



Project MedStrategy
*Integrated strategy for sustainable development of
mediterranean rural areas*
Reference number: 2G-MED09-282

Kick off meeting

5th - 6th July 2010
Patti – Italy

Minutes of the meeting



HELLENIC REPUBLIC
REGION OF CRETE
PREFECTURE OF HERAKLION
MUNICIPALITY "N. KAZANTZAKIS"





Monday, 5th July

Participants

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|---|---|
| PP1 "Tindari – Nebrodi" Public Services Intermunicipal Consortium (Italy) | Franco Armando LOPES (President) Antonello CAPADONNA Carlo SIMONETTI Stefania ZANNA Despoina KARNIADAKI Claudia RUBINO Carmelo ZEUS |
| PP2 AnciSicilia - National Association of Sicilian Municipalities (Italy) | Mario Emanuele ALVANO Luciano DE CARO |
| PP4 CRES - Centre for Renewable Energy Sources and Saving (Greece) | Eirini KARAKATSANI |
| PP5 Province of Teruel (Spain) | Ismael BRENCHAT Ester GARCIA |
| PP6 Pembroke Local Council (Malta) | Alfredo MAZZITELLI Lawrence ATTARD |
| PP7 Foundation for the Social Development (Spain) | Sara FERNANDEZ Pilar TORNOS |

PP3 - Municipality N. Kazantzakis (Greece) didn't attend the meeting because the representatives of the municipality didn't obtain the approval of the mission on time. As PP3 informed the lead partner, according to the national procedures, a period of 2 months was requested for obtaining the approval of the mission.

Welcoming of the partners by Mr. Lopez (President of Consortium "Tindari Nebrodi")

Presentation of the MedStrategy project and of the components

(see attached presentation)

Mr. Simonetti presented an overview of the main objectives and the components/phases of the project.

Partners confirmed their intention to carry out the activities of the project as foreseen in the Application form.

C2 - Administrative and financial management of the project

(see attached presentation)

Mrs. Karniadaki presented the main issues regarding the management of the project. Presentation regarded the following issues:

- Reference and useful documents
- Starting and ending date of the project
- Financial issues
- First level control rules with particular regard to the four partner countries
- Reporting



- Project changes (distinction between minor and major changes)
- Management structure of the project
 - Lead Partner (LP)
 - Steering Committee (SC)
 - Responsible of the Phase (RoP)
 - Experts Board (EB)
- Monitoring and evaluation of the project
- Archiving
- Common procedures regarding the definition of phases' timetable and the naming of project files
- Next deadlines – proposal of calendar regarding the following activities that should be implemented within the early next months
 - Establishment of Steering Committee
 - Establishment of External Board
 - Start-up report
 - Designation of First Level Control Auditors
 - Guidelines for the implementation of the phases that begin within the first 6 months of the project

Partners discussed on the above mentioned issues. Conclusions are reported at the end of the document.

On the afternoon a minor change in the agenda of the meeting was made: partners discuss on Component 1 instead of Component 3.

C1 – Communication

(see attached presentation)

Mrs. Zanna presented the main issues regarding the communication of the project. Presentation regarded the following issues:

- Communication Plan (communication approach of MedStrategy and proposal of Communication plan index)
- Graphical Coordinated Image
- Website and Intranet communication system
- Communication campaign
- Conferences & workshops
- Final Conference
- Monitoring communication plan
- Next deadlines – proposal of calendar regarding the following activities that should be implemented within the early next months
 - First draft of Communication Plan (Phase 1)
 - Logo (Phase 2)
 - Website (Phase 2)

Partners discussed on the above mentioned issues. Conclusions are reported at the end of the document.



Tuesday, 6th July

Participants

| | |
|---|---|
| PP1 "Tindari – Nebrodi" Public Services Intermunicipal Consortium (Italy) | Franco Armando LOPES (President) Antonello CAPADONNA Carlo SIMONETTI Stefania ZANNA Despoina KARNIADAKI Claudia RUBINO Carmelo ZEUS |
| PP2 AnciSicilia - National Association of Sicilian Municipalities (Italy) | Luciano DE CARO |
| PP4 CRES - Centre for Renewable Energy Sources and Saving (Greece) | Eirini KARAKATSANI |
| PP5 Province of Teruel (Spain) | Ismael BRENCHAT Ester GARCIA |
| PP6 Pembroke Local Council (Malta) | Alfredo MAZZITELLI Lawrence ATTARD |
| PP7 Foundation for the Social Development (Spain) | Sara FERNANDEZ Pilar TORNOS |
| AP2 Province of Messina (Italy) | Francesco ALIBRANDI |

Press conference

In the framework of the project meeting a press conference for the presentation of the project was held in Palermo on Tuesday morning.

Beyond of local and national press media, representatives of municipalities, the Province of Messina, University of Messina and other local actors attended the press conference.

C3 - Territories and institutions: diagnosis and evaluation

(see attached presentation)

Mr. Simonetti presented then guidelines for the implementation of C3. Presentation regarded the following issues

- General principles proposed by MedStrategy
- The Planning Cycle:
 1. Start of the planning process
 2. Baseline Review and identification of preliminary aims and priorities
 3. Development of contents of the Plan
 4. Implementation of the Plan
- Sources of reference to identify the intervention themes: European Thematic Strategy for the Urban Environment and Aalborg Commitments
- Integrated territorial analysis in relation to the 3 sustainability dimensions (Environmental and socio-economic sustainability)
- Main phases of the territorial analysis:



1. Reporting formats to be used
 2. Selection of indicators (DPSIR Model)
 3. Data collection
 4. Communicating the information
- Organization of the data collected through the use of GIS applications in order to make information immediately available for the Local Administrations

 - Next deadlines – proposal of calendar regarding the following activities that should be implemented within the early next months
 - Guidelines for the implementation of Phase 1 - Integrated territorial analysis
 - Guidelines for the implementation of Phase 2 - Analysis of institutional framework

Partners discussed on the above mentioned issues. Conclusions are reported at the end of the document.



Conclusions

C1 – Communication

1. Phase 1 – Communication plan

Timetable

| Date | Activity | Partner in charge |
|------------|--|-------------------|
| 21/07/2010 | First Draft of Communication Plan sent to PPs | LP |
| 25/07/2010 | Comments / remarks on Communication Plan sent to LP | All PPs |
| 31/07/2010 | Final version of Communication Plan and approval by the Steering Committee | LP and SC |

2. Phase 2 – Communication campaign

Timetable

| Date | Activity | Partner in charge |
|------------|--|-------------------|
| 31/07/2010 | Timetable of the phase with particular regard to the production of the logo and the project web site | P5 |
| 30/09/2010 | First release of project’s logo and website | P5 |

C2 - Administrative and financial management of the project

1. Subsidy contract

Once LP receives the subsidy contract signed by the Management Authority (MA) of MED programme, a copy will be sent to the Project partners and to the Associated partners, together with the other official documents of the project.

2. Establishment of Steering Committee (SC)

SC will be composed by 1 representative of each project partner and will be chaired by the Project Coordinator of LP. In case that a partner’s member of the SC cannot attend a SC’s meeting then the partner can designate a temporary substitute.

As PP3 didn’t attend the meeting, the establishment of SC was not possible.

Timetable

| Date | Activity | Partner in charge |
|------------|--|-------------------|
| 15/07/2010 | Designation of SC’s members: names and contacts of SC members sent to LP | All PPs |

3. Designation of First Level Control Auditors (FLCA)

Contact details of First Level Control Auditors must be sent to the Management Authority (MA) of MED programme by the start-up report (31/08/2010). If this is not possible then the contact details of FLCAs must be sent by the 1st Progress Report latest (31/10/2010).

Timetable

| Date | Activity | Partner in charge |
|------------|---|-------------------|
| 15/07/2010 | Designation of FLCAs: names and contacts of | All PPs |



| | | |
|------------|--|---|
| | FLCAs sent to LP | |
| 30/09/2010 | Designation of FLCAs: names and contacts of FLCAs sent to LP | PPs that were not able to designate FLCAs earlier |

4. Start-up report

Timetable

| Date | Activity | Partner in charge |
|------------|---|-------------------|
| 15/07/2010 | Contact details of legal representatives, local project managers, members in the SC and First Level Control Auditors sent to LP | PPs and APs |
| 31/07/2010 | First draft of start-up report sent to PPs and APs (1) | LP |
| 20/08/2010 | Comments on the first draft of start-up report sent to LP | PPs and APs |
| 31/08/2010 | Final draft of start-up report sent to the MA of MED Programme | LP |

(1) This date may change as the template in word format of the start up report is not yet available (it will be provided by the Joint Technical Secretary of MED Programme).

5. Establishment of External Board (EB)

LP proposed to appoint the EB members according the following the scheme:

| Expert on: | Appointed by the PPs | Cost in charge of (as external expert) |
|---|----------------------|--|
| Territorial diagnosis - Monitoring (indicators) | LP and PP2 (Italy) | LP or PP2 |
| Development planning | PP5 and PP7 (Spain) | PP5 or PP7 |
| Rural development | PP3 and PP4 (Greece) | PP3 or PP4 |
| Governance | PP6 (Malta) | PP6 |

Spanish partners proposed to appoint the expert on rural development instead of the expert on development planning. Greece has to give its agreement on this.

Before the recruitment of the experts, the partners will send the curriculum of the experts to the Steering Committee.

Timetable

| Date | Activity | Partner in charge |
|------------|--|-------------------|
| 21/07/2010 | Acceptance of modification proposed by PP5 and PP7 | PP3 and PP4 |
| 15/09/2010 | Curriculum of the experts sent to SC | LP and PPs |
| 22/09/2010 | Comments on experts curriculum sent to PPs | SC |
| 30/09/2010 | Recruitment of the experts | LP and PPs |

6. Next meeting



The next project meeting will be held at Pembroke (Malta) on 15th-17th December 2010

C3 - Territories and institutions: diagnosis and evaluation

1. Phase 1 – Integrated territorial analysis

Timetable

| Date | Activity | Partner in charge |
|------------|--|-------------------|
| 20/09/2010 | First draft of guidelines for the implementation of the phase sent to PPs | LP |
| 30/09/2010 | Comments / remarks on the guidelines sent to LP | All PPs and EB |
| 15/10/2010 | Final version of guidelines sent to PPs and approval by the Steering Committee | LP and SC |

2. Phase 2 – Analysis of institutional framework

Timetable

| Date | Activity | Partner in charge |
|------------|---|-------------------|
| 20/09/2010 | First draft of guidelines for the implementation of the phase sent to LP and PPs | PP6 |
| 30/09/2010 | Comments / remarks on the guidelines sent to P6 | LP, PPs and EB |
| 15/10/2010 | Final version of guidelines sent to LP and PPs and approval by the Steering Committee | PP6 and SC |



Overall timetable

| Date | Component - Phase | Activity | Partner in charge |
|------------|-------------------|--|---|
| 15/07/2010 | C2 | Designation of SC's members: names and contacts of SC members sent to LP | All PPs |
| | C2 | Designation of FLCAs: names and contacts of FLCAs sent to LP | All PPs |
| | C2 | Contact details of legal representatives, local project managers, members in the SC and FLCAs sent to LP | PPs and APs |
| 21/07/2010 | C1-Ph1 | First Draft of Communication Plan sent to PPs | LP |
| | C2 | Acceptance of modification proposed by PP5 and PP7 regarding experts board | PP3 and PP4 |
| 25/07/2010 | C1-Ph1 | Comments / remarks on Communication Plan sent to LP | All PPs |
| 31/07/2010 | C2 | First draft of start-up report sent to PPs and APs (1) | LP |
| | C1-Ph1 | Final version of Communication Plan and approval by the Steering Committee | LP and SC |
| | C1-Ph2 | Timetable of the phase and in particular the logo and the web site of the project | PP5 |
| 20/08/2010 | C2 | Comments on the first draft of start-up report sent to LP | PPs and APs |
| 31/08/2010 | C2 | Final draft of start-up report sent to the MA of MED Programme | LP |
| 15/09/2010 | C2 | Curriculum of the experts sent to SC | LP and PPs |
| 20/09/2010 | C3-Ph1 | First draft of guidelines for the implementation of the phase sent to PPs | LP |
| | C3-Ph2 | First draft of guidelines for the implementation of the phase sent to LP and PPs | PP6 |
| 22/09/2010 | C2 | Comments on experts curriculum sent to PPs | SC |
| 30/09/2010 | C2 | Designation of FLCAs: names and contacts of FLCAs sent to LP | PPs that were not able to designate FLCAs earlier |
| | C1-Ph2 | First release of project's logo and web site | P5 |
| | C2 | Recruitment of the experts | LP and PPs |
| | C3-Ph1 | Comments / remarks on the guidelines sent to LP | All PPs and EB |
| | C3-Ph2 | Comments / remarks on the guidelines sent to P6 | LP, PPs and EB |
| 15/10/2010 | C3-Ph1 | Final version of guidelines sent to PPs and approval by the Steering Committee | LP and SC |
| | C3-Ph2 | Final version of guidelines sent to LP and PPs and approval by the Steering Committee | P6 and SC |



Acronyms

| | |
|-----------|--|
| APs | Associated partners |
| EB | Experts Board |
| FLCAs | First Level Control Auditors |
| JTS | Joint Technical Secretary of MED Programme |
| LP or PP1 | Lead Partner |
| MA | Management Authority of MED Programme |
| PPs | Project partners |
| RoP | Responsible of the phase |
| SC | Steering Committee |