

# **EPTA Project**

## **Kick-Off Meeting - BOLOGNA (ITALY)**

February 28<sup>th</sup> – 29<sup>th</sup> 2012

### **Meeting Minutes**

***Day 1, Tuesday February 28<sup>th</sup> 2012, 14:30-18:00***

SRM Sole Director, Mr. Silvano Cavaliere, opens the meeting and welcomes EPTA partners to Bologna.

Mrs. Dora Ramazzotti (hereinafter referred to as DR), SRM Project Manager, presents the two-days meeting agenda to partners, that fully approve it. DR then passes on to the first item in the agenda, and asks partners to give a short presentation of their own institution, underlining main characteristics and needs and the role in the consortium. Delegates of all EPTA partners attended the meeting, and presentations were delivered by:

- Tommaso Bonino (LP – SRM)
- Fabio Formentin (PP1 – RER)
- Catarina Freitas & Carlos Sousa (PP2 – ACC)
- Wenche Myrland (PP3 – ROGFK)
- John D. Nelson (PP4 – UNIABDN)
- Ivo Cré (PP5 – POLIS)
- Zlatka Stoycheva (PP6 – RAZ)
- Catalin Frangulea Pastor (PP7 – BRA)
- Panos Papaioannou (PP8 – ThePTA)
- Chiara Bresciani (PP9 – CREM)
- Petr Hejl & Ivana Polakova (PP10 - PRA).

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Once partners presentations concluded, DR delivers a presentation on project overview, pointing out the characteristics, tasks, working method, main outputs and actions of EPTA. DR explains that all the presentations of KO meeting will be made available to partners, that can use it as a tool to refer to for project issues.

DR then passes on to the following item on the agenda, dealing with the detailed description of project Component 1 – Management and coordination (C1). DR underlines that partners will be required to provide their support and contributions to LP and CO during the whole project lifetime, in order to ensure an efficient management. EPTA working and management method are described and the outputs that are planned to be submitted under C1 are indicated. DR points out that, besides the scheduled outputs, LP will take care of producing an additional deliverable, “EPTA Inception Report” (D0), collecting project outline, procedures, outputs and actions to be performed. The document is expected to be finalized by the end of March 2012 and delivered to partners.

Since no question was raised concerning Administrative Project Management, DR passes on to the following presentation, and gives the floor to Giuseppe Liguori (hereinafter referred to as GL) that, on behalf of SRM, will deliver the presentation on Financial Management and Reporting Procedures.

GL illustrates to partners the main financial rules applying to INTERREG IVC funded projects and indicates the documents and the material that is requested for cost reporting procedure. He also explains the role of First Level Controllers (FLCs) and points out to partners that it is really important for them to comply with the deadlines established for submitting reporting material to LP, in order to allow it to produce an accurate and complete Progress Report, in line with JTS timing and rules. Both GL and DR underline that the new On-line reporting form (OLF), recently adopted by JTS and replacing the old excel form, is not very quick to be filled in, thus requiring LP to start processing data well in advance.

GL then draws partners attention on the need to agree at project level, for partners located outside the Euro area, the exchange rate to be used to convert different national currencies into Euros. This is a very crucial issue to be tackled prior to start cost reporting procedure. GL reminds partners that, according to INTERREG IVC Programme Manual, three different options to chose amongst are available:

- The exchange rate of the day the cost was incurred;
- The exchange rate of the last day of the month in which the cost was incurred;
- The exchange rate of the last day of the reporting period during which the cost was incurred.

GL points out that a reasonable choice has to be made, in order to avoid both a too heavy work to be carried out for converting daily costs, but also money losses due to the application of a “non-convenient” exchange rate. Non-€ partners are then requested to advice with their financial managers in order to chose the preferred solution, so that a common rule can be agreed at project level. EPTA Project Kick-Off Meeting, Bologna, February 28<sup>th</sup> – 29<sup>th</sup> 2012

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GL suggests partners to address both to EPTA LP and to their FLCs in case they should have any problem/doubt.

Since no clarification was needed from partners concerning the issues tackled during the meeting, DR declares the 1<sup>st</sup> day of EPTA KO Meeting concluded, as scheduled.

***Day 2, Wednesday February 29<sup>th</sup> 2012, 09:00-13:00***

DR welcomes partners and opens the 2nd day of EPTA KO meeting. Since no objection was raised, the agenda will be followed as planned. The first item on the agenda will be the presentation of C3 activities and outputs, to be delivered by Component leader, the University of Aberdeen. DR then gives the floor to Prof. John Nelson (hereinafter referred to as JN), who analyses C3 structure in deep. C3 will be active for the whole project duration, involving all partners, that are requested to give their full support both to UNIABDN and to C3 tasks leaders. C3 is, together with C4, one of the key components of EPTA and aims to identify good practices in order to implement a network to investigate PTA Models. JN provides an overview of project outputs and of the relevant timeplan, and draws partners attention both on the immediate actions to be performed (two internal reports are to be produced by the end of March 2012) and to project events that are scheduled to take place. Giorgio Ambrosino (hereinafter referred to as GA) points out that it will be really useful to circulate to partners a few (2-3) key papers in order to create a common understanding in terms of words, ideas and concepts, thus allowing partners to be able to identify good practices. Both DR and JN do agree with GA and SRM and UNIABDN will take care of selecting the papers and circulating it within 2-3-weeks from this meeting.

JN and DR point out to partners that the nature of project events will be the one successfully developed in the former INTERREG IVC FLIPPER Project. In particular, workshops will be addressed to the widest local/regional/national audience, in order to disseminate project results and themes, while the target audience of training courses will be made of local technicians and people involved in daily service management on site. Events agendas will be drafted in advance by LP and UNIABDN and forwarded to the host partner that should evaluate if the proposed agenda can be suitable to local audience or if it should be modified. DR underlines that each partner organizing an event is requested to carry out a specific analysis of local needs and to point out which should be the main characteristics and target audience of the event. Before finalization, a draft version of the agenda will be sent also to partners for comments. A key factor ensuring events success is the translation of speeches into the language of the host site, in order to ensure the full understanding of the tackled issues. DR points out that partners budgets do include some resources to be devoted to translation services. EPTA Project Kick-Off Meeting, Bologna, February 28<sup>th</sup> – 29<sup>th</sup> 2012

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JN illustrates the events timeplan and asks partners to evaluate if they will be able to host the scheduled meeting at their site, or if (due to elections, holiday, other meetings, etc...) they do prefer to shift dates.

Partner ROGFK states that it will not be able to host the scheduled event in July 2013, being this an holiday month that would prevent many potential local participants to attend.

Partner PRA declares itself not in measure of hosting the event in December 2012, due that slow Municipal administrative procedures will not allow to arrange the event.

JN suggests to anticipate the event to be host by UNIABDN to December 2012 and to shift Prague event towards the end of the project. The first 3 project events to be held in 2012 will be: Almada, Portugal (May 2012), Thessaloniki, Greece (September 2012), UNIABDN, UK (December 2012). The sequence of events of next years will be discussed again at the occasion of the next project meetings, so that involved partners will have a clearer idea of the most suitable dates to arrange their events.

The first project events (TC1/WS1/SC1) will be held in Almada (PT) next May 2012. The dates proposed by ACC (week beginning on May 21<sup>st</sup>) are not suitable for all partners. The consortium agrees to set new dates at the beginning of May, and ACC will be back to partners in a short time proposing new possible days.

JN passes on to the next component task, and gives then the floor to partner CREM, which is T3.4 leader. Guido Piccoli (hereinafter referred to as GP) illustrates the main characteristics of Staff Exchange (SE) that will be performed in the framework of EPTA project. SE Programme is planned to be finalized by September 2012, thus GP points out to partners the key elements to be taken into account for developing the programme. In particular

- who will be involved
- who are the experts
- identify
  - o specific location
  - o specific study issues
  - o specific working method (office day side-by-side").

Three SE are scheduled to take place in the framework of EPTA and budget is foreseen accordingly. In any case it could be useful to evaluate the possibility of joining SE to project events in order to multiply the exchange without the need to increase budget. GA suggests to be really careful in mixing SE with events since target audience is different and also because it could be too onerous for the host partner to arrange it.

DR agrees on that, and points out that SE was a only a concept up to know, but it is up to the consortium, after having identified GPs, to make groups of partners sharing the same interests/characteristics in order to structure SE in an efficient way. EPTA Project Kick-Off Meeting, Bologna, February 28<sup>th</sup> – 29<sup>th</sup> 2012

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CREM will take care of circulating a very first draft of SE Programme, so that partners can start thinking about their needs and requirements, in order to be able to discuss about that and to better define the programme at the occasion of the next Almada SC meeting. The detailed SE workplan will be then approved in September 2012 during Thessaloniki SC Meeting.

JN introduces then the two final tasks of C3: T3.5 (Website online training) involves all partners, deals with activities internal to the consortium, and will be better detailed during the discussion on project component 2. T3.6 (Implementation Plan) is not active yet and the responsible partner, RER, has any comment to make on T3.6 activities for the moment. DR specifies that this is a compulsory task foreseen by JTS which is very interested in the Implementation Plan: a document to be delivered at the end of the project and including future perspectives for developing project results. EPTA project should produce one Plan for every involved Region (excluding POLIS and UNIABDN).

Before closing the section dedicated to C3, JN shortly summarizes the first actions to be performed in the framework of this component. JN then gives the floor to Ivo Cré (hereinafter referred to as IC), who will take care of presenting C2 on behalf of component leader POLIS. IC points out to partners the main characteristics of the dissemination strategy that will be developed in EPTA, and addressed to different target groups (i.e. policy makers, operators, professionals...). EPTA C2 outputs are really important and require a full support from partners. The first output to be produced is EPTA 1<sup>st</sup> Brochure (B1) that, as clearly indicated by DR, will present specific information about project contents and partners nature. IC asks partners to select some key pictures, representing site reality and characteristics, to be sent to POLIS and included in dissemination material. IC and DR agree on the fact that the translation of project brochures into national language could be a key tool to enhance project dissemination.

IC also shows partners some proposals for the official project logo and, before giving the floor to partner BRA (the task leader of T2.4), presents a detailed schedule of C2 activities for the first 6 months of the project and points out that some guidelines for enhancing local dissemination activities will be circulated to partners.

Catalin Frangulea Pastor (hereinafter referred to as CP), on behalf of Brasov Metropolitan Agency, briefly illustrates the main activities that will be implemented for EPTA website development. CP states that, basing on the successful experience of the portal developed for the former INTERREG IVC FLIPPER project, BRA will keep the same basic structure and develop some additional functions (i.e. links to social networks). The basic EPTA website structure will be available by mid April and, as underlined by CP, partners comments will be welcome in order to improve it and develop the final beta version, that will be ready by June 2012.

Since no additional question is asked concerning C2 activities, DR takes back the floor, and introduces the leader of the last project component, C4. Carlos Sousa (hereinafter referred to as CS), on behalf of partner ACC, presents the activities to be performed in the framework of C4. As for C3, also C4 is one of the key EPTA project EPTA Project Kick-Off Meeting, Bologna, February 28<sup>th</sup> – 29<sup>th</sup> 2012

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components, and requires a constant support from the involved partners. CS presents a detailed overview of this project component, clearly indicating deadlines, activities and partners role. C4 is not active yet, but it is going to start soon (May 2012). The first C3 action to begin will be T4.1, and involved partners will officially start-up their feasibility studies to be implemented at site level.

Since no additional question is asked concerning C4 activities, DR takes back the floor and thanks partners for the attention and participation to this KO meeting and asks for a brief round table discussion for collecting partners opinion on this KO meeting. After all partners expressed their opinion, DR gives the floor to Irene Pettinelli (hereinafter referred to as IP) that will take care of drafting the action list (attached to this minutes) issuing form this KO meeting.

Once the action list approved by partners DR thanks partners for their participation and closes the meeting. EPTA Project Kick-Off Meeting, Bologna, February 28<sup>th</sup> – 29<sup>th</sup> 2012

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| <b>ACTION LIST</b> | Name   | From                          | To    | Deadline                    |
|--------------------|--|-------------------------------|-------|-----------------------------|
| Action             |  |                               |       |                             |
| <b>COMPONENT 1</b> |  |                               |       |                             |
| 1                  | Sending KO related material (evaluation form, meeting minutes, action list)        | SRM                           | ALL   | March 5 <sup>th</sup> 2012  |
| 2                  | Accept invitation to EPTA Google Group   | ALL                           | -     | March 5 <sup>th</sup> 2012  |
| 3                  | Identify (possible) new contacts to be included in EPTA working group mailing list | ALL                           | SRM   | End of March 2012           |
| 4                  | Inception Report   | SRM                           | ALL   | End of March 2012           |
| 5                  | Decision on the exchange rate for partners outside the euro-area                   | BRA/PRA/ROGF<br>K/RAZ/UNIABDN | SRM   | March 15 <sup>th</sup> 2012 |
| <b>COMPONENT 2</b> |  |                               |       |                             |
| 6                  | Send key site pictures for dissemination material                                  | ALL                           | POLIS | March 15 <sup>th</sup> 2012 |
| 7                  | Basic version of EPTA website  | BRA                           | -     | April 15 <sup>th</sup> 2012 |
| 8                  | Comments on the basic version of EPTA website                                      | ALL                           | BRA   | May 2 <sup>nd</sup> 2012    |
| 9                  | Final version of EPTA website  | BRA                           | -     | June 2012                   |
| <b>COMPONENT 3</b> |  |                               |       |                             |
| 10                 | Send selected papers with key information concerning issues                        | SRM/<br>UNIABDN               | ALL   | March 15 <sup>th</sup> 2012 |

|                    |   |   |                     |                             |
|--------------------|---|---|---------------------|-----------------------------|
| 11                 | tackled by EPTA<br>Proposal for new<br>dates for EPTA<br>events in Almada | ACC   | ALL                 | March 9 <sup>th</sup> 2012  |
| 12                 | 1st draft of<br>Almada events<br>agenda                                   | SRM/ACC   | ALL                 | April 2 <sup>nd</sup> 2012  |
| 13                 | 1st Staff<br>Exchange<br>Programme<br>Proposal                            | CREM  | ALL                 | March 15 <sup>th</sup> 2012 |
| 14                 | Comments on<br>events<br>locations/dates                                  | ALL   | SRM/ACC/UNIAB<br>DN | June 2012                   |
| <b>COMPONENT 4</b> |   |   |                     |                             |
| 15                 | Feasibility<br>Studies start-up   | SRM/ACC/<br>ROGFK/RAZ/<br>BRA/ThePTA/<br>CREM/PRA | -                   | May 2012                    |