

**MINUTES  
OF  
THE KICK-OFF MEETING  
OF THE PROJECT**

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

The Kick-off Meeting of the INTERREG MED CO-EVOLVE project – led by the Region of East Macedonia and Thrace – took place in Komotini (Greece) on 12-13 January 2017.

The participants agreed to make these Minutes of the Kick-off Meeting, in order to confirm the mutual understandings reached through the discussion, as attached hereto. The list of participants is also attached

Komotini, January 19, 2017

## ATTACHED DOCUMENT

The Kick-off Meeting (KoM) took place at Chris and Eve Hotel in Komotini (Greece) on the 12th and 13th of January 2017 at the presence of 31 participants.

The Meeting consisted of 3 sessions. Session 1 (day 1) was dedicated to WP1 and the project administrative and financial issues as well as to WP2 and the presentation of main deliverables and events. Session 2 (day 1 and 2) focused on the presentation of WP3 and discussions of the technical aspects of the first deliverables. Session 3 (day 2) enclosed the initial discussion on WP4 and the presentation of the pilot areas by the responsible partners as well as an introductory presentation of WP5.

**Note:** The initial agenda of the KOM had to be changed due to extreme weather conditions. Most of the participants arrived at noon on the 12th of January since their flights were rescheduled, therefore the meeting had to start with a half-day delay.

### Day 1.

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#### Welcome Speeches

REMTH's representatives, Maria Chamitidou and Christos Partsias, announced the launch of the CO-EVOLVE kick-off meeting. Maria Chamitidou gave the welcome speech and thanked all partners for their presence to Komotini and the kick-off meeting.

Michalis Amiridis and Konstantinos Exakoustos, Regional Councillors of East Macedonia and Thrace Region, on behalf of the Regional Governor Christos Metios, welcomed the participants, affirming the strategic importance of CO-EVOLVE's results for improving the planning of sustainable touristic activities in their Region, as well as the rest of the Mediterranean.

## **SESSION 1**

### **Project Management Presentation by Vasiliki Papadopoulou (external expert) on behalf of REMTH**

Vasiliki Papadopoulou presented the main rules regarding the project management, the eligibility of expenses, the reporting procedures and the initial deliverables of the partnership under WP1, i.e. the Project Organisational Structure and the Project Monitoring and Evaluation System.

A deadline at the end of January 2017 was set for the preparation of the Project Organisational Structure document. The deliverable will be circulated to the partners asking for their feedback and the names of their representatives to the 5 Organisational Units of the Structure.

The CO-EVOLVE Steering Committee Rules of Procedures were then discussed and agreed among the partners. The Rules of Procedure document is Annexed to the Minutes.

A discussion on the following Steering Committees (SC) was made resulting into scheduling of the 2nd SC in Split on the 10th and 11th of May 2017, hosted by PAP/RAC.

Special attention was given to the definition of the 1st implementation period of the project that actually covers the first 8 months of the project from the 1st of November 2016 until the 30th of June 2017.

Mrs Papadopoulou pointed out that the LP will prepare and distribute to the partners a budget breakdown per deliverable and project partner.

Finally, some clarifications were given regarding the procedures that will be followed for the project Quality Monitoring and Assessment and the appointment of an external Quality Auditor by REMTH.

### **Project Communication, by David Strangis and Emmanuel Maniscalco on behalf of CPMR.**

Mr. Strangis and Mr. Maniscalco presented the overall purpose of WP2 and the expected deliverables as described in the approved Application Form.

A more detailed analysis was given to the contents of the project Communication Plan which is now under preparation by CPMR. Mr. Strangis asked the project partners

each to appoint a person within the organisation who will be the project's contact/reference person for communication issues.

Finally, the importance of an early scheduling of all dissemination events was underlined as well as the necessity to participate to MED and HP intermediate events.

A discussion was initiated regarding the participation of 2 representatives to the HP seminar on 26-27 of April 2017 in Marseille, as well as to the Thematic Community Building event – organised by the MED programme – on 17-18 May 2017 in Valencia.

## END OF SESSION 1

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## COFFEE BREAK

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## SESSION 2

### **Presentation of WP3 chaired by Andrea Barbanti on behalf of ISMAR**

Andrea Barbanti presented the overall structure of the presentations regarding WP3 and the main points to be discussed. The Session was organized under 6 steps:

1. Objectives and conceptual elements of WP3 (ISMAR)
2. Coastal and Maritime Tourism in the Mediterranean: criteria, indicators and tourism typologies (UOT)
3. Analysis of Threats at Mediterranean scale (coordination ISMAR + Task Leaders)
4. Analysis of Enabling factors at Mediterranean scale (coordination PAP/RAC + Task Leaders)
5. Pilot Area analysis (presentation from REMTH + discussion with Area Coordinators, Task Leaders + All)
6. Strategic planning on Pilot Areas (Presentation from IUAV + discussion with Area Coordinators, Task Leaders + All)

The objectives, the general architecture and the timetable of WP3 were presented by Andrea Barbanti, who also indicated the possible risks in the implementation of WP3, such as partners failing to meet deliverables on time, limited data availability and data access, scattered coverage of the MED area during analyses, poor stakeholder involvement in Tasks 3.17 and 3.18, etc.

Prof. Coccosis continued with Step 2 and the presentation of the criteria, indicators and tourism typologies regarding the coastal and maritime tourism in the Mediterranean area, with special reference to the Tasks 3.16 and 3.17 which are both under the responsibility of UoT. Prof. Coccosis underlined how important it is to define, as a starting point, the type of tourism that exists in the Mediterranean area. Therefore he asked as feedback from the project partners the character of the pilot areas and their typology characterization. Based on this feedback specific indicators are going to be related to the pilot areas.

Andrea Barbanti put forward 3 comments - based on Prof. Coccosis presentation:

1st Comment. A map of the Mediterranean area with the identification of the touristic areas and their typology should be produced. Andrea Barbanti asked Prof. Coccosis if it is possible to prepare a draft map, as described above, by the end of February.

2nd Comment regarding the stakeholders involvement. A definition is needed on when and how the stakeholders are going to be involved in the project.

3rd Comment. A more precise definition of the pilot areas and their depiction on a map is needed.

Carbonnel Philippe asked Prof. Coccosis if a questionnaire regarding the pilot areas and their touristic typology is going to be distributed or if there is going to be a discussion on this during the meeting.

Prof. Coccosis pointed out that first there should be an overview of the pilot areas during the meeting in order to see the kind of data that are available and could be extracted in each case. After that, a set of horizontal indicators will be provided as well as a set of specific indicators for each case study.

As regards the necessary input of data, the partners agreed that this input may come from the available statistical data, as well as from other existing relevant Networks, such as the CPMR Network and the other MED Modular projects.

Concerning the draft map with the touristic typology at Mediterranean scale, Prof. Coccosis said that this is possible to be ready by the end of February only by using the already available on-line data. The partners agreed with this proposal.

Marko Prem put forward the question regarding the boundaries of the Mediterranean scale that will be taken into consideration by the partnership, and if these boundaries will be limited only to the EU members states of the Mediterranean or will be

expanded to all Mediterranean countries. PAP/RAC supports the approach of including all Mediterranean countries as this is also in line with the ICZM protocol.

Roberto Montanari and Andrea Barbanti also supported this approach for the facilitation of the project implementation and the realization of the transferability plan in particular.

Concluding this discussion, Andrea Barbanti asked Prof. Coccosis to provide the partners, the soonest possible, with a detailed work programme on Tasks 3.16 and 3.17 together with the requested data as well as clear definitions on the stakeholders' involvement in the tasks.

Moving on to the analysis of Step 3, Analysis of Threats at Mediterranean scale, including the Tasks 3.2 - 3.7, Andrea Barbanti presented the Objectives of the integrated deliverable, that will be produced under 3.7, the synthesis and integration of the threats analysis carried out in Tasks 3.2-3.6. He also presented the contents of the Annotated Outline, prepared in coordination with PAP-RAC, responsible for the synthesis on enabling factors (3.14), that has already been distributed to the partners and the kind of information that is expected as feedback on this. Marko Prem says that nothing relevant has to be added concerning task 3.14.

The floor was then given to the Task Leaders that are responsible for each of the five Tasks from 3.2 to 3.6, in order to analyze the expected deliverables and their approach on how to tackle the issues involved.

Sandro Carniel from ISMAR presented 3.2. and 3.8, a task belonging to the "enabling factors" category, closely linked to task 3.2, and with his presentation Day 1 was concluded.

## Day 2.

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### Session 2 (continue)

In the beginning of Day 2, Andrea Barbanti summarized the discussions of Day 1 concerning WP3 as follows:

- The Mediterranean scale analysis will consider the whole Mediterranean, using available information from previous and ongoing studies / projects / networks / initiatives, and will be more detailed in the EU MS areas.
- The grain-size of the analysis and the coverage of the study area will be determined by: the overall scope of the work, the specific characteristics of the topics to be analysed, the availability / access to data in the time available.
- Boundaries of the Pilot Areas will be specified in Annex 1 of the Inception Report and will be flexible, where the analysis will require to consider wider domains.
- A preliminary and general analysis on maritime and coastal tourism and its main typologies, aimed at supporting the definition of the sustainability indicators, will help addressing and focusing in space and content threats and enabling factors analysis.
- All partners are requested to contribute in general and more specifically for their country to data mining and data collection, based on the data requirements that will be defined by task leaders
- All Task Leaders are invited to carefully and operationally design their activities, identifying asap: data needs, contributions from the involved partners, dedicated meetings, if/how/when involve stakeholders, connections with other tasks, etc.

He also gave a schedule of the Technical Meetings (TM) needed to take place during the implementation of the WP, as follows:

TM 1 in the form of teleconference at the end of February 2017;

TM 2, back to back with the 2nd SC in May 2017;

TM 3, back to back with the 3rd SC in October or November 2017;

TM4, either in the form of face to face meeting or teleconference, for the finalization of the deliverables in January 2018.

Task Meetings (mainly teleconferences) as needed (Task Leaders).

Prof. Coccosis continued with the presentation of Tasks 3.3, 3.4 and 3.6 regarding the threats to co-evolution on Mediterranean scale in relation to littoralization and urbanization, touristic fluxes and carrying capacity, and conflicts among different uses on land and at sea and land-sea interaction respectively.

Task 3.5 was decided to be presented later on together with Task 3.9.

Carbonnel Philippe continued with the presentation of Task 3.10, "Enabling factors for sustainable co-evolution in touristic areas - Mediterranean scale: Water cycle and depuration", after the short description of the Department of Hérault by Alice Orzalesi.

Francesco Musco from IUAV was then asked to present the aspects within Task 3.11, "Enabling factors for sustainable co-evolution in touristic areas - Mediterranean scale: Transports and accessibility", together with a summary of IUAV identity.

Lucia Bongiorno from ISMAR took the floor for the presentation of Task 3.5 "Threats to co-evolution - Mediterranean scale: Pollution and Ecosystems" and Task 3.9 "Enabling factors for co-evolution - Mediterranean scale: Ecosystems protection".

Marko Prem from PAP/RAC was the next speaker, who initially presented the identity and role of PAP/RAC and the organisation's expectations from CO-EVOLVE. Veronique Evers then continued with the presentation of 3.12 "Enabling factors/ Governance, legal, administrative, and financial aspects". Veronique Evers underlined the fact that the partnership should take into consideration the ICZM protocol since it includes core information regarding the output of 3.12 in relation to Governance instruments;

- Legislation;
- Coordination mechanisms
- Administrative constraints; and
- Financial resources

The next presentation was given by Eleni Chouli from YDRONOMI acting as external technical advisor to REMTH. The presentation concerned Task 3.14 and 3.15 regarding the threats and enabling factors of the pilot areas. She briefly presented the pilot sites belonging to REMTH, "Alexandroupoli/Makri area, Thassos/Keramoti area" and then asked the partners who are responsible for the rest pilot areas of the project to give some short descriptions as well.

- Roberto Montanari presented the pilot area of Emilia-Romagna Region, " Cattolica harbor and coast area, Comacchio Lido di Spina/Logonovo area"
- Carbonnel Philippe presented the pilot area of Hérault, " Maguelone/Frontignan area, Vias/ Vendre Orb Delta area"
- Francesco Musco presented the pilot area of the region of Veneto, " Polesine Camerini area, Rosolina Mare area"
- Pablo Gorostiza presented the pilot area of Valencia's coastline, " La Albufera Natura 2000 area"
- Jelena Petrov presented the pilot area in Split-Dalmatia County, " Kastela area"
- Christian Marasmi, on behalf of Iva Pozniak, presented the pilot area of the Dubrovnik-Neretva County, " Neretva River Delta, "

Session 2 was closed with the presentation of the Tourism-driven strategic planning on Pilot Areas (task 3.18) by Francesco Musco and a wrap-up of the Day 2 presentations regarding WP3 from Andrea Barbanti.

### **Session 3**

Session 3 included the presentations and short discussions on WP4 and WP5.

WP4 was presented by the WP Leader Emilia-Romagna Region - Roberto Montanari. Roberto Montanari put emphasis on the Time-scheduling of the WP4 Tasks, 4.1 - 4.3 and especially the scheduling of 4.2 tasks and deliverables. 4.2 includes the realization of 2 sets of local seminars which are planned to take place in April and October of 2018. Mr Montanari underlined the necessity all partners to realise these local seminars with their stakeholders within the same time periods and according to the schedule proposed.

Prior to the local seminars the project partners should attend 2 sets of sub-regional trainings. According to the Application Form 2 trainings should take place in March 2018 and 2 trainings in September 2018, under the leadership of PAP/RAC. Marko Prem explained the objectives of the trainings and also proposed the submersion of the 2 initial trainings, as well as the 2 intermediate trainings, into 1 that will be attended by all partners.

Roberto Montanari informed the partners that in due time a detailed time schedule with specific days regarding the training will be provided. He then completed his presentation with a briefing on the pilot areas, previously presented. He also agreed

with Pablo Gorostiza from FEPORTS on the final definition of Valencia's pilot area by the end of January.

The final presentation was given by Marko Prem on behalf of PAP/RAC on WP5. Marko Prem explained the objective of WP5 which is to guarantee the continuation of the project results, their transferability and replication by other Mediterranean regions and territories. He then concentrated on Task 5.2 by presenting the steps that will be followed towards the compilation of the Transferability plan at pilot areas and regional scale.

Day 2 was completed with the presentation of the HP Bleutourmed meetings scheduling in 2017 by David Strangis. The Kick-off Meeting will take place in Marseilles in March 2017 and a 2nd meeting on the WS methodologies in Athens, in June 2017.

David Strangis said that CPMR will circulate a calendar of all project meetings, including HP meetings, where the project partners will have to complete their possibility for participation. He finally informed the partners that CPMR already released a press release on the CO-EVOLVE KoM. The press release was sent to the partners by emails.

Christos Partasias and Maria Chamitidou announced the official closure of the CO-EVOLVE KoM and thanked all participants for their active participation.

**END OF CO-EVOLVE KICK-OFF MEETING**

## **ANNEX**

### **RULES OF PROCEDURES OF THE STEERING COMMITTEE**

#### **PREAMBLE**

The Managing Authority of the Operational Programme MED on the transnational territorial cooperation approved the project with the acronym "CO EVOLVE" defining a total ERDF co-financing budget at the amount of € 2.550.000,00.

"CO-EVOLVE" will be implemented by a partnership of 12 organizations under the leadership of the Region of East Macedonia and Thrace.

According to the "CO-EVOLVE" Project Organizational Structure, the project forces the establishment of five (5) Units, the Lead Partner, the Coordination Unit, the Steering Committee, the Working Group and the Regional Working Teams.

The role of each one of the abovementioned Units is described within the document "Project Organizational Structure" where the representatives of the project partners under each one of the 5 Units are also defined.

#### **OBJECTIVE**

According to the "CO EVOLVE" Partnership Agreement a project Steering Committee must be formed in which all the partners are represented. The present Rules of Procedure are defining the internal rules of functioning of the project Steering Committee, and the decision-making procedures validated by all partners.

#### **STEERING COMMITTEE RESPONSIBILITIES**

1. The Steering Committee shall make upper level decisions concerning the Project and shall be responsible for the overall coordination and supervision of this project.
2. The Steering Committee shall have the following functions:
  - a. Draw up the guidelines for Project evaluation and supervision in order to ensure the observance of its operational goals.
  - b. Approve Project main documents and in particular rules of procedure, final technical results, as well as all documents of strategic importance, which contain partners' extraordinary decisions.
  - c. Define Project execution operational methodology, coordinating the procedures for the observance of timetables and goals that were set.
  - d. Co-ordinate and supervise the technical and financial Project implementation through the collection of all necessary data from the project Work-Package Leaders in order to monitor and evaluate the project.
  - e. Approve Project eventual modifications of technical or financial nature.

- f. Constitute the necessary Committees and structures for Project implementation.

### **STEERING COMMITTEE FUNCTIONING**

1. The Steering Committee shall meet 2 times per year according to the schedule proposed during the project Kick-off meeting on the 12-13 of January 2017. Additional meetings may be realized according to the needs of the Project or at the request of the Work Package Leaders.
2. The Lead Partner shall send meeting invitations to all partners via e-mails at least 15 days prior to the meeting date. The invitation shall specify the day, time and the place of the meeting and include the agenda and all necessary working papers.
3. In the case of an urgent matter, the invitation shall be sent at least 5 working days prior to the date of the meeting.
4. The partners shall respond to the invitation in the same way and via e-mail, within two working days after the receipt of the invitation. Any request for adjournment or change after this deadline will not be considered.
5. The Steering Committee shall fix at the end of each meeting the date of the next meeting in accordance to the annex of the present Procedure Rules.
6. Meetings' procedural rules:
  - a. Meetings are chaired by the Lead Partner.
  - b. The Lead Partner shall take into account any arguments on the proposed agenda received by emails on behalf of the project partners and modify the agenda relatively no later than 3 working days prior to the date of the meeting.
  - c. Steering Committee meetings and decisions taken are valid if at least half of the members are legally represented. Abstentions and relevant reasons shall be recorded on the minutes.
  - d. At all meetings, decisions shall be taken by an absolute majority of the members present. In the event of an equal number of votes the Lead Partner shall have a casting vote.
7. At the end of discussion of each Agenda's topic, the Lead Partner Representative shall summarize the conclusions in order to verify the content of the data that will be included in the minutes.
8. The Steering Committee shall record it's decisions in the minutes, where the part of explanations and the part of decisions shall be easily discerned.
9. The minutes shall include the place, date and time of meeting and also the list of participants, detail schedule and Committee's, decisions. The minutes shall be signed by all Committee members present in the meeting and approved automatically if none of the participants express observations within 5 working days.
10. The Steering Committee, if necessary, shall also hold meetings through teleconference. following the same methodology as mentioned above. The minutes shall be approved by electronic signatures.
11. Meetings may also take place through written consultation procedures. In particular, the Lead Partner shall, on his own initiative or acting upon request of

- the Work Package Leaders or the Contact Persons of the project partners, shall inform by emails the Committee members, who shall express their opinions within 5 days. The consultation minutes, which shall include all observances and opinions, as well as consultation results, shall be sent to the partners. The consultation minutes shall be approved and relevant decisions shall be considered final and binding upon written notification of acceptance (and electronically) by Committee members. Consultation proposal is approved with the same criteria set out above as regards the legal number, the valid majority, the answer deadlines etc. This procedure shall be suspended during August.
12. According to the arguments examined and if a need is identified, other persons such as experts or collaborators serving as observers shall have also the right to take part in the Steering Committee meetings. This possibility shall be mentioned in the agenda.
  13. The Steering Committee is established for the purpose of providing guidance during the implementation of the Project. The Steering Committee shall cease to exist upon Project completion.
  14. The working language of the Steering Committee shall be English.
  15. In the execution of its duties, the Steering Committee will be the Project Coordination Unit as described in the document of the Project Organizational Structure.
  16. The seat of the Steering Committee shall be at the following address: Region of East Macedonia - Thrace, G. Kakoulidou 1, 69100 Komotini, Greece.

### **STEERING COMMITTEE COMPOSITION**

According to the document of the Project Organizational Structure the members of the Steering Committee are the following:

#### **Lead Partner - Region of East Macedonia and Thrace**

- *Maria Chamitidou*
- *Christos Partsiias (deputy)*

#### **PP1 - Conference of peripheral maritime regions of Europe**

- *Davide Strangis*
- *Emmanuel Maniscalco (deputy)*

#### **PP2 - University of Thessaly - Research Unit of Environment & Spatial Planning**

- *Haris Coccus*

#### **PP3 - Emilia-Romagna Region - General Directorate Territory and Environment Care**

- *Roberto Montanari*

#### **PP4 - Priority Actions Programme Regional Activity Centre**

- *Marko Prem*

**PP5 - Fundación Instituto Portuario de Estudios y Cooperación de la Comunidad Valenciana**

- *Pablo Gorostiza*

**PP6 - Po Delta Park Veneto Region Authority**

- *Sara Bianchi*

**PP7 - Dubrovnik Neretva Regional Development Agency DUNEA**

- *Iva Pozniak*

**PP8 - Department of Herault**

- *Philippe Carbonnel*
- *Alice Orzalesi (deputy)*

**PP9 - Public Institution RERA S.D. for Coordination and Development of Split Dalmatia County**

- *Jelena Petrov*

**PP10 - IUAV University of Venice - Department of Design and Planning in Complex Environments**

- *Francesco Musco*

**PP11 - National Research Council - Institute of Marine Sciences**

- *Andrea Barbanti*

**FINAL PROVISIONS**

1. The present Rules of Procedure shall be amended upon the Steering Committee's decision with regard to the approved project Technical Sheet and the European and national provisions.
2. Communication and exchange of documents between project members shall be mediated via electronic mail, fax, courier and phone. However, the e-mail shall prevail. Electronic communication shall provide a formal means of written communication and serve as communication protocol.