

El Mouradi Skanes Hotel, Monastir, 23rd December 2012, 10:00 – 12:00

Minutes of Laboratory Board Meeting LBM-07-2012

16 Participants:

- **Board Members:** Adel M. Alimi, Chokri Ben Amar, Mounir Ben Ayed, Ilhem Kallel, Mourad Zaied, Ikram Moalla, Hanene Trichilli, Wajdi Bellil, Abdelkarim El baati, Hala Bezine, Fadhel M. Saad,
- **Student Representatives:** Ali Wali, Habib M. Kammoun
- **Expert:** Najib Abida
- **Invited:** Housseem Turki, Mohamed Turki

8 Absents:

- **Board Members:** Slim Choura, Anis Ben Ammar, Mohamed Ben Jlaiel, Mohamed Ben Ammar, Tarek M. Hamdani, Moncef Charfi, Monji Kherallah,
- **Expert:** Nadhem Bardaa

Agenda:

1. Governance
2. New graphic design
3. Miscellaneous

Details:

1. Governance

- After many Saturday meetings, the managers of each office presented the final goal, tasks, and current actions of the proposed offices.
- **Knowledge Transfer Office (KTO)**, managed by Fadoua Drira:
 - Main Goal: Transforming Knowledge into Practice
 - Tasks:
 - Laboratory communication kit (Website, Business card, Briefcase, Screen)
 - Intern evaluation indicating strengths and weaknesses of REGIM-Lab. works
 - Select valuable expertise and works
 - Select potential partners
 - Launch inquires to know trends and concerns of companies and other research laboratories
 - Current actions:
 - Plan to organize 5 training sessions for doctors on Patents, Innovation, Governance and leadership, Mounting project, project management
 - Launch inquires with teams leader in REGIM-Lab. to search valuable works
 - Encourage all doctors to submit a project and sign a convention with industrial companies
 - Create KTO-news mailing list
- **Management Research Office (MRO)**, managed by Ilhem Kallel & Mounir Ben Ayed:
 - Main Goal: Standardization of methodology and tools of management research
 - Tasks:
 - Deploy the organization's REGIM
 - Define charter for PhD students and for Doctors

- Establish a standard and a recruitment policy of PhD students
- Provide standards for research methodology
- Develop information systems as tools for research management and supervision
- Facilitate the monitoring of scientific production progress (research mining)
- Current actions:
 - Signing charters by all REGIM-Lab Members
- **Training Office (TO)**, chaired by Hanene Trichili:
 - Main Goal: Improve researchers' skills
 - Tasks:
 - Organize multidisciplinary trainings
 - Discover new technologies and trends
 - Current actions:
 - Training on Latex, Google tools, Ubuntu, Scientific publications, Bibliography.
- **Quality Control Office (QCO)**, managed by Mohamed Turki:
 - Main Goal: Become a certified laboratory
 - Task:
 - Manual quality
 - Current actions:
 - Prepare in coordination with other offices their process sheets
 - Detail all actions in each process
- **Information Technology Office (ITO)**, managed by Ali Wali:
 - Main Goal: Develop a web platform as requested by offices
 - Tasks:
 - Develop a web account for each member
 - Develop a dynamic web site including request forms for sponsorship, publication, etc.
- **Communication Office (CO)**, managed by Habib M. Kammoun:
 - Main Goal: Inform members on news and important actions
 - Tasks:
 - Prepare minutes of meetings
 - Send emails to REGIM-Lab. mailing list
 - Send emails on call for cooperation projects
 - Arrange the web contents

2. New graphic design

- Some proposed designs were proposed by Houssein Turki: new logo, letterhead, notepad, briefcase, and business card. After discussions, the final designs were approved by the board.
- These items will be offered for all members of the laboratory who will fill a requested information form.

3. Miscellaneous

- Thanking to Wajdi Bellil and the organizing team for the success of the current WIMTA workshop.
- Participants request Wajdi to prepare a report after the workshop.
- Congratulations to Monji Kherallah for evolution to Associate Professor grade
- Congratulations to Mohamed Neji and Hela Garbaa, elected as student representatives for 2013.
- The 2012 activities report (requested by the ministry) was prepared and approved by the board.

End.