

SHAPE STEERING COMMITTEE - VENICE, 4th June 2012

Minutes

Participants:

IT	Emilia-Romagna Region - General Direction for Environment and for Soil and Coast Protection	Barbara Grazzini, Astrid Franceschetti, Guido Croce, Angelo Piazza, Olga Sedioli, Antonio Sciabica, Samantha Lorito, Roberto Montanari.
IT	Veneto Region	Roberto Bertaggia, Silvia Biasi, Maria Grazia Pusceddu, Emiliano Ramieri.
HR - CRO	PAP/RAC in Split	Marko Prem
IT	Regional Agency for Environmental Protection of Molise	Emanuela Tolve, Michela Presutti
AL	ECAT Tirana - Environmental Center for Administration and Technology	Marieta Mima, Valbona Simixhiu
SI	Regional development centre Koper	Giuliano Nemarnik, Slavko Mezek, Tina Primosic, Aljosa Zerjal, Bostjan Krapez.
HR - CRO	Institute for Physical Planning Region of Istria	Latinka Janjanin
IT	ARPA FVG	Isabella Scroccaro, Pietro Rossin.
IT	Marche Region – Coastal Defence Department	Giorgio Filomena, Tommaso Rovinelli, Diego Magnoni, Vincenzo Marzialetti.
IT	Puglia Region – Mediterranean Department and ARPA Puglia	Piacentino Ciccarese, Nicola Ungaro, Tina Ranieri, Anna Maria Pastorelli.
IT	Abruzzo Region – Service Maritime Works and Marine Water Quality IT	Daniele Raggi, Nicola Caporale, Giovanna Marrama, Roberto Ricci, Giuseppe Ferrandino, Paolo Pagella.
ME	Public Enterprise for Coastal Zone Management	Aleksandra Ivanovic, Dragoljub Markovic, Milica Masanovic; Mato Boskovic.

Absent:

Ministry of civil engineering and physical planning HNC

Autonomous Region of Friuli Venezia Giulia - Direzione Centrale Ambiente e Lavori Pubblici.

WP1: ADMINISTRATIVE AND FINANCIAL ISSUES (Barbara Grazzini and Angelo Piazza, Lead Partner)

1) REPORTING and REIMBURSEMENTS

Thanks to the full cooperation of the partners, SHAPE succeeded in submitting the second project progress report by the end of April 2012.

All the project partners, except FB1, FB4 and FB5, submitted a progress report.

Thanks to the overall efforts made, ca. 11% of the project total budget was spent and reported (see presentation provided with the figures).

Our internal target as far as financial issues are concerned, is to report at least 30% of the total budget by October 2012.

Reminder: the partners can submit a progress report whenever they want according to the provisions of the Programme Management and Control Manual.

The delay in the issue of DVEs is due to Managing Authority's internal problems that are being solved. There were also some problems on MIS and the LP was asked to submit the Application for Reimbursement again because it had not been recorded on the system. This caused a delay in receiving the project refundable amount.

The project partners were assured that the procedure to transfer their money will be speeded up within Emilia-Romagna Region as soon as the Managing Authority transfers the refundable money to the LP.

2) CHANGE IN THE PARTNERSHIP

As already agreed via email at the beginning of May, there will be a change in the project partnership:

Friuli Venezia Giulia is withdrawing from the project for internal problems and is being replaced by ARPA FVG.

ARPA FVG followed the project since its conception and would have been involved as technical support team in the project core WPs. This is important because the change in the partnership will not absolutely affect the project actions and expected outputs and results and also the relations between the new partner and the project partners are already active and ongoing.

ARPA FVG is preparing the official documents for officially entering the project and will revise their budget. A new SC and a new PA will be issued and signed.

[Steering Committee officially approves the change in SHAPE partnership also during the meeting.](#)

3) PROJECT CHANGES

The procedure to make changes in the project has been modified by the programme Authorities: now it is necessary to submit an updated Application form and it is not required to work on MIS for submitting any budget changes.

Changes relate to the following:

- changes in the partnership as above described
- changes in the single partners' details
- changes in the project actions and outputs
- changes in the budget

The LP will send a simple form to all for collecting changes in the single partners' details (ex. Contact persons, address, legal representative, etc...) by 11th June. The partners are kindly required to send it back duly updated by 16th June.

As far as budget changes are concerned, the LP has been collecting changes and the official request of financial changes since last year with the aim to submit a big project budget change by the end of 2011. The JTS prevented us to make changes on MIS since we could block the DVE emission process, so we were delayed. At the beginning of 2012, the JTS again prevented us from using MIS for budget changes informing that they were preparing a new procedure for submitting changes: that's the new application form to submit.

Despite a decision will have to be taken for common costs (see next point), it's important to proceed with budget changes and submit the updated application form as soon as possible as to be able to report according to real costs and have the expenditures duly certified.

No later than the first week of July a first request of changes will be made.

The LP will send the partners an updated budget monitoring file including new tables to collect figures on spending forecasts. This was not supposed to be required on MIS, but since it is necessary to submit a new Application form, the spending forecasts are to be updated according to real costs allocation in time.

The LP will send the budget monitoring file to the partners by 12th June. The partners are kindly asked to send it back duly filled in and updated together with a new letter for the request of changes (also updated in case of partners' details changes) by 20th June.

N. Ungaro (ARPA Puglia) underlined that there is a lack of information about the technical activities, in particular as far as the outputs/results time schedule and partners' specific tasks are concerned. The project technical team is kindly asked to update the tables provided by the LP as far as WP3, 4 and 5 are concerned. During the technical session this issue will be discussed.

4) COMMON COSTS – NOT ELIGIBLE

The final decision of the Joint Monitoring Committee was to consider any kind of shared costs, as joint procurement, not eligible. Shape is affected as far as Action 5.3 is concerned for the creation of the planned GIS Atlas.

It is necessary to find a solution because of the budget allocated by the single partner in their quota parte. The LP asked for help to the programme authorities, but no concrete solutions were recommended so far.

A possible solution could be to transfer the allocated money for the action by the partners to a single partner who could proceed with the call for tender (according to public procurement rules) and assign the contract to the subcontractor covering the overall cost with his/her increased budget.

The Slovenian partner, responsible for the action underlined the problems that they could have in proceeding as described above for two main reasons:

- an increase in their budget would mean an increase in their own co-financing;
- VAT problem which is not included in the project budget and would be an extra costs for them.

The LP together with the Slovenian partner will analyse in deep the problem and try to find a solution also asking for help to the Slovenian Ministry and to the JTS and MA.

In the meanwhile the Slovenian partner has been asked to define the real cost of the GIS Atlas as to be able to know the real money to allocate for this action and calculate the money that each partner would need to cut according to their provisional allocation in their budget for that action/output

Important:

- the partners are welcome to suggest any solution;
- the partners will need to revise their budget according to the solution that will be found and their budgets will be reduced to shift the money allocated on GIS to the partner who will be in charge for this.

The Steering Committee concluded the session with the following decisions:

- ARPA FRIULI VENEZIA GIULIA will take the place of Friuli Venezia Region, as new project partner;
- project changes (administrative details and budget changes) will be collected and a first project official change request with a new updated application form will be submitted no later than the first week of July to the programme authorities;
- an update of the project timeplan with related outputs schedule to be achieved will be provided by the project technical team together with an updated in the project actions and single partners related tasks;
- Common costs: a decision will be speeded up, the LP will share with the partners the best possible solution and then will proceed for making this big change in the project. No time schedule can be shared at the moment until a decision is taken.

WP2 COMMUNICATION AND DISSEMINATION

(Guido Croce and Astrid Franceschetti, Lead Partner –ERVET)

1) INTERNET WEBSITE: some statistics about the project website were shown to the partners to present trends of the visits. In particular the statistics are about: nr of visits, nr of visits by Country, nr of pages visited, visits by search, referral or direct traffic. All the data are quite positive especially in the last months.

A new instrument, prepared to be used by partners, is presented: the on line registration form for the events organized in the project.

The draft of the new site sections is presented. In detail there will be:

- ™ a newsletter section with all the project news about the outputs and the events, and news from other projects and about ICZM and MPS in the Adriatic Basin. Some important news will be collected in a form and will be sent via e-mail and published on-line;

™ the Adriatic Regional Forum: an open Facebook platform, where discussions about shape project matters can be activated, and where events or any other issue related to the project can be signaled. It is specified that there will not be any particular moderator for the forum.

2) COMMUNICATION REPORT: All the partners are invited to fill in and send to ERVET the communication report before the foreseen Activity Reports.

WP 5 – WITHIN LAND AND SEA (Slavko Mezek, Slovenia)

Action 5.1: the definition of most relevant common themes at regional scale for integrating ICZM and MSP was carried out, and the WP coordinator prepared and submitted a draft report to all project partners for approval.

The external expert rented by the coordinator for action 5.1 visited all the partners in order to collect information useful for the development of the GIS atlas (potential users identification, analysis of users demand, definition of GIS expected functionalities, definition of purposes). Such consultation was supported by a questionnaire and semi-structured interviews to partners and potential stakeholders.

The consultation brought to the definition of two potential levels for the implementation of the GIS Atlas: a public platform open to everyone, to develop a database at Adriatic basin scale, and a private platform dedicated to SHAPE partners where the GIS can be implemented to a more detailed (regional) scale.

S. Lorito (Lead Partner) points out that the original aim of WP5 is to create an open GIS platform with some key topics to be developed at Adriatic basin scale. Regional-based GIS already exist in several regions: we should avoid duplications; plus the project budget and time schedule wouldn't allow to carry out such a specific GIS that can be excessively time and resource spending.

R. Montanari (Lead Partner) agrees and stresses the importance of understanding which issues are the most relevant and useful at basin scale (i.e. sand reservoirs, energy resources, navigation routes, fisheries, etc.) in terms of cooperation and will to cooperate among Adriatic Countries. The Atlas should focus on an overall shared view for common issues.

N. Ungaro (ARPA Puglia) agrees: several regions already have a GIS based on regional and local scale: SHAPE must avoid duplications. Plus it is often impossible to compare some categories of data among different Countries due to different standards and methods of collection. The GIS Atlas should therefore include a basic and static set of data, to be significant and comparable among all Adriatic Countries, in order to define the prevalent uses.

M. Prem (PAP/RAC) agrees with previous interventions, also considering the provisions and requirements for the implementation of Water Framework and Marine Strategy Directives. SHAPE's task should be to lay the basis for a data platform at basin scale, built on basic information comparable at Adriatic scale, a tool to define common strategies. The cooperation between SHAPE and PEGASO projects (and other

ICZM and MSP related projects) should also be taken into consideration in the implementation of the Atlas.

The WP coordinator concludes that the GIS could start from a few relevant topics: the partners are asked to identify their priorities and ideas. The cooperation with Pegaso is already work in progress.

WP3: INTEGRATED COASTAL ZONE MANAGEMENT (Marko Prem, PAP/RAC)

Action 3.1: the common outline for the analysis of ICZM practice has been completed by PAP/RAC and it was submitted to partners. Even if the deadline for the submission of the draft report has passed, ARPA Molise, Abruzzo Region, Bosnia and Herzegovina and Friuli Venezia Giulia have not submitted the draft yet, and only Albania and Slovenia have submitted the final report.

The Steering Committee agrees on new deadlines: for the draft it's end of June 2012; for the final is end of July 2012.

Action 3.2: the explanatory report on Article 8 (setback zone) has been completed by PAP/RAC. Partners are to define the requirements for the application/ implementation of Article 8: only Emilia-Romagna Region has submitted the report so far.

The Steering Committee agrees on new deadlines: for the draft it's end of July 2012; for the final end of September 2012.

As far as the pilot actions are concerned, they must be finalised by the end of May 2013. Once the reports on requirements for the application of the setback zone are prepared the work on the pilot projects should start.

Action 3.3: the Outline for the National ICZM Strategies is in preparation. The organization of the workshop is in progress.

Action 3.4: the explanatory text of Article 7 is in preparation.

Action 3.5: two workshops are to be organised, the first by Abruzzo Region and the second by PAP/RAC. WP coordinator proposes an alternative and innovative modus for the workshops: a MedOpen virtual training course organised through 12 weeks instead of the classic 2-days workshop. Virtual training is time and money saving, it doesn't obligate the participants to travel and it's very efficient by the educational point of view. WP coordinator asks partners to state their opinion on the MedOpen proposal:

S. Mezek (Slovenia) supports the idea: it could be more stimulating and effective. But the target must be different from the classic 2-days workshop.

A. Ivanovic (Montenegro): virtual training can be very engaging in terms of time: the personnel of a public institution could have difficulties in following the course thoroughly.

N. Ungaro (ARPA Puglia): the definition of potential participants maybe difficult; the course would be interesting for managers, who probably have no time.



The Steering Committee agrees in asking a written opinion from all the partners on the MedOpen option. Should majority of partners opt for the MedOpen course this will be organised in September 2013.

As far as SHAPE promotional activities are concerned, WP coordinator provides a reminder of COAST DAY 2012, to be held in Split on September the 25th and 26th, to which all partners should participate.

WP4: SHIPPING TOWARDS MARITIME SPATIAL PLANNING (Emiliano Ramieri, Veneto Region – Thetis)

Action 4.1: WP coordinator is working on a report for the analysis of the legislative framework and holistic approach to a common and legally binding planning; such analysis is going to be carried out at different levels (basin, national, regional).

Coordinator is gathering partners contributions to homogenize and integrate them into an Adriatic scale analysis. 4 contributions are still missing, and the submitted ones are focused mostly on coastal issues and do not include marine or maritime aspects: revisions are to be done.

SHAPE's Application Form does not foresee the participation of all the partners in this action; nevertheless, all the contributions would be precious to elaborate an inclusive picture of the Adriatic basin. Therefore the coordinator invites all the partners to give their contributions if possible.

Coordinator will submit to partners the analysis at Italian national level by end of July 2012 and require a similar contribution to partners (by beginning of September 2012).

Action 4.2: coordinator is gathering partners contributions (MSFD data table), that have to considerate marine and maritime environment, and the results achieved by other projects. The results of action 4.2 analysis could bring interesting considerations to be shared with the European Commission.

By end of July 2012 coordinator shall elaborate the final draft of the initial assessment included in the report, to be integrated with other documents and researches where there are missing contributions (2 so far).

Final deadline for the submission of the MSFD data table is 15 July 2012.

SHAPE's Application Form does not foresee the participation of all the partners to this action, but 2 Italian regions provided their contributions as well.

Partners are invited to validate and integrate where necessary the data provided.

Action 4.3: work in progress. Partners will be asked to provide information on issues and criticalities and to elaborate thematic maps. A minimum requirements document focused on most relevant issues to be included shall be provided by coordinator. Contributions from all the partners would be appreciated..

Coordinator elaborated a questionnaire on 4.3 and 4.5 to be filled in and submitted by July the 15th.

Action 4.4: all the partners involved have submitted the summary files on pilot actions. Coordinator shall elaborate a common outline to support their implementation, the results analysis and their reporting, taking into considerations the objectives of action 4.5.