Politehnica Bucharest, Romania, YFCNU Ukraine and Edibon International S.A. Spain) participated at Transnational Project Meeting 2 (TPM2) with 2 persons/institution, how was establish in the project budget.



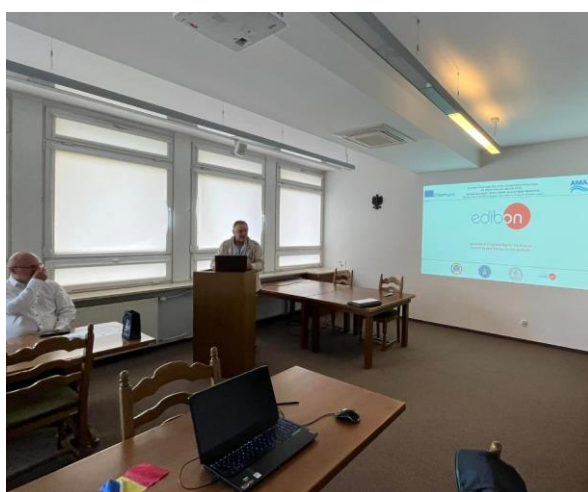


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Project No: 2023-1-RO01-KA220-HED-000155412

Project title: European Network for Additive Manufacturing  
in Industrial Design for Ukrainian Context – Acronym: AMAZE



In the first day, on 10 June 2024, the Opening and Welcome ceremony was realized by Mrs. Prof. Justyna Trojanowska, Vice-Dean of the FME of Poznań University of Technology Poznań, presenting the specializations, the laboratories and the research centers existing in Polish university.

The presentation Agenda of Transnational Project Meeting 2 (TPM2) and welcome speech was made by Mr. Prof. Remigiusz Łabudzki.

Mrs. Assoc. Prof. Diana Băilă, Politehnica Bucharest, AMAZE project manager presented the summary of midterm project results, setting up and clarifying goals of the meeting. Concerning Project Management, were explained:

- Important aspects related to the interim report preparation and submission;
- Collection of activity reporting by the coordinator: organization and calendar (timesheets, deadlines/milestones);
- Collection of results of Intellectual Outputs and status of delivery;
- Other project management issues.

In order to ensure that the project will be a success, the objectives, activities and results of the AMAZE project were presented and discussed, making sure all partners understood everything.

In this Transnational Project Meeting 2 (TPM2) were presented the status of currently prepared deliverables and Intellectual Outputs, and validation of the status of tasks. Each partner presented the plan and status of each activity of AMAZE project.

**Transnational Project Meeting – TPM 2**  
hosted by Poznań University of Technology - PUT

10<sup>th</sup> – 12<sup>th</sup> of June 2024 – Poznań / POLAND

Monday 10th June - Poznań University of Technology - PUT, starting at 9:00

1. Opening and Welcome ceremony: Prof. Justyna Trojanowska, Vice-Dean of the FME of Poznań University of Technology
2. Presentation of the Agenda and welcome speech: Prof. Remigiusz Łabudzki, Poznań University of Technology
3. Summary of midterm project results, setting up and clarifying goals of the meeting (Assoc. Prof. Diana Băilă, Politehnica Bucharest, project manager)
4. Project management (Assoc. Prof. Diana Băilă, Politehnica Bucharest, project manager)
  - Important aspects related to the interim report preparation and submission
  - Collection of activity reporting by the coordinator: organization and calendar (timesheets, deadlines/milestones)
  - Collection of results of Intellectual Outputs and status of delivery
  - Other project management issues

10:30 - 10:45 Coffee break

- Intellectual Outputs – status and summary of currently prepared deliverables (Assoc. Prof. Diana Băilă, Politehnica Bucharest, project manager)
- Validation of the status of tasks - Each partner will present the plan and status for each activity they have ownership (15 minutes per presentation)

13:00 - 14:00 Lunch

- Q&A with partners, comments and discussion, possible work in groups. Laboratory visit.

16:00 End of the session

Tuesday 11<sup>th</sup> of June – Poznań University of Technology - PUT, starting at 9:00

- Financial and administration rules (Assoc. Prof. Diana Băilă, Politehnica Bucharest, project manager)
- Status related to the activity reported so far (timesheets + fulfilling the timesheets) (all partners)
- Status about financial expenses (financial balance) (all partners)
- Aspects related to the next future expenses (that are eligible) and reporting of timesheets

10:30 - 10:45 Coffee break

- Communication, Dissemination and Exploitation (incl. Multiplier Events) + status of files uploaded on Teams / drives related to the AMAZE project (Assoc. Prof. Diana Băilă, Politehnica Bucharest, project manager).

- Setting updates, tasks and responsibilities - Effects of the production of the Intellectual Output 1 and 2 / aspects that must be considered for the IO1/ IO2 to be finalized - Plans and discussion on ideas and responsibilities of the Intellectual Output 3 (Leading organisation Edibon International S.A.) - Disseminating plan (in the frame of the IO4), status of papers, current and planned work (Prof. Remigiusz Łabudzki, PUT responsible)

13:00 - 14:00 Lunch

- Setting of details related to the next following activities to be organized on the AMAZE project - Organizing of ME2 and ME3, activity in June 2024 (Assoc. Prof. Diana Băilă, Politehnica Bucharest, project manager) and (Prof. Igor Fodchuk, YFCNU)
- Organizing of Learning Teaching Training activity (summer school) in the July 2024 at the Politehnica Bucharest, Romania (Assoc. Prof. Diana Băilă, Politehnica Bucharest, project manager). Organizing of ME4, activity in November 2024 (Prof. Remigiusz Łabudzki, PUT responsible). Organizing of TPM3, activity in September 2024 (Edibon International S.A., Madrid, Spain).
- Q&A with partners comments and discussions about financial, dissemination, implementation, future activities planes to be organized in the AMAZE project, responsibilities etc.

16:00 End of the session

Wednesday 12<sup>th</sup> of June – Poznań University of Technology - PUT, starting at 9:00

- Final conclusions / ending of session. Conclusions. Visiting of laboratories at Poznań University of Technology

11:30 End of the Transnational Project Meeting.





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In the second day, on 11 June 2024, were discussed the financial and administration rules and status related to the activity reported (timesheets, reports, minutes, feedbacks, etc.). It was presented the status about financial expenses (financial balance) for all partners and aspects related concerning the next future expenses (that are eligible) and reporting of timesheets.

It was noted the setting updates, tasks and responsibilities concerning Intellectual Outputs IO1 and IO2 that are finished and were realized discussions about the next Intellectual Outputs IO3 and IO4, respectively was made a disseminating plan, status of papers and current and planned work.

It was setting the details related to the next following activities that will be make in AMAZE project, the organizing of Multiplier Events ME2 (hosted by Politehnica Bucharest, Romania) and ME3 (Yuriy Fedkovych Chernivtsi National University Ukraine) in 18 June 2024, respectively 20 June 2024. It was discussed about the activities and participants to the Summer School, that will be organized by Politehnica Bucharest, in the period 8 – 17 July 2024. The coordinator of AMAZE project presented the Agenda of Transnational Project Meeting 3 (TPM3) that will take place at EDIBON International S.A. company (Spain), in the period 4 – 6 September 2024, and the last Multiplier Event 4 (ME4) hosted by Poznań University of Technology – PUT, Poland, on 4 November 2024.

The tasks were presented in detail, starting with Information from the National Agency, Contracts and annexes and project management information, such as the eligibility of the personnel involved in the project (hiring issues) and the collection of activity reports by the coordinator: organization and calendar (timesheets). Depending on the type of activity, certain supporting documents must be provided as proof: for project management and implementation – description of activities and outputs in the final report; Transnational project meetings/Multiplier events/Learning, teaching and training activities – attendance list or individual attendance certificates signed by the receiving organization, participants list signed by the participants and the receiving organization, detailed agenda and documents used or distributed at the meeting; Intellectual outputs – proof of the intellectual output produced, proof of the staff time invested (timesheet), employment contracts/voluntary work/SME ownership etc.

In the third day, on 12 June 2024, all participants visited the Poznań University of Technology Laboratories and Research Center.

Finally, some general conclusions were drawn from the three days meeting and the partners presented feedback on the TPM 2.

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