

## **EFORWOOD General Assembly Meeting (5) — Minutes**

Time and place: May 6, 2008, at 15:00-16:00 in Hotel am Sachsengang, Vienna, Austria.

### **Item 1. Formalities**

3. Bo Jellesmark Thorsen, KVL, was appointed meeting Chairperson as neither the Chairman nor the vice Chairpersons were able to attend the meeting.
4. Gunilla Rodfors, Skogforsk, was appointed meeting Secretary.
5. 34 voting contractors were represented: 27 personally present and 7 through proxies. 4 contractors were not represented. The list of voting contractors and the 7 proxies can be found in Appendix 1.
6. Arto Usenius, VTT, and Jörg Schweinle, vTI, were appointed minute-checkers and vote-checkers.

### **Item 2. Minutes from the General Assembly, Zvolen, May 8, 2007**

1.
  - a) Item 5. Kaj Rosen announced that he had made the mistake of calculating the 5 % reduction, to be kept for possible reallocation of money from each partner's share of the Commission contribution, on the payment of 100 % of the contribution to each partner instead of on the 85 % which were actually paid.
  - b) Item 7. Question from Bill Mason regarding actions planned, following the reactions to the stakeholder presentations during the Zvolen EFORWOOD Week. The IP manager reported shortly on the so-called road-shows that replace the stakeholder meetings since a year ago and which are a good instrument for meeting face-to-face with key stakeholders. A more detailed report about the road-shows was made in the morning of May 7 during the EFORWOOD Week in Vienna.

#### Decision

2.
  - a) Item 5. The IP manager to get back to the partners on a correction in connection with the next payment (c.f. section 9 below).

### **Item 3. Second Annual reporting — Approval of the reports**

7. The IP manager reported that the Annual Report including the revised Implementation Plan for months 25-42 were sent to the European Commission on December 13, 2007, and can be found on the EFORWOOD Portal ever since (see under the Partners only tab/Annual Reporting - Year 2). During the spring of 2008, some changes in the tasks of partners AIDIMA and FCBA have been made, which involves some changes in the Implementation Plan for months 25-42 (see Item 13 below).

#### Decision

8. The General Assembly unanimously approved the Annual Report of the second EFORWOOD year and the revised Implementation Plan for months 25-42.

#### **Item 4. Final payment of Year 2 and preliminary payment for months 25-42**

11. The IP manager reported on the final payment of Year 2 and the preliminary payment for months 25-42. He referred to Items 5-6 above concerning the mistake made when calculating the 5 % reduction for reallocation of resources for months 25-42 and promised to take the 5 % from the 85 % in connection with the next payment. He reported to the General Assembly to whom amongst the partners the 5 % had been distributed and confirmed that in the share that had been devoted to SLU was included the allocation for the EFORWOOD Weeks' collective costs. Gunilla Rodfors said that, depending on the delays caused by the many mergers, which involve much administrative work, it is uncertain if the third payment will arrive before the Commission people leave for their summer holiday.

##### Decision

12. As soon as the Contract Amendment and the Implementation Plan for months 25-42 have been agreed with the Commission and the EC Contribution third payment has been delivered to the Coordinator, the Coordinator will transfer the new payment to all partners according to the following calculation, based on the approved (by the Commission) second years' financial reporting from each partner:

$$D=A-(B-C)$$

A = 85 % of the requested EC contribution by each partner for months 25-42

B = Pre-payment received in October 2007

C = Financial Cost Statement for Year 2 approved by the Commission

D = New (Third) Pre-payment

From the total, (D), 5 % will be kept by the Coordinator for possible reallocation by the IP Board.

#### **Item 5. Prolongation of the commissions given to the IP Board concerning the Annual Report and revised Implementation Plan**

9. The **IP** manager went through the detailed commissions given to the IP Board by the General Assembly concerning the Annual Reporting and the Implementation Plan, and their possible prolongation for yet another year.

##### 10. Decision

The General Assembly prolonged the commissions to the IP Board to approve the yearly activity reports stated in the Contract, including the Implementation Plan, prior to their submission to the European Commission. The commission to the IP Board lasts until the General Assembly meeting in the spring of 2009.

#### **Item 6. Accession to the Contract and to the Consortium Agreement of two new Contractors, announcement of change of name of one Contractor and change of tasks of two Contractors**

13. As a background to the two issues to be decided under this Item, Gunilla Rodfors highlighted the responsibilities of the General Assembly listed in the Consortium Agreement in these particular cases:

vii. deciding upon the entering into the Contract and the Consortium Agreement of new Contractors,

- x. deciding upon changes of the allocation of the Project resources (Annex C) and in the Project Plan (Annex B),
- xvi. deciding upon major changes in the Project structure, particularly creation, reallocation, or termination of Modules,

and described the current situation concerning the Second Amendment of the Contract required by the 25-42 months' Implementation Plan:

Partner 19 AFOCEL merged into new Partner 40 FCBA — Accession to Contract

On June 1, 2007, EFORWOOD Partner 19 AFOCEL, France, merged into new organisation Institut Technologique (FCBA), France. The merger does not involve any change of staff or any other changes regarding the EFORWOOD tasks intended for FCBA. However, due to reduced activities of Partner 17 AIDIMA, FCBA will assume additional tasks.

FCBA will, upon the approval of the Commission of the Amendment of the EFORWOOD Contract accede to the EFORWOOD Consortium Agreement. A first reply from the Commission regarding the Amendment of the EFORWOOD Contract is likely to come during the first six months of 2008 at the latest.

Partner 29 BFH merged into new Partner 41 vTI — Accession to Contract

On January 1, 2008, EFORWOOD Partner 29 BFH, Germany, merged into new institute Johann Heinrich von Thünen-Institut (vTI), Bundesforschungsinstitut für Ländliche Räume, Wald and Fischerei, Germany. The merger does not involve any change of staff or any other changes regarding the EFORWOOD tasks intended for BFH.

Johann Heinrich von Thünen-Institut (vTI), Bundesforschungsinstitut für Ländliche Räume, Wald and Fischerei, will, upon the approval of the Commission of the Amendment of the EFORWOOD Contract accede to the EFORWOOD Consortium Agreement. A first reply from the Commission regarding the Amendment of the EFORWOOD Contract is likely to come during the first six months of 2008 at the latest.

Change of name of Partner 18 from JPC to Pöyry — Announcement

On April 27, 2006, JP Management Consulting (Europe Oy) (JPC) changed name to Pöyry Forest Industry Consulting Oy (Pöyry), of which the Commission and the Consortium was informed at the time. However, the then change of EFORWOOD Scientific Officer resulted in a misunderstanding of what documentation to deliver in connection with the change of organisation name, so the change of name will only occur now in the Commission files. This change of name does not require any Amendment to the EFORWOOD Contract.

Changes of tasks between Partner 17 AIDIMA and Partner 40 FCBA

As mentioned in the above description of the merger of AFOCEL into FCBA, during the spring of 2008, some changes in the tasks of partners AIDIMA and FCBA had been made, which involves changes in the Implementation Plan of months 25-42 and approval by the General Assembly.

*Accession to the Consortium Agreement by Partner 39 KU - Announcement*

Gunilla Rodfors also announced that since last General Assembly meeting in Zvolen Partner 39 KU had acceded to the Consortium Agreement.

Decisions

14. The General Assembly approved the accession to the EFORWOOD Contract and to the EFORWOOD Consortium Agreement by FCBA and vTI.
15. The General Assembly approved the reallocation of tasks and financial resources between AIDIMA and FCBA according to the new 25-42 months Implementation Plan.

**Item 7. Next meeting**

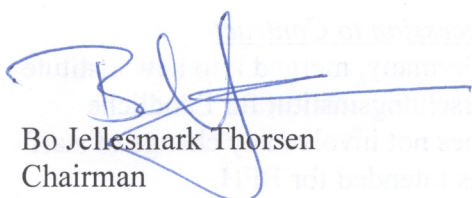
Decision

16. Week 19, 2009, during the EFORWOOD Week in Freiburg.

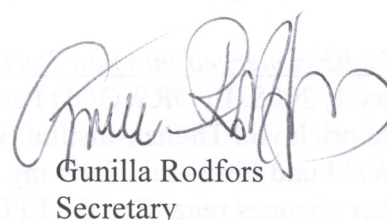
**Item 8. Any other business**

17. The Chairman thanked the hosts for having organised a successful meeting, and, wishing the project the best of success, closed the meeting.

Uppsala, May 23, 2008

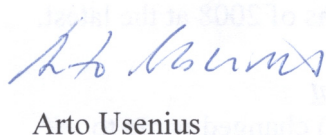


Bo Jellesmark Thorsen  
Chairman

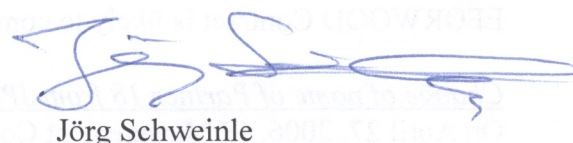


Gunilla Rodfors  
Secretary

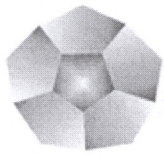
The minutes have been approved by:



Arto Usenius



Jörg Schweinle



## EFORWOOD General Assembly (5) minutes, Vienna 2008-05-06 - Annex 1: List of EFORWOOD Voting Members

### Partner No. and name of Voting Member

1. Skogforsk	Kaj Rosén
2. EFI	Risto Päivinen
3. - (KVL is no longer a partner)	-
4. INRA	Jean-Michel Carpus
5. ALUFR	Gero Becker
6. KCPK	Arie Hooimeijer
7. STFI-Packforsk	Carl Olsmats
8. Innova Wood	Denis Mc Gowan
9. SGGW	Piotr Paschalis Jakubowicz
10. IFER	Martina Roubalova
11. BOKU	Manfred Lexer
12. UMB	Birger Solberg
13. ISA	Margarida Tome
14. FR	<i>Proxy for Bill Mason: Bruce Nicols, FR</i>
15. VTT	Arto Usenius
16. BRE	Katie Livesey
17. AIDIMA	Gus Verhaeghe
18. PÖYRY	Petri Vasara
19. - (AFOCEL is no longer a partner)	-
20. CTFC	Irina Prokofieva
21. SLU	Tomas Lämås
22. ALTERRA	<i>Proxy for Gert-Jan Nabuurs: Eric Arets (procuration letter). Proxy for Eric Arets: Denis Mc Gowan, InnovaWood</i>
23. CEI-Bois	<i>Not represented, no proxy.</i>
24. CEPI	<i>Proxy for Teresa Presas: Arie Hooimeijer, KCPK (procuration letter)</i>
25. CEPF	Gerben Janse
26. KCL	<i>Not represented, no proxy.</i>
27. FVA	Franka Bruechert
28. CIRAD	Jean Noël Marien
29. - (BFH is no longer a partner)	-
30. SFI	<i>Not represented, no proxy.</i>
31. SAVCOR	<i>Proxy for Esa Puustjärvi: Risto Päivinen, EFI (procuration letter)</i>
32. IBL	Wojciech Grodzki
33. TUZVO	Rudolf Kropil
34. SILAVA	Ansis Actins
35. IFE-MUAF	Emil Klimo
36. CIFOR	<i>Not represented, no proxy.</i>
37. UR2PI	<i>Proxy for Yves Nouvellet: Jean</i>

38. CATIE *Noel Marien, CIRAD (procuration letter)*  
*Proxy for Bastiaan Louman: Eric Arets, Alterra*  
*(procuration letter); Proxy for Eric Arets: Denis Mc*  
*Gowan, InnovaWood*
39. KU (including former KVL) Bo Jellesmark Thorsen
40. FCBA (including former AFOCEL) Guillaume Chantre
41. vTI (including former BFH) *Proxy for Johannes Welling: Jörg Schweinle*  
*(procuration letter)*