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General

Date: 6th May 1999

Location: telephone conference

Participants:

Antonio	Cacho	IST
Carlos	Guedes Soares	IST
Clemens	Odendahl	IWi
David	Jaramillo	GL
Emily	Weitzenböck	IRI
Heidi	Brovold	DNV
Markus	Wittmann	IWi
Peter	Wieland (chair+minutes)	DNV
Sotiris	Makris	LMS

Distribution to:

All project members

Contents

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1 Progress in WP1 and WP3 work

David (GL) and Sotiris (LMS) finished their contribution for Milestones M1 - M3 and put the resulting documents on the BSCW server.

Heidi (DNV) finished the process description and put in on the BSCW server. Jochen (DNV) has to add the product data description. He will do this during this week

(see **Act-TC-5-01** of the Action List in the Appendix).

Antonio (IST) will finish a preliminary textual description of the roles IST is covering (Ship Owner, ship crew, tug company) during this week and put the preliminary result on the BSCW server (see **Act-TC-5-02** of the Action List in the Appendix).

Antonio will also finish the textual description during next week and put the final result on the BSCW server (see **Act-TC-5-03** of the Action List in the Appendix).

David changes the work plan for WP1. He adds 2 additional columns (Real Start, Real Finish) and changes the Start/Finish-columns to Planned Start/Finished to make delays visible (see **Act-TC-5-04** of the Action List in the Appendix).

The prototype for the VE will cover the two partners ship-owner and shipyard as agreed on in Hamburg.

David collects information about other possible modelling formats for product data (e.g. EDIFACT and XML) and puts this information on the BSCW. There he will start a discussion about what format to use while modelling the product data (see **Act-TC-5-05** of the Action List in the Appendix). The result of this discussion must be forwarded to all WP1 members by the end of next week to make sure they can finish their models as scheduled (see **Act-TC-5-06** of the Action List in the Appendix).

Tug company actor should be renamed to "salvage company" for the emergency scenarios. If at a later point, the salvage company term should be generalised to another term, this will be done.

2 Other items on the Action list

2.1 Description of the ICT infrastructure:

Only LMS, GL and Neorion sent their ICT description to DNV. The others should do this as soon as possible (overdue since 15th of February!) (see **Act-TC-5-07** of the Action List in the Appendix).

2.2 Pictures for the Web Server in Oslo:

Gallery containing 11 pictures out of totally 27 project members. The others should send a small picture to Peter

2.3 Move the BSCW server:

Clemens and David are working on this subject. They hope to finish it by next week. In the meantime, the BSCW should be used with care!

3 Acceptance of the Subcontract with Common Progress

The proposal for the Subcontract between DNV and Common Progress was sent by DNV to Common Progress in March. It was accepted by Common Progress last week.

The contract will be send to all project members (see **Act-TC-5-08** of the Action List in the Appendix). They can comment during the next week (see **Act-TC-5-09** of the Action List in the Appendix) and the contract is ready for signature if no major objections occur.

4 Miscellaneous

4.1 New Project Officer in Brussels

The project got a new project officer. Karl-Heinz Robrock was exchanged by Oskar Einarson (from Iceland).

4.2 Hotel reservation for the meeting in Oslo in June

People prefer a hotel in the city center and Peter sends two alternatives to all potential participants with information how to book (see **Act-TC-5-10** of the Action List in the Appendix).

4.3 Review in Kavala

The EC proposed the following 3 reviewers for Marvin in Kavala:

1. Tor Ivar Eikaas, SINTEF, Norway
2. Carmine Giuseppe Biancardi, Mettle, Italy
3. Rudi Van Puymbroeck, Belgium

If the project partners have objections concerning the choice, please inform the PM immediately (see **Act-TC-5-11** of the Action List in the Appendix). Otherwise the PM will accept the experts from the EC.

Jochen is performing the review session for the MARVIN project (see **Act-TC-5-12** of the Action List in the Appendix).

4.4 Document Numbering

The WP leader has responsibility for the numbering of documents within his/her WP. The PM has responsibility for numbering of documents outside WPs, e.g. presentations, etc. People unsure which document number to use should contact the WP manager.

4.5 Changes on the Web

A search engine was established on the Web site in Oslo for search the document archive. Future changes like this on the Web site should be announced on the News-page of the Web. Responsibility with the PM.

4.6 Next Telephone conference

The next telephone conference will be on Tuesday 20th of May at **14.00** Norwegian time (13:00 in Portugal and 15:00 in Greece).

Annex A: List of Actions

Reference	Due	Responsible	Action
Act-TelC-5-1	1999-05-07	JHa	Add Product Data description to DNV's document (Domain processes from Class society's point of view).
Act-TelC-5-2	1999-05-07	ACa	Finish preliminary textual description for Ship Owner, ship crew and tug company role and publish it on the BSCW
Act-TelC-5-3	1999-05-14	ACa	Finish textual description for Ship Owner, ship crew and tug company role and publish it on the BSCW
Act-TelC-5-4	1999-05-07	DJa	Changes WP1 plan (additional columns)
Act-TelC-5-5	1999-05-07	DJa	Publish information on alternative product data modelling formats
Act-TelC-5-6	1999-05-14	DJa	Inform all WP1 members on the result of the format discussion
Act-TelC-5-7	1999-05-14	EWe, ACa, PJo	Send a description of ICT infrastructure to Peter (see Act-TC-1-08)
Act-TelC-5-8	1999-05-06	PWi	Send Subcontract with Common Progress to all project members
Act-TelC-5-9	1999-05-14	AKa, EWe, COd, SMa. ACa, DJa, PSo, PJo, ARo	Comment the Subcontract with Common Progress
Act-TelC-5-10	1999-05-07	PWi	Publish information on hotel alternatives for the m,eeting in Oslo in June.
Act-TelC-5-11	1999-05-14	all	Send potential objections concerning the reviewers to the PM
Act-TelC-5-12	1999-05-20	JHa	Performing the review for the MARVIN project in Kavala

PREVIOUS ONGOING ACTIONS

For all on-going actions see the action matrix on the project web-site:

http://research.dnv.com/marvin_int/Actions/act_by_pers.html.