

CO-EVOLVE

Promoting the co-evolution of human activities and natural systems for the development of sustainable coastal and maritime tourism

Final (7th) Steering Committee Meeting

MINUTES

Venue: Airhotel Galaxy, 27 Venizelou Street, Kavala, Greece
Date: 2 October, 2019

Type of meeting		Final (7 th) Steering Committee Meeting	
Date – Time		2 October 2019 - 17:30 - 20:30	
Hosting partner		Region of East Macedonia and Thrace (Lead Partner)	
Venue		Airhotel Galaxy, 27 Venizelou Street, Kavala, Greece	
Attendees / October 2nd, 2018			
N°	Name	Role	Organisation
1	Marko Prem	PP4	PAP/RAC
2	Véronique Evers	PP4	PAP/RAC
3	Filippo Magni	PP9	IUAV
4	Tonia Koutsopoulou	PP2	University of Thessaly
5	Ivana Prce	PP6	DUNEA
6	Tea Stjepovic	PP6	DUNEA
7	Sanja Saut		Institute for Spatial Planning of the Dubrovnik Neretva C.
8	Iva Knego		Institute for Spatial Planning of the Dubrovnik Neretva C.
9	Mili Novak	PP8	JU RERA SD
10	Srećko Radnić	PP8	JU RERA SD
11	Carolina Navarro	PP17	Valenciaport Foundation
12	Flora Leroy	PP1	CPMR – IMC
13	Emmanuel Maniscalco	PP1	CPMR – IMC
14	Philippe Carbonnel	PP7	CD34/ HERAULT



15	Konstantinos Karampourniotis		Living Prospects/ REMTH
16	Christian Marasmi	PP3	Emilia-Romagna Region
17	Roberto Montanari	PP3	Emilia-Romagna Region
18	Sabrina Franceschini	PP3	Emilia-Romagna Region
19	Harry Coccossis	PP2	University of Thessaly
20	Federica Appiotti	PP9	IUAV
21	Karanika Chrysoula	LP	REMTH
22	Chouridou Paraskevi	LP	REMTH
23	Spiros Vasileiadis		Living Prospects/ REMTH
24	Kouloura Eleni	LP	REMTH
25	Aginoritis Angelos	LP	REMTH
26	Dimitriadis Anastasios	LP	REMTH



AGENDA

Final (7th) Steering Committee Meeting / 2nd October, 2019

17:30 - 17:40	<i>Registration</i>
17:40 - 17:50	Welcome Speech and Opening of the Steering Committee Meeting by the Project Coordinator Ms. Paraskevi Chouridou and the Deputy Project Coordinator and Ms. Maria Hamitidou
17:50 - 18:30	Brief Presentation of Project Progress by all partners (5 minutes each partner)
18:30 – 18:50	WP 1 (Management) Session (WP Leader REMTH) <i>5th Progress Report and ongoing progress</i>
18:50 – 19:10	WP 2 (Communication) Session (WP Leader CPMR) <i>Current status and project finalization</i>
19:10 – 20:00	WP 5 Session (<i>PAP RAC and REMTH</i>) <i>Project Progress by all partners (5 minutes each partner) and presentation of the final steps</i>
20:00 – 20:10	<i>Coffee Break</i>
20:10 – 20:30	Project closure (Administrative, Financial and Technical Tasks)
	<i>End of Final SC meeting</i>



MINUTES

Final (7th) Steering Committee Meeting

Title of the session	Welcome speech
17:30 – 17:40	<p>With small delay at 18:00, after the arrival of all partners, Ms. Paraskevi Chouridou – hosting partner - welcomed all attendees and went through the Agenda of the Final Steering Committee Meeting of the Co-Evolve Project, and highlighted the importance of the discussion of the project closure and all the administrative and financial requirements, as well as the contribution of all participants with questions to the open dialogue.</p> <p>After some preliminary discussions held between the partners before the SC meeting it was unanimously decided to slightly modify the structure of the agenda and advance the WP1 discussion and the Project closure session to the beginning of the meeting given the importance of the administrative and financial issues due to the finalization of the project.</p> <p>Likewise, it was considered necessary to link the WP4 and WP5 sessions in order to have a consistency between the discussions and the short presentations made by each partner. It was decided not to take a coffee break instead.</p> <p>The Final Steering Committee Meeting was officially launched.</p>
Title of the session	WP 1 (Management) Session (WP Leader REMTH) / 5th Progress Report and ongoing progress & Project closure (Administrative, Financial and Technical Tasks)
18:10 – 18:45	<p>Mr. Konstantinos Karampourniotis from REMTH, external consultant, started this session with a presentation on the general progress of WP1 activities, recently and successfully completed with the submission of the 5th Progress Report and the respective payment claim to the Programme bodies.</p> <p>The outline of the presentation included the overall Progress & Update on Management Activities, the Financial Progress (Reporting - Budget Absorption), the Project Evaluation & Transition Between Modules and the respective Issues, Goals & Next Steps until and after the project closure.</p> <p>Initially the timeline of the Co-evolve project was presented, it was highlighted that only 1 month for the finalization of the WP4 and WP5 implementation activities was left before the closure of the project. The closure and end-date of the project was thoroughly discussed focusing on the administrative requirements and the respective “project closure” factsheet and Programme requirements as regards the project</p>



expenses eligibility.

A brief update on the past and on-going Management Activities was presented mentioning the progress of all WP1 activities (i.e. SC meetings, reporting, progress reports).

For the 5th reporting period between 01 January 2019 – 30 June 2019, 12 partner reports were received, 12 FLC certificates (For RER the 4th certificate, for the rest of the partners the 5ths) were issued, and the Project progress report & Payment Claim n.5 were submitted (in September 30th).

As regards the reporting obligations it was highlighted that the LEAD PARTNER has to:

- Collect all Partners' Progress Reports
- Collect all Partners' Signed Certificates
- Elaborate the Project Progress Report and Payment Claim
- Submit the above through Synergie within 3 months after the end of the reporting period

It was also reminded that a payment to project partners is possible only if the FLC certificate has been submitted filled in and signed to the LP when preparing the Project Payment Claim (PC). Only signed version of validated FLC will be taken on board by the LP when preparing the Project Payment Claim that will be composed by the ERDF and IPA payment claim.

It was also highlighted to:

- Insert the outsourcing contracts in the expenditures section of Synergie;
- Insert the Expenditures in Synergie, validate them and inform the Lead Partner to check and validate them. In case of costs under "external expertise" line, link them with the relevant uploaded contract;
- Submit the necessary documents to your FLC, so that they will issue your certificate;
- Confirm with your FLC that you will get the Certificate on time;
- Elaborate and Validate your Progress Report in Synergie;
- Scan the original Certificate (signed and stamped –max 8MB) and upload it in Synergie (contractual documents section).
- In any case, the Payment Claims are submitted on time, carrying the amounts of the issued Certificates.

Another theme for discussion was the update of the **Stakeholders Database** which it was mentioned that we will be asked to submit it again, duly filled in by all PPs). In this context it noted that the latter should be enriched with more contacts gained through infodays, other events etc./ in accordance with the target groups included in each partners report.

As regards the upload on **Google Drive**, it was highlighted that all finalized **deliverables**, the updated **List of Staff & Job Description Declarations**, if applicable



and the **declaration** of exclusive use of **equipment** for general (office) use, if applicable, should be uploaded.

The operation and the Overview of the SYNERGIE sections was also re-visited and then all the payment claims and the MA certificates were presented together with the financial forecast for the last period which is 793,500.00€.

The financial Figures per Partner were also presented:

A. PARTNER	B. BUDGET	C. EXPENDITURES CERTIFIED up to now (by MA or FLC)*	D. % OF BUDGET CERTIFIED (C/B)	E. EXPENDITURES NOT ELIGIBLE
REMTH (LP/ GR)	377.000,00 €	205,295.37 €	54,46%	948,87 €
CPMR (ES)	204.000,00 €	133,185.39 €	65,29%	2.189,17 €
UoT (GR)	201.000,00 €	117,672.86 €	58,54%	6.070,57 €
RER (IT)	307.000,00 €	222,191.53 €	72,38%	0,00 €
PAP/RAC (HR)	241.000,00 €	188,614.24 €	78,26%	9.284,90 €
PO DELTA PARK VENETO (IT)	191.000,00 €	159,491.23 €	83,50%	106,35 €
DUNEA (HR)	215.000,00 €	122,398.93 €	56,93%	341,06 €
HERAULT (FR)	284.000,00 €	155,670.60 €	54,81%	0,00 €
RERA (HR)	214.500,00 €	156,143.37 €	72,79%	62,80 €
IUAV (IT)	220.000,00 €	197,611.30 €	89,82%	213,32 €
ISMAR (IT)	330.000,00 €	299,346.30 €	90,71%	0,00 €
VALENCIAPORT FOUNDATION (ES)	215.500,00 €	190,847.13 €	88,56%	0,00 €
TOTAL	3.000.000,00 €	2,148,468.25 €	71,62%	19.217,04 €

and the financial figures per work package, and per budget line.

An important part of the discussion was the eligibility issues.

Main spotted issues of ineligibility per budget line, up to now are the following:



Staff costs:

- Double entries
- Calculation errors
- No adequate documentation
- No suitable procedure for the used method (i.e. call for interest)

Travel & Accommodation:

- No adequate documentation (i.e. lack of original receipts)
- Costs for cancelled transportation
- Daily allowance issues (i.e. charging of non-working days, charging of higher per diem than allowed by national legislation)
- Costs during the day after meetings
- Restricted amounts for accommodation costs from national laws
- Travel outside Programme area not foreseen in the AF without prior JS authorization
- Ineligible expenditures (i.e. alcohol, taxi if other means available)
- Unspent amounts, i.e. in case of advance payments for travel expenses
- Double – entered amounts (i.e. costs covered by daily allowance, entered as standalone as well)

External Expertise & Services:

- Procurement irregularities (i.e. incomplete offers, restrictive terms etc.)

Equipment:

- Miscalculation in the depreciation amount

It was also mentioned that a New version (n.4) of Eligibility of Expenditures “Factsheet” 20.12.2018 is available by the Programme.

Following, a reminder about the project changes mainly focusing on the non-substantial changes was re-visited.

It was mentioned that at this stage only non-substantial are practically accepted given that there is no time available for requesting substantial changes. These are, managed by the LP in cooperation with its partnership, validated by the project steering committee, and communicated to the JS via the progress report. They do not need the approval by Programme bodies. The respective summary tables indicating the project changes requirements were presented.

As regards the budget deviation within the aid of flexibility rule which is a common



discussion between the project partnership it was mentioned that this rule is valid (considered a minor change), and that for this calculation, the budget to be used as a reference is the budget **included in the consolidated Application Form**. In the case of an increase/decrease of the total eligible budget of the partner through a budget substantial modification or the inclusion of new partners, the budget of reference for the partners on which the flexibility rule will apply, will be the one included in the Application Form that states the increase/decrease/inclusion and validated by Programme bodies (i.e. the AF validated with/resulting from the procedure of substantial modification).

As regards the specific requirements for the request of the flexibility Rule: Each partner, within the limit of its total budget, has the possibility to shift funds between budget lines and work packages **up to 20%** of its total eligible budget.

Rule:

Re-allocations among Budget Lines < 20% and Re-allocations among Work Packages < 20%

The total eligible budget of the partner has to remain unchanged.

► Such reallocations shall be communicated to the Lead Partner, before being reported, through the Budget Reallocation Survey that periodically takes place among the partnership.

► Such reallocations do not affect the Official Budget of the partner, nor the Application Form. It has to be updated, whenever necessary.

The budget re-allocation excel file/formula was revisited, and it was requested by all partners to re-send the document filled in, in case they consider the request of such modification.

A short discussion about the project evaluation requirements was also mentioned.

Concluding, an open discussion within the project partnership was organized mainly focusing on the discussion about the project closure requirements.

The most important questions were the deadlines for issuing valid invoices (i.e. 31 October 2019) and the deadline for completing all payments (i.e. 31 December 2019) in order to have a all the expenses verified and paid out by the Programme.

<p>Title of the session</p>	<p>WP 2 (Communication) Session (WP Leader CPMR) / Current status and project finalization</p>
<p>18:45 – 19:15</p>	<p>Following the WP1 and project closure session, Ms Flora Leroy and Mr. Emmanuel Maniscalco shortly presented the WP2 activities.</p>
<p>Introducti</p>	<p>In particular, the Overall Progress and Update on Communication Activities, the Ongoing Deliverables and last steps, the THEMATIC COMMUNITY 3.1 AND UPDATES</p>



<p>on</p> <p>Discussion on the WP4 Coordination Plan & Schedule of WP4 Activities</p> <p>Title of</p>	<p>FROM THE MED PROGRAMME including:</p> <ul style="list-style-type: none"> • Update on BleuTourMed and Thematic Community 3.1 (Sustainable Tourism) • Relations with Thematic Community 3.1 • Collaboration with MITOMED+ (MoU, replication of pilot areas) • Update on MED Programme’s activities • Information on PANORAMED (MED Axis 4) <p>Were presented.</p> <p>Following, the UPDATE ON RELEVANT EUROMED INITIATIVES AND PERSPECTIVES FOR THE FUTURE was mentioned focusing on:</p> <ul style="list-style-type: none"> • MEDCOAST4BG (UfM umbrella project) • Update on BLUEMED initiative • Update on UfM Activities on Blue Economy and Environment • Update on EU WestMed initiative <p>In particular, the google drive storage place, the website (deliverables) and the GDPR requirements were mentioned.</p> <p>Goals reached for the social networks and details for the latest 5th Newsletter were issued.</p> <p>As regards the ongoing deliverables, the video strategy and in particular the final video is currently being developed and it was highlighted and accepted by the partnership that the overall number of factsheets will be reduced to 23 from the initial planned number of 50. This is mainly due to the fact that some factsheets count for 2 as they cover several deliverables/topics at the same time (e.g. some factsheets cover 2 pilot areas at once).</p> <p>It was highlighted that three factsheets are missing from the following project partners DUNEA, RERA, Valenciaport given that each Pilot area coordinator must produce one factsheet per pilot action.</p> <p>Other remaining deliverables such as the last newsletter, the use of mailchimp for project visibility, the update of target audience mapping, the scientific brochure, the horizontal events and the data and information reports for MED web platform were also mentioned.</p> <p>As regards the THEMATIC COMMUNITY 3.1 AND THE MED PROGRAMME an update on BLEUTOURMED (HP 3.1) and on Panoramed was presented.</p> <p>As regards the updates on relevant EUROMED initiatives, an update on MEDCOAST4BG, Co-Evolve4BG, BLUEMED initiative, UFM activities on blue economy & environment, EU WESTMED initiative were provided.</p> <p>Brief Presentation of Project Progress by all partners (5 minutes each partner) & WP</p>
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the session	5 Session (PAP RAC and REMTH) / Project Progress by all partners (5 minutes each partner) and presentation of the final steps
19:15 – 20:45	<p>In this session the developments of all WP4 and WP5 activities were thoroughly discussed in an approximately 2-hours session.</p> <p>First Ms. Veronique Evers briefly presented WP5 activities, the quality of the partners transferability plans and the proposed means and ways to update and improve the quality of these plans by giving specific examples related to the scope of the final merged document and the type of information that can be included in such document.</p> <p>Following, all project partners provided a very short WP4/ WP5 presentation of their activities as depicted in the presentations annexed to the final SC minutes.</p> <p>Based on the presentations and the discussions that took place, Ms. Evers and Mr. Prem from PAP/RAC highlighted that a short update of the partner’s transferability should be considered by some partners given that based on the SC Meeting discussion the scope of the final MED-level plan was clarified.</p>
Title of the session	Conclusions of the meeting & Next Steps
20:45 – 21:00	<p>A core element of the project at this current stage is the finalization of all the ongoing project deliverables by the end of the project.</p> <p>Another important point is the eligibility of expenses and issues related to the submission of the final progress report and payment claim.</p> <p>The goals for the next month that were discussed are the following:</p> <ul style="list-style-type: none"> ➤ Catching up of delayed activities – we only have one month left ➤ Provide clear descriptions in the partners progress reports (the quality of the individual progress report is the driver of the quality of the project progress report) ➤ No delays in deliverables finalization ➤ Reaching spending targets ➤ Proper communication among partners ➤ Tangible results / outputs to be disseminated ➤ Ensure Quality of project deliverables and results ➤ Update google drive with deliverables ➤ Be responsive/ think proactively



- Invoice by the end of the project
- Pay project-related expenses by 31 December at the latest.

And the next steps are the following:

- Elaboration of SCM Minutes by LP
- Upload of FLC Scanned Certificates on Synergie (for the last period)
- Upload of updated Lists of Staff, Job Description Declarations & Equipment Declarations on Google Drive
- Upload of finalized deliverables on Google Drive
- Provision of possible clarifications, if asked from JS on currently examined claim
- Stakeholders Database update and submission to LP
- Budget re-allocation tables submission to LP
- Upload of Contracts & Expenditures on Synergie **till mid of December** at the latest
- Elaboration of Partner-level **6th Progress Report** on Synergie after the end of the current period (*validation by early December*)
- Elaboration of **6th & Final Project Progress Report & Payment Claim** (*end of December at the latest*) by LP

FINAL AGREEMENTS

The partners discussed the necessity of close collaboration during the final/project closure phase and agreed to interact.

After an open debate held between all partners the following decisions were unanimously taken:

- **The number of factsheets is reduced from 50 to 23;**
- **Every partner that aims at exploiting the flexibility rule should provide/ re-send the excel file that corresponds to the budget modification requirements.**
- **Provision of 2 separate deliverables for WP5**
 - **1. The deliverable itself**
 - **2. The onsite report with stakeholders**
- **The updated local transferability plan should be provided, where necessary, to PAP/RAC within 10 days after Final SC Meeting closure.**
- **Each partner should provide a feedback to final MED-level Transferability Plan.**

