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**: Houssem 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 Houssem 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.