

PROJECT SHARE

**Sustainable approach to cultural Heritage for the urban Areas Requalification in Europe
PGI02343**

MINUTES

Kick-off Meeting

Spoletto and Terni (IT), FEBRUARY 22nd - 23th - 24th

SHARE

Kick-off Meeting

Spoletto and Terni, FEBRUARY 22nd - 23th - 24th

AGENDA

LIST OF PARTICIPANTS		
Partner	Name	Role in the project
Sviluppumbria SPA	Chiara Dall'Aglio	Project Coordinator
	Cathleen Foderaro	Communication
	Valeria Manna	Organisation
	Armando Fizzarotti	Technical assistance to management
	Erika Squadroni	Technical assistance to financial management
	Andy Fryers	Expert on sustainability
Regional Government of Extremadura	Juan Pablo Martin	Project manager
North-East Regional Development Agency	Roxana Pintilescu	Project Manager
	Georgeta Smadu	Technical Responsible
University of Greenwich	Andres Coca-Stefaniak	Project manager
	Ray Powell	Expert
County Administrative Board of Östergötland	Mattias Schönbeck	Project manager
	Eva Nyström Tagesson	Expert
Pannon EGCT	András Göndöc	Director of PANNON ETT
	Gyula Gál	Regional Director of Szécheny
City of Sibenik	Petar Misura	Project manager
	Kresimir Kovac	Expert

Wednesday, 22 FEBRUARY

Venue: Comune di Spoleto, Sala Consiliare

Piazza del Comune n. 1

Spoletto (IT)

WORKING SESSION 1		
15.00	Welcome & Opening of the Kick-off Meeting	
	Welcome to project partners and start-up of meeting	Sviluppumbria
15.15	Self-presentation of partners	
	10 minutes each – 4/5 slides	All Partners
16.30	Coffee break	
16.45	Overview of SHARE project	
	Brief presentation of project, actions, timing, outputs and deliverables Brief presentation of the overall project's budget	Sviluppumbria
17.15	Overview of managerial issues of project	
	Presentation to partnership of the procedures to implement the project, narrative reporting, outputs and deliverables.	Sviluppumbria
18.00	Project Communication	
	Presentation of the Project Communication Plan, website structure and informative materials.	Sviluppumbria
18.30	End of Working session 1	

DINNER

When: 20.30

Where: Hotel Clitunno, Piazza Sordini 6, Spoleto

Thursday, 23 February

Venue: Municipality of Spoleto, Sala Consiliare

Piazza del Comune n. 1

Spoleto (IT)

WORKING SESSION 2		
09.00	Overview of administrative and financial issues of project	
	Presentation to partnership of the procedures to correctly managing its own budget, financial reporting, respecting of expenses flows and periods.	Sviluppumbria
10.30	Coffee break	
10.45	Interregional Exchange Meeting (1st session) Moderator for all sessions: Andy Fryers	
	Presentation of methods, approaches and models to implement the project. Description of each policy instrument concerned by the project.	University of Greenwich All Partners
13.00	Lunch break	
14.00	Interregional Exchange Meeting (2nd session)	
	Presentations of partners' policies. (4/5 slides each maximum 10 minutes) Partnership debate on the local and regional policies on urban development, cultural and natural heritage, ICT applications	All Partners
15.30	Coffee break	
15.45	Interregional Exchange Meeting (3rd session) – Opening address through Skype meeting with the JS	All Partners
	Partnership debate on the local and regional policies on urban development, cultural and natural heritage, ICT applications	
17.30	End of Working session 2 Study Visit to Spoleto: urban mobility, museum of modern art. Approx. 2 hours	

LIGHT LUNCH

When: 13.00

Where: Municipality of Spoleto

DINNER

When: 20.30

Taverna dello Spagna

Address: Via Fontesecca 7, Spoleto

Friday, 24 February

Venue: Caos - Centro per le Arti Opificio Siri

Viale Luigi Campofregoso, 98

Terni (IT)

WORKING SESSION 3 – Study visit		
09.00	Meeting with the Region of Umbria – Managing Authority of concerned policy instrument	
	Presentation of the Urban Agenda in Terni	Region Umbria Municipality of Terni Sviluppumbria
10.30	Coffee break	
10.45	Study Visit to city of Terni	
	Study visit to the locations interested by the concerned policy instrument Urban Agenda	Municipality of Terni All Partners
15.30	End of Working session	

Introduction

The kick-off meeting of SHARE project was organised, managed and hosted by Sviluppumbria spa, as project leader and chaired by Ms Chiara Dall'Aglio as project coordinator on behalf of Sviluppumbria spa.

A pen-drive with all the main official documents and internal working papers was delivered to each partner. All the slides screened during the meeting are at disposal of the partnership.

The activities were organised on three days and three main topics;

1. The **Steering Committee Meeting**, focused on the managerial issues, including communication and executive planning;
2. The **Transnational Exchange meeting**, focused on the mutual knowledge of the policy instruments among partners,
3. The **Study Visit** in two local Municipalities (Spoleto and Terni) working with the policy instrument in force in Umbria Region.

All partners joined the meeting.

The meeting successfully addressed all the points of the Agenda by each working session, as scheduled.

The main points processed were:

Welcome & Opening of the Kick-off Meeting

The meeting was hosted by the Municipality of Spoleto in the Council Hall. It started as scheduled. The Partnership Agreements have been delivered to partners for the official signature by their legal representative.

Self-presentation of partners

Each partner introduced itself and the main elements of the Policy Instrument shared in the Project. All the slides are available to partnership.

Overview of SHARE project

Sviluppumbria provided to partnership an overview of the main features of project, in terms of objectives, partnership, Policy Instrument addressed by the action, budget and work-plan.

The reference is the current Application Form in force, which is the Version 6 available on IOLF and delivered in PDF format to partners.

Overview of managerial issues of project

In this section Project leader explained to the partners the main procedures to be taken during project management. Particular attention was paid to the terms, contents and deadlines of the project reports and project changes. The reference document was the Interreg Europe Programme Manual - 13 December 2016 (version 4). A short vademecum with main obligations for partners was delivered. It consists in a slim collection of slides with the main obligations and procedures stated in the Manual.

Project Communication

Sviluppumbria informed the partnership of the obligations and standards of the Interreg Europe communication and the main points of the communication strategy. Furthermore it was showed and provided explanations about the project's website and on-line activity and the modalities for partners to implement the information and on how interact with the website.

The correct using of logo and disclaimers were transferred too.

Overview of administrative and financial issues of project

Sviluppumbria informed the partnership about the structure of budget, the financial reporting standards and the role of FLC, eligible costs, procedure of procurements. To ensure a correct information, it were exploited both the official Interreg Europe slides, screened during the Lead partner workshops (held in Berlin on December 2016) and specific slides, customized on Share project contents, partnership and timing.

The indicators of outputs and results, as well as the thresholds of success were explained to partnership.

The second point processed was the executive planning, with a time perspective till next December 2017.

It were agree with partners the steps to do, the specific commitments per each, the internal deadlines and the type of working papers to be produced.

Partners requested a one-to-one overview of the single budget, and Sviluppumbria agreed on sending each partner its own budget with full details of all activities and expenses envisaged so far. This document will also be one of the Annex of the Partnership Agreement.

Furthermore, it was decided that the next two transnational meetings will be implemented in Hungary in July 2017, under the operational responsibility of Partner PANNEGCT and in Spain, on December 2017, under the operational responsibility of Partner COBEX.

The Executive Plan in force for the project till next December 2017, as agreed during the Steering Committee Meeting, is attached to these minutes.

It commits all partners to fully respect its contents.

In case of delays or other events that can affect this Executive Plan as there reported, the concerned partner must inform as soon as possible the Lead Partner SVIL.

Interregional Exchange Meeting (all the sessions)

All partners took part in a debate about their own policy Instruments shared in the project, providing indications about the finances, the legal organization, the coordination among the actors and their field of competence. Regione Umbria, MA for the LP policy, presented the Urban Agenda. Municipalities involved in the policy were also present to the meeting.

Then, partner UNIGREE proposes to Steering Committee the overall approach leading to the elaboration of the Action Plans as foreseen in the work-plan.

Based on results of debate, UNIGREE will provide to partners by next June the structure for planning the process of the exchange of experiences and a template to process the local surveys.

Opening address through Skype meeting with the JS

A Skype conference with Interreg Europe Programme representatives was implemented with Mrs. O'Loughlin and Mrs. Niechajowicz.

Study Visit to Spoleto: urban mobility, museum of modern art

Partners visited the urban mobility mechanized system adopted by the Municipality of Spoleto to interconnect the different urban areas and connect them with car parking sites.

The policy instrument, under the responsibility of the Region of Umbria (so-called Urban Agenda) is a crucial element to increase the effects of the mechanization works done and improve the valorization and of the cultural heritage.

The study visit was chaired by experts of the Municipality of Spoleto, who shows the background of the operations done and their elements and their link with the Agenda Urbana.

Meeting with the Region of Umbria – Managing Authority of concerned policy instrument

The last day (Friday 24th) of the Meeting was located in Terni, another municipality concerned by the policy instrument shred by Sviluppumbria in the framework of the project.

The location chosen was CAOS, a public structure open to public as an exhibition space, as well as a location of urban culture and social aggregation. This structure was built on a former mechanical factory, not used

anymore in the central area of Terni. It represents a good example on how recover abandoned spaces in town and used them as cultural and social attractor factors.

The debate was opened by Mrs. Francesca Malafoglia, deputy mayor of the Municipality of Terni and by Mr. Fabio Paparelli, Vice-President of Region of Umbria (managing authority of Agenda Urbana), in charge of the policy definition and managing of Agenda Urbana.

Study Visit to city of Terni

Mr. Gianluca Paterni, (Responsible for urban cultural heritage) exposed to partners and other participants the main features on the application of the policy instrument Agenda Urbana to the urban territory of Terni, then he moderated the debate among participants.

The study visit started from the other locations of Caos area (exhibition rooms, cafeteria, external locations), with explanations of the structure, the events there organised and its role as a cultural attractor for the city of Terni.

The study visit ended at the municipal library in the center of town BMT, Bibliomediateca.

EXECUTIVE PLANNING

JANUARY – DECEMBER 2017

1st Step: January – June 2017

	Actions	Output/deliverable	Notes
Exchange of Experience	1. Definition of method for the exchange of experiences.	<ol style="list-style-type: none"> Structure for planning the process of the exchange of experiences and provision of a template to process the local surveys (UNIGREE). Executive planning of Case studies, Opinion polls and Focus Groups (to be developed within 2nd semester) (UNIGREE+ ALL PARTNERS). 	<ol style="list-style-type: none"> By June By June
	2. Local surveys	<ol style="list-style-type: none"> Opinion poll involving around 1,000 citizens per each territory (ALL PARTNERS NO UNIGREE). Report on Local Surveys (ALL PARTNERS NO UNIGREE). Overall report on Local Surveys (UNIGREE) 	<ol style="list-style-type: none"> Survey Between July-September Each partner prepares its report by October Overall Report by December.
	3. Transnational benchmarking of best practices	<ol style="list-style-type: none"> Transnational benchmarking tool document. 	<ol style="list-style-type: none"> By end of July.
	4. Establishment of Stakeholder Groups	<ol style="list-style-type: none"> Local meetings with at least 8 stakeholders (UNIGREE+ ALL PARTNERS). 	<ol style="list-style-type: none"> By June
	5. Interregional Exchange Meetings and Study Visits	<ol style="list-style-type: none"> Report (to be included into the SC Meeting minutes) (SVIL) 	<ol style="list-style-type: none"> By March
	6. Policy learning platform	<ol style="list-style-type: none"> Contribution to its implementation (SVIL+ALL PARTNERS) 	<ol style="list-style-type: none"> Waiting for indications by JS

	Actions	Output/deliverable	Notes
Communication and dissemination	1. Communication strategy of project	1. SHARE Project communication strategy, in compliance with the requirements of the Interreg Europe Programme (SVIL)	1. Presented within the meeting and agreed by partnership.
	2. Communication tools.	1. Flyers (three folded format 1000 per territory – 6,000 in total); 2. Posters (A3 format 200 per territory – 1,200 in total); 3. Press kits, articles and press releases; 4. Project webpage (hosted on Programme website); 5. Activation of social networks (SVIL+ ALL PARTNERS)	1. By June 2. By June 3. Already started. The collection of such issues will be reported with the 1st PR. 4. Website already on-line. Each partner will regularly update the website. 5. By May
	3. Information and awareness raising events.	1. Communication event per partner territory (including a press conference) (ALL PARTNERS NO UNIGREE)	1. By June

	Actions	Output/deliverable	Notes
Project Management	1. Management actions.	1. Various (communications with JS, technical assistance to partnership etc.) SVIL	1. Currently implemented
	2. Startup of the project.	<ol style="list-style-type: none"> 1. Subsidy Contract (SVIL), 2. Partnership Agreements (SVIL+ALL PARTNERS) 3. Appointing of internal and external staff (ALLPARTNERS) 4. Acquisition of external services (ALL PARTNERS) 5. Executive Planning covering 12 months (SVIL+ALL PARTNERS) 	<ol style="list-style-type: none"> 1. Already signed between SVIL and the MA. 2. It has been delivered to partners during the kick-off meeting to be signed by the partners' legal representatives Partnership Agreement by March 3/4. Appointing staff and external experts/providers. By March/April. 5. Presented and discussed among partners during tge kick-off meeting (it is the current document).
	3. Management and monitoring tools.	1. Provision of monitoring tools (SVIL)	1. Already presented and agreed with partnership during the kick-off meeting. By March next upgrade.
	4. Kickoff meeting and 1st SC meeting.	1. Organisation and hosting of meeting (SVIL)	1. It is the current kick-off meeting.
	5. Annual events	1. Participation to annual events of Interreg Europe Programme (SVIL).	1. Waiting for indications by JS

2nd Step: July – December 2017

	Actions	Output/deliverable	Notes
Exchange of Experience	1. Local meetings and surveys.	1. Implementation of meetings with local stakeholders (ALL PARTNERS NO UNIGREE) 2. Report on the activity (ALL PARTNERS NO UNIGREE)	1. By November 2017 2. By December 2017
	2. Focus Groups	1. Implementation of Focus Groups (ALL PARTNERS NO UNIGREE) 2. Report on the activity (ALL PARTNERS NO UNIGREE)	1. By November 2017 2. By December 2017
	3. First draft of the Action Plan.	1. Elaboration of draft (UNIGREE+ALL PARTNERS)	1. By December 2017
	4. Interregional Exchange Meetings and Study Visits	1. Organisation of event in ES (COBEX) 2. Organisation of event in HU (PANNEGCT) 3. Reports (to be included into the SC Meeting minutes) (SVIL+ COBEX+PANNEGCT)	1. Event in Spain on December 2017 2. Event in Hungary (including stakeholders meeting) End of July 2017 3. Respectively on August 2017 for PANNEGCT and January 2018 for COBEX.
	5. Policy learning platform.	1. Contribution to its implementation (SVIL+ALL PARTNERS)	1. Waiting for indications by JS

SHARE

Sustainable approach to cultural Heritage for the urban Areas Requalification in Europe



	Actions	Output/deliverable	Notes
Communication and dissemination	1. Presentation of project to local public.	<ol style="list-style-type: none">1. Communication event to present the project and its progress to local stakeholders, citizens and press (COBEX),2. Communication event to present the project and its progress to local stakeholders, citizens and press (PANNEGCT),	<ol style="list-style-type: none">1. By December 20172. By July 2017
	2. Regular updates of the project website.	<ol style="list-style-type: none">1. Updating of website (SVIL+ALL PARTNERS)	<ol style="list-style-type: none">1. regular provision of information and data

	Actions	Output/deliverable	Notes
Project Management	1. Implementation of management actions.	1. Various (communications with JS, technical assistance to partnership etc.) (SVIL)	1. Regular implementation of managerial activities
	2. Submission of 1st Progress report	1. Submission of 1st Progress report (SVIL+ALL PARTNERS)	1. The report will be submitted by SVIL to JS by October 1st 2017. All partners will send to SVIL their activity and financial reports by 31 July 2017, to be checked before their official submission. All partners will send to SVIL their FLC reports by 21 July.
	3. 2nd SC meeting in Spain.	1. Hosting and organisation of 2 nd SC Meeting (COBEX)	1. By December 2017
	4. Updating of executive plan	1. The executive plan, updated as needed during the project, will cover about 12 months (SVIL+ALL PARTNERS)	2. Updating of the current Executive Plan by July 2017, in correspondence with the meeting in HU.
	5. Participation to annual events	1. Participation to annual events of Interreg Europe Programme (SVIL).	1. Waiting for indications by JS