

Action plan

„Zero Waste Blue sport events for territorial development“

Zero Waste Blue project

Project ID: 10043061



Document History			
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2. Introduction, purpose of document

The objective of this ACTION PLAN is to establish the administrative procedures and rules to be adopted by all parties involved in the Zero Waste Blue project. The goal is to identify the framework of co-ordination amongst project beneficiaries themselves and also with Managing Authority (MA), in order to reach the best method of implementation, taking into account all technical activities, financial conditions and time plan agreed by each partners and annexed to this agreement concerning the granting from the elaboration of the project Zero Waste Blue sport events for territorial development – Zero Waste Blue.

This report includes the following two Annexes:

- Annex I - Estimated budget of the action
- Annex II - Time Plan: activities, reports

This Action Plan enters into force on the date that it will be agreed by all parties and will finish when the Managing Authority will evaluate and approve the final report of the project and execute the final payments.

Until then, all parties involved in the Project are responsible for its execution.

3. Description of the project

3.1 Summary

Natural and cultural heritage is a precious development leverage only if the local communities, different type of users and tourists are aware of its value and cooperate for its conservation. Natural and cultural heritage attracts mass tourism and locations are attractive for events as well even if they may impact negatively. Zero Waste Blue capitalizes Zero Waste project results' with the aim of a broader involvement of local communities and private-public stakeholders in the organisation of sustainable sport events in attractive and fragile areas (e.g. historical centres, natural park/areas) lowering radically the environmental impact and increasing the benefit for the social and economic development. In the CB Italy-Croatia area there are many sport events that attract thousands of people. These large gatherings produce an increase of water and energy consumption, pollution, waste of food and materials and often cause trouble for local communities and have negative impacts on natural cultural heritage. In addition, these events are seldom planned taking into account solutions allowing people with the other hand, sport events attract tourists and large audiences with an impact on mass media able to emphasize positive results, local heritage and to spread sustainable solutions/tools/instruments that permanently remain in the territories favouring local development and making tourist destinations more attractive for seasonality because they are not linked to peak seasons, have a high attractiveness capacity, promote social inclusion, involve all ages. Zero Waste Blue goals are reached through the following specific objectives:

1. Transfer and widen Zero Waste achievements also training new operators in CB area;
2. Protect and promote natural and cultural heritage through Zero Waste Blue events, governance and policy instruments;
3. Create a joint tourism product (Zero Waste sport events Blue brand) focused on sustainable sports events.

Finally, ZWB contributes to the achievement of a "Sustainable Tourism" according to EUSAIR strategy, Pillar 4, priority 2 and it increases PA capacity building to establish policies, rules and standards generally accepted to preserve and promote natural and cultural heritage for the local development in the Italian-Croatian Area.

3.2 Objectives (General and Specific)

ZWB overall objective: Increase the value of the natural and cultural heritage through shared methodologies and cooperation strategies in the realisation of sustainable sport events. The objective is consistent with the programme's specific objective "Make natural and cultural heritage a leverage for sustainable and more balanced territorial development" in the way that sports events are conceived as "laboratories" in which public and private actors work together on co-designed and effective innovative solutions to reduce environmental and social impacts, while exploiting the potentials of the natural assets (natural parks and protected areas, lagoons, pin forest, salt flats, beaches) and cultural heritage (historic centres) in terms of a higher usability (disadvantaged/with special needs people) and tourism flows during the whole year against seasonality pressure.

Project Zero Waste Blue has three specific objectives:

1. *Transfer and widen Zero Waste achievements also training new operators in CB area* – Zero Waste Blue aims to capitalize and transfer Zero Waste methodology, know-how and results in the management of sustainable sport events organized in natural assets and historic contexts in the CB area. The objective will be reached by: 1) creating local working groups evaluated and supervised by a Cross Border Committee (CBC) spurring public and private actors to work as a team in co-designing solutions/tools/instruments paying attention to different targets; 2) training PPs and stakeholders to have a common cross-border technical knowledge, method

- and approach; 3) updating smart ICT tools to better fit with new needs; 4) make sustainable and effective cooperation between private-public actors through protocols.
2. *Protect and promote natural and cultural heritage through Zero Waste Blue sport events and policy* – The aim is to effectively apply in selected sport events those sustainable solutions that will remain in the territories of CB Adriatic area, valorising destinations and their heritage use and accessibility, as a part of sustainable policies. “ZWB sport events implementation all across CB area” and “Governance and policy instruments” activities will result in: 10 ZWB sport events will be realised in natural assets and historic centres in the CB area as capitalisation process of Zero Waste. 10 solutions effective implemented to permanently benefit local communities and to improve usability/accessibility. 8 events' destinations cultural and natural heritage promoted in a sustainable way. 8 natural and cultural heritage destinations with improved accessibilities. 7 local action plans to bind application and monitoring of protocols. At least 50 public and private actors at CB level involved in actions aimed at promoting sustainability and natural and cultural heritage sustainable use/access. Zero Waste 2.0 platform, updated with ZWB initiatives, will be an improved tool useful also for helping green certifications. Sport events' CO2 emission will be measured through the platform as a performance verification (a 40% of reduction is expected).
 3. *Promoting Zero Waste Blue network and sustainable tourist offers through a brand* – ZWB aims to promote sport events under the ZWB brand. The brand identifies an enlarged sustainable tourist Adriatic product offered to sport tourists and to their followers that can take advantage and enjoy natural and cultural heritage in destinations. It represents an Adriatic tourist product combining innovative sport services, transport modes, accessibility paths, traditional products. ZWB brand will contribute in reducing seasonality, being available during the whole year. Objective will be achieved through action 5.1 that foresees the creation of a marketing strategy and of tourist packages integrated with the existing tourist offers.

Programme output indicators are:

1. 3.105 + *Cultural and natural heritage (tangible and intangible promoted)* – At least 10 natural/cultural sites hosting Zero Waste Blue sport events will be promoted and protected keeping their environment/historical value unchanged despite human pressure.
2. 3.102 + *Actors involved in actions aimed at promoting natural and cultural heritage (including typical products, joint branding and tourism)* – Local economies will take advantage of the heritage of the area in a sustainable way, also promoting local products and being identified under the Zero Waste Blue brand. Every event will involve at least 2 local producers, which is 20 in total.
3. 3.103 + *Natural and cultural heritage destinations with improved accessibilities (e.g.: to disabled tourists, virtual tourists etc.) in place* – Solutions for disadvantaged/special needs persons will be tested in sport events and permanently implemented to increase accessibility/usability of the natural assets/cultural heritage destinations will improve their accessibilities.

3.3 Budget

The total cost of the project Zero Waste Blue is 861.435,70 EUR. The contribution from ERDF is 732.220,33 EUR, equivalent to 85% of total costs. The remaining part of 129.215,37 EUR, equivalent to 15% of total costs, will be covered by national co-financing.

The parties will utilize the approved budget, as follows:

Partner number	Partner	Co-financing source (EUR)		Total amount (EUR)
		ERDF	National cofinancing (EUR)	
LP	Town of Opatija (CRO)	85.633,25	15.111,75	100.745,00
PP1	University of Rijeka, Faculty of Tourism and Hospitality Management (CRO)	70.405,50	12.424,50	82.830,00
PP2	Zadar County Development Agency ZADRA NOVA (CRO)	70.052,75	12.362,25	82.415,00
PP3	Dubrovnik and Neretva Region (CRO)	81.485,25	14.379,75	95.865,00
PP4	ERVET Emilia-Romagna Economic Development Agency Ltd. (ITA)	79.138,10	13.965,55	93.103,65
PP5	Emilia-Romagna Region (ITA)	77.577,80	13.690,20	91.268,00
PP6	Veneto Region (ITA)	51.588,62	9.103,88	60.692,50
PP7	Molise Region (ITA)	72.904,16	12.865,44	85.769,60
PP8	Municipality of Ancona (ITA)	80.478,00	14.202,00	94.680,00
PP9	Veneto Innovazione s.p.a (ITA)	62.956,90	11.110,05	74.066,95
	Project budget - summary	732.220,33	129.215,37	861.435,70

3.4 List of contacts

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4. Project implementation

4.1 Period of implementation of the project

Project implementation shall start on 01/06/2018 (“start date of project”)

Project implementation shall finish on 30/11/2019 (“finish date of project”)

Project duration is 18 months.

4.2 Meeting Plan

(S)WP	Topic	Venue	Date	Participants
A1.1	Kick Off Meeting	Opatija, Croatia	July 4/5, 2018	Project team, press
A3.2	Study visit	Bologna, Italy	October, 2018	Project team, press
A1.3	Project Meeting	Ancona, Italy	December, 2018	Project team, CBC, press
A1.3	Project Meeting	Venice, Italy	June, 2019	Project team, CBC, press
A2.3	Final Meeting / Communication final workshop	Dubrovnik, Croatia	November, 2019	Project team, CBC, press

4.3 Reporting plan

Reporting period	Form	To	Report deadline Progress Reports / Final Report
Semester I	01/06/2018	31/12/2018	31/03/2019
Semester II	01/01/2019	30/06/2019	30/09/2019
Semester III	01/07/2019	30/11/2019	31/03/2019

4.4 Document numbering

For all the partners we have developed their name's abbreviations as follows:

Partner number	Partner name	Partner abbreviation
LP	Town of Opatija	TO
PP1	University of Rijeka, Faculty of Tourism and Hospitality Management	FTHM
PP2	Zadar County Development Agency ZADRA NOVA	ZN
PP3	Dubrovnik and Neretva Region	DNR
PP4	ERVET Emilia-Romagna Economic Development Agency Ltd.	EDA
PP5	Emilia-Romagna Region	ERR
PP6	Veneto Region	VR
PP7	Molise Region	MR
PP8	Municipality of Ancona	MA
PP9	Veneto Innovazione s.p.a	VI

Internal reports

Internal reports produced by TO should be numbered with **INT-TO-** and three digits number which are constantly grows. For example: INT-TO-001.

Internal reports produced by other partners (e.g. FTHM) should be numbered with **INT-FTHM-** and three digits number which are constantly grows. For example: INT-FTHM-001.

Deliverables and outgoing documents

Deliverables and outgoing documents issued by TO will be identified as following: **OUT-TO-(three digit numbers)**. For example: OUT-TO-001.

Deliverables and outgoing documents issued by other partners (e.g. ZN) will be identified as following: **OUT-ZN-(three digit numbers)**. For example: OUT- ZN -001.

Financial reports

Financial reports will be identified as **FR-TO-(three digits number)**. For example: FR-TO-001.

4.5 WP responsibilities

Workpackage	Coordinator
WP0 Project preparation	Town of Opatija
A0.1 Preparation of the project proposal	Town of Opatija
WP1 Project management and coordination of activities	Town of Opatija
A1.1 Start-up activities	Town of Opatija
A1.2 Day-to-day project management, coordination and internal communication	Town of Opatija
A1.3 Steering and monitoring of the project implementation	Town of Opatija
A1.4 Financial management	Town of Opatija
WP2 Communication activities	ZADRA NOVA
A2.1 Start-up activities	ZADRA NOVA
A2.2 Media relations, publications and digital activities	ZADRA NOVA
A2.3 Promotional material production and events	ZADRA NOVA
WP3 From Zero Waste to Zero Waste Blue: capitalizing, learning, preparing pilots implementations	ERVET
A3.1 Zero Waste methodology and best practices exchange: setup, and training of the local working groups	ERVET
A3.2 Zero Waste Blue transfer meeting and study visit in Bologna; brand assignment	ERVET
WP4 How to protect and promote natural and cultural heritage through Zero Waste Blue sport events	Faculty of Tourism and Hospitality Management
A4.1 Zero Waste Blue sport events implementation all across CB area	Faculty of Tourism and Hospitality Management
A4.2 Governance and Policy instruments	Faculty of Tourism and Hospitality Management

WP5 Zero Waste Blue: growing jointly promoting the value of natural cultural heritage awareness	Municipality of Ancona
A5.1 Zero Waste Blue Brand and tourism packages	Municipality of Ancona

4.6 Activities

WP0 – Project preparation

Description of the work package:

An initiative to continue the Zero Waste project that was implemented within IPA Adriatic CBC 2007-2013 came from PP4 – Emilia-Romagna Regional Agency for Territorial Development (abbreviation: ERVET), PP1 – University of Rijeka, Faculty of Tourism and Hospitality Management (abbreviation: FTHM) and LP – Town of Opatija. Joint communication, formal cooperation and excellent experience led to other partners who decided to join and support the ZW2 idea – later to be named Zero Waste Blue. ERVET held a meeting in Bologna with Italian partners in April 2017, FTHM and Town of Opatija held a joint meeting in Opatija and made a phone and skype calls with other Croatian partners. Results of these activities led to the task divisions among the partnership. Every partner fulfilled their parts of the Application Form as well as the budget. Besides that, general information about the project was fulfilled by ERVET, FTHM and Town of Opatija. The main communication went through e-mail and phone. Partners also participated in info days of the Interreg Italy-Croatia Programme and on JS consultations. During the period of idea development, JS was consulted several times by the phone and e-mail.

Activities and deliverables:

A0.1 – Preparation of the proposal

Excellent past experience among the partnership and a great wish of continuing a project Zero Waste, successfully implemented within IPA Adriatic CBC Programme, resulted in knowledge sharing, brainstorming and gradual creation of Zero Waste Blue idea. Joint cooperation of all partners and everyday communication resulted in Application Form and Budget Forms fulfilment. Cooperation with the JS was also very successful – LP and PP1 participated on info days of the Interreg Italy-Croatia Programme in Karlovac in 21 April 2017 and PP4, PP5 and PP8 on Programme Launch in Venice, 7/8 November 2016.

- AF of the Zero Waste Blue project

WP1 – Project management and coordination of activities

Description of the work package:

This WP will ensure technical and financial management of the project for the overall duration, resulting in a well – managed project reaching its objectives, PPs, with smooth reporting to the programme and in agreement with Interreg Italy-Croatia Programme rules. In order to ensure the quality of project implementation, activities will be monitored and evaluated by all partners as well as an external expert. Any risk related to communication among partners will be eliminated with participation of partners on 4 project meetings and use of free of charge and low charge communication tools (e-mail, Skype, telephone) that will also guarantee a constant communication flow complementary to face-to-face meetings. Participants on meetings are (at least) all persons belonging to the Cross-Board Committee (CBC). CBC will be set as the equivalent to the project Management Board. It will be consisted out of 2

staff members per partner (Project Manager and Technical / Quality Manager), one Italian expert and one Croatian expert in sustainable tourism. These two experts will be assigned by partners that participated in the first Zero Waste project (PP1 and PP4). CBCs primary role will be to supervise all project activities and to manage the project properly according to all templates and documents foreseen as needed and implemented in project coordination. Risks related to insufficient involvement of target groups will be reduced with a constant project coordination. Risks related to insufficient involvement of target groups will be reduced with a constant project promotion and application of good practice of all partners. Transfer of knowledge from successfully implemented project Zero Waste from IPA Adriatic CBC Programme, as well as application of methodology and its improvement will create new synergies and enlarge the area of Zero Waste Blue.

Activities and deliverables:

A1.1 – Start-up activities

Setting of the overall project cross-border coordination and management. Connecting with Interreg Italy-Croatia programme authorities (JS and MA). Participation on Interreg Italy-Croatia programme workshops/meetings (LP and PP4). Signature of Subsidy Contract and Partnership Agreement. Setting up the Cross-Border Committee (equivalent to Management Board) consisted of 2 staff person per partner, 1 Italian expert (PP4) and 1 Croatian expert (PP1) in sustainable tourism. The CB Committee will ensure effective management and reporting as well as effective budget monitoring. Organisation of and participation on the Kick-off meeting in Opatija (PP1), formalization of the CB Committee and preparation of meeting minutes (LP).

- 1 Subsidy Contract signed between LP and Interreg Italy-Croatia MA
- 1 Partnership agreement signed between the LP and PPs
- 1 Cross-Border Committee composed of: 2 persons per partner, 1 Italian expert (PP4) and 1 Croatian expert (PP1) in sustainable tourism
- 1 Kick-off meeting will be organized by PP1 in Opatija in June 2018
- 1 meeting minutes will be prepared after the meeting by LP
- Participation of at least 1 person on at least 2 Interreg Italy-Croatia programme workshops/meetings (1 in Croatia, 1 in Italy) on the project level

A1.2 – Day-to-day project management, coordination and internal communication

Overall project coordination and management, development of methodology and tool for successful project implementation (LP will hire an external expert to help with the project management): definition of the Action Plan (activities/outputs, deadlines, responsibilities): definition of a Methodological Paper: document stating project procedures to be followed, templates to be used. It will help in ensuring the cooperative and homogenous preparation and exchange of documents and other media supports. LP will conduct the templates for partners for budget spending monitoring.

Project closure activities: all partners will participate in preparation and submission of the Final Progress Reports and the Final Report. LP will prepare and submit the final payment claim. Eventual reconciliation with the initial granted amount will also be done within this activity, if necessary.

- 1 Action Plan – a document-tool for project planning and define the activities to be developed, deadline and responsibilities per partner
- 1 Methodological Paper – a document stating project procedures to be followed and templates to be used
- 1 Template for Budget Monitoring – a document containing financial tables to monitor the project budget
- 1 Final Report – within 3 months after the official end date of the project. LP will submit the Final Report

A1.3 – Steering and monitoring of the project implementation

Organisation of 2 project meetings: 2nd PM will be organised by PP8 (Municipality of Ancona) in Ancona in December 2018; 3rd PM will be organised By PP6 (Veneto Region) in Venice in June 2019. Participants on meetings are (at least) all persons belonging to the Cross-Board Committee of every partner. LP will prepare minutes after every meeting. Use of free of charge and low charge communication tools (e-mail, Skype, telephone) will guarantee a constant communication flow. Partner project evaluation will ensure the quality management of the project implementation. Partners will fulfil the questionnaires made by LP after 2nd and 3rd project meeting. LP will prepare internal assessment reports after the questionnaires are being collected. Results of assessments will be presented on project meetings. In order to increase the project quality and to provide an added value to the project, an additional, external evaluation of the project implementation is planned (external expert by LP).

- 2 project meetings: 2nd one is organised by PP8 (Municipality of Ancona) in Ancona In December 2018; 3rd project meeting organised by PP6 (Veneto Region) in Venice in June 2019
- 2 meeting minutes
- 20 internal questionnaires prepared by LP and fulfilled by all partners – questionnaires will measure the perceived quality of the partnership and evaluate the coherence of the actions, execution degree, and estimation about the partners' contributions
- 2 Internal assessment reports prepared and presented by LP on final project meeting – assessment reports will also include self-assessment tool to assess the fined positive contribution on the project to the horizontal principles
- 1 Final evaluation and quality report done by the external expert (hired by LP)

A1.4 – Financial management

Every partner will prepare and submit their financial Progress Reports and Final Progress Reports to the FLCs and LP will submit the payment claims to the MA. Financial Manager of every partner will monitor incurred expenditures. LP will ensure transfer of funds and cash flow management. Every partner will participate in preparation of necessary documentation in view of the validation of expenditure and of controls/audits. Italian partners will calculate in their budget costs for Italian FLC report verifications.

- 20 Progress Reports – during the project implementation period, 2 Progress Reports per partner will be prepared and submitted to each country FLC office
- 10 Final Progress Reports – within 3 months after the official end date of the project, every partner will submit the Final Progress Report to each country FLC office

WP2 – Communication activities

Description of the work package:

WP2 is a strategic and horizontal WP that will last throughout project duration. WP2 aims at promoting a wide dissemination of project objectives and achieved results. Agreed Capitalisation Communication Strategy to promote project will be implemented in each region under the supervision of PP2. Press conferences/local workshops will assure project dissemination and involvement of a wider number of project stakeholders. Communication on project results will be primarily e-based working towards “paperless” implementation with the production of e-newsletters; dissemination material like brochure will be downloadable from the project website within the Interreg It-Cro programme website. Any prints will be recycled paper. All publications will include the project logo and the reference to the EU co-financing. In order to increase the impact of project dissemination, all partners will put the project web page link to their official webpage. Traditional activities and tools will also be used to spread project objectives and results at regional and EU level, involving mostly working groups and the general public.

Two questionnaires will be made: one for members of the Association of people with disabilities and one for participants of press conference/local workshops in order to get the feedback on project communication activities. The questionnaires will be prepared by LP and disseminated by all partners except PP4 and PP6. Two assessments reports per involved partner will be made after the questionnaires are being collected. Results of assessments will be presented on project meetings. An effort will be made to promote the coordination of the project with other similar or complementary initiatives implemented within the EU context. All partners will contribute in their implementation. Dissemination actions will be mainly realized through: Start-up activities; Media relations, publications and digital activities; Promotional material production and events.

Activities and deliverables:

A2.1 – Start-up activities

Preparation of the Capitalization Communication Strategy (PP1). The communication strategy will, among other, define and approach to mass media and social networks in respect of visibility and info/communication EU rules. It will include a common mailing list in order to address electronic newsletters and invitations in project events. PP1 will also develop new Zero Waste Blue project logo which will then be used to identify the brand of sports events network (WP5); and visibility package that will be used in all project events and all publications. This package will ensure the sustainability of the project, even after its end.

- 1 Capitalization Communication Strategy – a document containing common objectives, definition of target groups, tools, actions, timetable, responsibilities, resources, project common messages and slogans and common mailing list
- 1 Project visual identity, including project logo and visibility package

A2.2 – Media relations, publications and digital activities

8 press conferences/local meetings will be organised at reg/nat level during project duration to inform local communities and general public about the project. 2 questionnaires will measure perceived quality of communication activities and evaluate the level of improvement of solution for accessibility/usability of natural assets/cultural heritage. Partner will prepare assessment reports (1 for each questionnaire type). 1 printed publication of the project (relevant EU paper magazine, PP2). PP2 will prepare a brochure on English – short portrait of the project, adapted to target groups. Every partner will print cca 100 copies and brochures: 50 in English, 50 in own language after external translation (PP1, PP4). PP2 will prepare and distribute e-newsletters. Min. 2 TV/radio/web media edits/short promotional videos (every partner). PP6 will prepare a media campaign summary, update regularly the project website within Programme web platform and be in charge of social media communication: FB platform.

- 8 press conferences/local workshops organised at the project level
- 10 online questionnaires fulfilled by members of the Association of people with disabilities
- 20 questionnaires per event (160 in total) fulfilled by the participants of press conferences/local events – questionnaires will measure and evaluate the level of project promotion and project activities promotion, as well as the perceived quality of project activities
- in total 16 questionnaire assessment reports (2 reports each per LP, PP1,2,3,5,7,8,9)
- 1 printed publication on relevant EU paper magazine
- 1000 brochures about the project prepared, printed in recycled paper and disseminated
- 450 copies of newsletter disseminated – every 6 months, partners will create and disseminate e-newsletter to the stakeholders of the common list created within the Capitalization Communication Strategy
- 20 TV/radio/web media edits/short promotional videos (Youtube)
- 1 Media campaign summary – Media campaign summary will be a document containing all media edits/articles etc. published and all other actions to media taken by the partners, as well as the report about all local events within Activity 2.3

- 1 Project internet base – establishment of project website within Interreg Italy-Croatia programme website
- 1 Social media profile established
- 500 likes on Facebook project webpage

A2.3 – Promotional material production and events

PP2 will prepare and every partner will print and place a poster (of minimum A3 size) of the project at the entrance of their building, visible to the public.

PP9 will be in charge of a starting video: project's short presentation/slogan to be showed at the beginning of each press conference, local workshop, etc. Every region will prepare a short video/clip about the realised events WP4,1. PP9 will make a final video.

Final meeting with a communication workshop will be organised by PP3 in Dubrovnik in November 2019.

Participants on meeting will be (at least) all persons belonging to the CB Committee. LP will prepare minutes after the meeting.

Communication Final Workshop will involve CB Committee and at least 2 representatives of some of the relevant actors: policy makers, Macroregional strategies governing board etc.

Every partner will participate in/contribute to at least one external event (not part of the project) where the project result will be disseminated.

- 10 Zero Waste Blue posters
- 1 project's initial video
- 1 project's final video
- 7 promotional videos with pilots as demo and enhancing natural and cultural heritage
- 1 Final meeting with a communication final workshop will be organised by PP3 (Dubrovnik Neretva Region) in Dubrovnik in November 2019
- 1 meeting minutes
- 10 events participated at and Zero Waste Blue promoted

WP3 – From Zero Waste to Zero Waste Blue: capitalizing, learning, preparing pilots implementations

Description of the work package:

WP3 aims to share, transfer ZW achievements and widen the use of ZW2.0 platform by training new operators in the CB area. LP, PP2,3,5,6,7 and 8 will create local working groups composed by public by public/private stakeholders involved in the organisation of 10 selected sport events, chosen on the basis of their significant impact considering fragile area venues and seasonality: Venice Marathon, Termoli half marathon, Ancona half marathon, Zadar Marathon/Cycling tour, Opatija Festival of Sport Recreation/Half marathon, Wall Marathon Ston/Skalinada Metkovic, Salt Eco-Marathon, Cervia. The selection took into account: the type (sports events), the organisers' willingness to work for sustainability verified with a pre-meeting, the importance of event to leave an impact on the territory, diffusion and effect multiplier, timing in accordance with the duration and timing of the project. ZW PPs (LP,1,4) will involve operators participating in local working groups in a mutual learning/transfer process starting from ZW methodology. Through gaming simulation/role playing all groups will analyse the organisation process and previous impacts of the pilot events. Using ZW methodology they will identify strengths, weaknesses, impacts of solutions adopted in previous events' editions. Special focus will be given to the improvement of events' destination in terms of sustainability and local development needs. 1 project meeting will be organised in Bologna. Participants: PPs/their stakeholders. Objective: share outputs, evaluate at a CB level the solutions identified. All participants will be trained to use of ZW 2.0 platform and on ZW brand criteria assigned. PPs will sensitize policy makers to the adoption of incentive

instruments to promote sustainable behaviours in the sport events organisation and in their destinations. 1 study visit will be organised in Bologna.

Activities and deliverables:

A3.1 – Zero Waste methodology and best practices exchange: setup, and training of the local working groups

PP1,2,3,5,6,7,8 will identify the public/private stakeholders involved in 10 selected sport events and in their local context, will setup 10 local working groups. LP will coordinate Croatian PPs, PP4 will coordinate Italian PPs. CB Committee will supervise workgroup activities and evaluate solutions planned; it includes 2 experts (1 Italian PP4 and 1 Croatian PP1). 2 meetings per working group will be organised to learn about Zero Waste methodology and best practices available, analyse characteristics of local tourist offer linked to the specific sport event. Reports of working groups activities will be produced.

Protocols signed (last in October 2019) – Termoli half-marathon Protocol will be signed and tested as first (Oct/Nov 2018). It engages PP7 and Stakeholders to cooperate in edition of December 2018 and in next editions, maintaining the Zero Waste Blue brand.

Zero Waste 2.0 platform will be updated with 1 new section Sport events and products and 1 linked App.

- 10 working groups
- 20 working groups meeting
- 10 reports
- At least 10 solutions planned to be tested in pilots. Each solution or at least one solution per event should include disabilities/disadvantaged people issues
- 10 Protocol subscribed through working groups
- 1 ICT/contents and usability updating of Zero Waste 2.0

A3.2 – Zero Waste Blue transfer meeting and study visit in Bologna; brand assignment

PP4 will organise a 2 day project meeting and annex study visit in Bologna

- Organisation of 1 day project transfer meeting aimed to share and transfer the result of the local working group and to test the Zero Waste 2.0 platform. The participants, supported by 2 experts (assigned by partners that already participated in Zero Waste) and through the platform, will verify the adequacy of the sustainable environmental, social and economic solutions planned for their sport events selected and will calculate the impacts. Final evaluation will be done by the CB Committee.
 - Organisation of 1 study visit in which the participants will meet the organisers of the Run Tune Up half-marathon of Bologna (successful Zero Waste sport event), to exchange experiences and to design a common promotional action
 - Zero Waste Blue brand will be assigned to the 10 sport events selected
-
- 1 project meeting/1 study visit (Bologna – September 27-29 2018) with 36 participants from the local working groups/CB Committee
 - 10 Zero Waste Blue brand assigned to the new 10 sustainable sport events after that each events has overcome the minimum threshold indicated by the Zero Waste 2.0 platform to obtain the brand. Zero Waste Blue brand facilitate the events that wants to obtain the ISO20121 certification because allow them to reach the main objectives indicated by the international standard saving money and time and preparing them to the audits. ZW is only a first step accessible to everyone already favouring the culture of quality and sustainable development.

The methodology and the platform made available from Zero Waste Blue may facilitate all the organisers who plan to prepare for the certification process. In order to facilitate a wide dissemination of the added value of the ZWB methodology the PPs in charge for managing the WP3 will promote the ZWB brand assignment to all types of undertakings creating the conditions for an open and nondiscriminatory targeting of other potential participants. During the ZWB brand assignment events and local working groups specific action will be carried out by the PPs in order to involve other sport event organisers at local and CB level and reaching as much expression of interest as possible.

WP4 – How to protect and promote natural and cultural heritage through Zero Waste Blue sport events

Description of the work package:

WP4 aims to effectively apply Zero Waste services/tools/solutions planned and evaluated by CB Committee during WP3. The sustainable services/tools/solutions will be implemented in the 10 sport events to conserve, protect and promote natural/cultural heritage of the hosting venues (historical center as Venice and Termoli, natural park hosting the halfmarathon of Ancona, Saline/Pine forest and beach in the Eco-Marathon of Cervia). PPs 1,4 experts will support other PPs to carry out the concrete activities foreseen. Sport events will test logistic-organisational solutions to low waste and pollution, adoption of saving/recycling systems, sustainable management of tourists flows, use of ecological means of transport, purchases of green and ecological services and products, sharing economy modalities for supplies. Sustainable services/tools/solutions implemented are meant to remain permanently on territories for the benefit of the local communities and tourists improving the aspects of wellness, accessibility agreeability of the destination regardless of the season. Public Administrations partners of the project and policy makers involved by the working groups will contribute to identify instruments and policies to guarantee the sustainable over time of implemented solutions. Protocols signed in WP3 are aimed to favour a public policy that incentive sustainable behaviors granting patronages or contributes to the organisers that adopt a minimum of sustainable requirements chosen and provided by the use of the Zero Waste 2.0 platform. The platform has a section both of even pre-design and of event follow up to guarantee the true application of the sustainable action planned. Local Action Plans will be finally drafted for the effective implementation and monitoring of the Protocols to bind the application of a minimum of sustainable requirements in all the events.

Activities and deliverables:

A4.1 – Zero Waste Blue sport events implementation all across CB area

4.1 aims to implement and evaluate results of sustainable actions identified in WP3 by local working group in 10 selected events to protect and promote natural and cultural heritage in the destination. Solution to reduce environmental impacts and CO2 production will be adopted (e.g. use of recycled materials, paperless communications and transports rationalisation).

Waste separate collection, use of biodegradable materials lowering plastic use, reduction of water and energy waste solutions will be adopted. Local communities will be involved to improve the social and the economic impact. Volunteers and schoolchildren will be involved (e.g. tourists and athletes' accompaniment, information services) and informed on sustainable solutions implemented and correct sustainable behaviours. Local product will be promoted. Specific services for people with disabilities will be implemented. Public Administration and Policy makers aware through both a concrete implementation and results evaluation.

- 10 Zero Waste Blue sport events realised:
 1. Half marathon, Termoli (December 2018) – the international half marathon takes place in the medieval fortified city center on the sea of Termoli

2. The Metkovic Skalinada – sport race (March 2019) - International stair race located in the ancient center of Metkovic city (heart of Neretva valley)
 3. Wings for life, Marathon, Zadar (May 2019) – starts next to the Roman Forum in Zadar, ends in small city Primošten
 4. Cycling tour Zadar-Nin (April 2019) – Cycling race starts at historical city of Zadar and ends in small historical city Nin
 5. Festival of Sport Recreation, Opatija (March, April, May 2019) – partially take place in Ucka (natural area) and in the center of Opatija, it include Nordic walking, trekking, etc.
 6. Halfmarathon Rijeka-Opatija (April 2019) – The city centres of Opatija and Rijeka are transformed into a large playground, the whole town becomes “no car” zone
 7. Ston Wall Marathon, Ston (September 2019) – passes along the famous Ston wall and the coast
 8. Marathon, Venice (October 2019) – International marathon takes place in the historical city center of Venice
 9. Half marathon starts in the historical city center of Ancona and passes in the protected natural area of Conero (October 2019)
 10. Eco-Marathon covers the Salines area, pine forest and beach of Cervia (May 2019)
- 10 reports on results delivered through the support of Zero Waste 2.0 platform and evaluated by CB Committee including recommendation for further events

A4.2 – Governance and Policy instruments

Elaboration of Local Action Plans for the effective implementation and monitoring of the Protocols to bind the application of a minimum of sustainable requirements in all the events (not only sport, but specifically with high impact on natural and cultural contexts) having the patronage of a concerned public entity and to promote incentives to virtuous behaviours through the improvement of policy instruments.

Directly involved Pas and informed policy makers made aware through working groups activities (WP3), effective testing (WP4.1) and communication/dissemination activities under WP2, will be ready and spurred to really adopt in the whole reference territory protocols signed in WP3 through Local Action Plans monitoring effective implementation and addressing policy and/or financial/incentive instruments.

- 7 Local Action Plans

WP5 – Zero Waste Blue: growing jointly promoting the value of natural cultural heritage awareness

Description of the work package:

WP5 aims to promote Zero Waste Blue sport events network thanks to Zero Waste Blue brand. The brand will therefore identify an enlarged sustainable tourist Adriatic product offered to sport tourists and to all their followers (families, suppliers, sponsors, fans) and tourists in general. The brand represents an Adriatic tourist product as a great combination of innovative sort services, transport modes, accommodation accessibility designed in a effective marketing strategy able to reach different targets (young people, families, seniors, people with disabilities and specific needs) promoting natural and cultural heritage in sport events tourist destinations. Zero Waste Blue brand aims to reduce the seasonality, increase sustainable tourists flows, attracting tourists aware, informed and sensitive about the natural and cultural heritage value of the sports destination and its conservation. Creating Zero Waste Blue sport events means to sensitize the participants since the registration time to the race with specific communications on sustainable solutions implemented by the organisers and behaviours requested in the participation. In this way, the Zero Waste Blue brand becomes meaning of cultural and natural heritage promotion and availability to events' participants and tourists. Open museums and cultural events will be organised during the sport events with the local communities' involvement. Traditional products will be promoted. Less targeted tourism itineraries will be developed linked to the

Zero Waste Blue sport events reducing pressure on the main sport venues (e.g. Venice and Nin). Tourists and local communities' awareness on sustainable way to enjoy tourist destinations, to take care of the natural and cultural heritage and to make it accessible to all users will increase.

Activities and deliverables:

A5.1 – Zero Waste Blue brand and tourism package

Development of marketing strategy designed to promote ZWB sport events and destinations in sport tourism market will be the framework for creation of ZWB Brand starting from ZW Logo delivered to ZW previous events and new 10 events. ZW 2.0 platform assigns ZW logo to events that overcome the sustainability threshold of 40 points. ZWB tourist packages-created and integrated within tourist local sustainable offer. New less target tourism itineraries and kind accommodations will be promoted to reduce human pressure and seasonality. LP, PP5 with Tourism Associations/Disabled People Association will organise Info days per event planners to educate them in welcoming people with disabilities/special needs. Materials will be shared with partners increasing their knowledge and awareness about disadvantaged group needs, having positive effect in improvement of tourist offer. Products and services within the tourist packages and marketing campaign will not distort competition and effect on trade market.

- 1 marketing strategy
- Zero Waste Blue Brand designed and promoted in coherence with the promotional activities of WP2
- 10 tourist packages promoting the Zero Waste Blue sport events integrated with the tourist local sustainable offer
- 1 Info day organised in the coastal area in Italy with 30 participants (PP5)
- 1 Info day organised in the coastal area in Croatia with 30 Participants (LP)
- Learning materials shared with partners

4.7 Indicative timetable

The project timetable is shown in annex.

5. Procedures for co-ordination

Each partner is in charge of those activities scheduled on Zero Waste Blue which are supported by the specific budget for which is responsible.

5.1 Project Management Team

The size of the management team set in place may vary but it has to comprise as a minimum the following functions: Project Manager, Finance Manager; Communication Manager, which should be ideally assigned to different persons working in close coordination and cooperation. At the partner level it could be useful to guarantee to a certain extent similar functions (project, finance and communication management) within the partner's institution in order to allow a good information flow and coordination.

Management position	Responsibilities / tasks	Characteristics needed
Project Manager (PM)	<ul style="list-style-type: none"> Coordinates and manages the project implementation Drives the partnership Monitors project progress towards the set objectives and work plan as in the latest version of the approved AF Ensures internal information flow and knowledge management Performs quality control of deliverables and outputs Prepares the activity parts of the six-monthly progress reports and timely submits these Regularly communicates with the JS Coordinates closely with the Finance and Communication Managers 	<ul style="list-style-type: none"> Be goal orientated Be able to lead teams (including the ability to moderate, mediate motivate and solve conflicts) Have a good understanding of the project content Demonstrate good organisation skills and communication skills as well as cultural empathy Have good English language skills Be active and participate in all partner meetings and follow-up closely what partners do Have flexibility in order to overcome unforeseen difficulties Have experience in project management, preferably in international cooperation and European territorial cooperation Stay in close cooperation with the responsible JS desk officer
Finance Management (FM)	<ul style="list-style-type: none"> Ensures a sound financial management of the project Passes on relevant financial Programme information (e.g. on rules and requirements regarding eligibility of costs, financial reports, audits etc.) to al PPs 	<ul style="list-style-type: none"> Have a sound knowledge of the EU and Programme rules, as well as national rules in her/his country, applicable to the project Have sufficient analytical capacities Demonstrate good organisation skills (completion of tasks within deadlines, follow-up etc.)

	<ul style="list-style-type: none"> • Monitors financial project progress (including expenditure of partners and payments) • Prepares the financial part of the six-monthly progress reports • Communicates with the JS upon needs • Works in close contact with the Project Manager 	<ul style="list-style-type: none"> • Have good understanding of the links between project content and budget • Have good English language skills • Participate in partners meetings according to needs and follow-up closely what partners do • Be flexible and prepared to deal with new factors, unforeseen events or problems having influence on the project budget • Have experience in financial project management, preferably in international cooperation and European territorial cooperation • Stay in close cooperation with the responsible JS desk officer
Communication manager (CM)	<ul style="list-style-type: none"> • Develops and implements the project communication strategy • Coordinates all communication activities in the project among all PPs in close coordination with the Project Manager • Builds the capacity of PPs to effectively communicate project achievements • Communicates with the JS upon needs 	<ul style="list-style-type: none"> • Be goal-oriented • Have very good English language skills • Be able to lead teams as primus inter pares • Have a good understanding of the project content • Demonstrate good organisation skills and communication skills as well as cultural empathy • Be active and participate in all partner meetings and follow-up closely what partners do • Have flexibility in order to overcome unforeseen difficulties • Have experience in communication management • Stay in close contact with all partners, especially the LP and project manager

A clear and effective division of roles and responsibilities among partners is needed in order to involve them according to their capacity, experience and resources in the project. Usually partners will work together on the project for a relatively long period of time, and a common working culture needs to be developed in order to make this process work. At the very beginning, in the start-up phase, rules, common tools and structures have to be defined (Partnership Agreement and Action Plan) in order to effectively face the following performing period, typical of the project implementation phase.

Responsibilities	LP	PPs
<p>Continuously monitor project progress <i>(ensure that the project stays on track)</i></p>	<ul style="list-style-type: none"> • Monitor progress of key project elements • Deliverables comply with content and quality requirements • Milestones are met • Cost as budgeted • Review and process requests for modifications to the plan 	<ul style="list-style-type: none"> • Review progress of tasks on partner level • Report to the LP/inform about the progress • Inform of the potential risks and problems associated with risks
<p>Conduct team reviews <i>(review progress and plan for the next activities)</i></p>	<ul style="list-style-type: none"> • Determine the information needs in the partnership • Decide/discuss how best to communicate information • Acquire the necessary information (e.g., through Programme sources) 	<ul style="list-style-type: none"> • Inform about information needs and discuss them with the LP and the rest of the partnership • Regularly exchange status information • Present/discuss plans for next actions, and outline action points
<p>Manage modifications <i>(monitor modifications to one of more project parameters)</i></p>	<ul style="list-style-type: none"> • Document the modifications requested, prioritise modifications that involve the whole partnership • Estimate the resources involved to implement the modification that involves all relevant partners • Inform Programme management, or make a request for a modification • Include an alternative solution • Provide a description of how the modification requests affects the project resources and outcomes • Ensure the approved modifications are incorporated in the project structure and carried out 	<ul style="list-style-type: none"> • Outline the modification – link it to the original plan – highlight deviations • Estimate the impact of the modification on the partner's part of the project, and on the project as a whole • Inform and discuss with the LP and the rest of the partnership
<p>Communicate <i>(ensure that the project achievements are communicated to the relevant stakeholders)</i></p>	<ul style="list-style-type: none"> • Harmonise key messages used for communication • Prepare information and material to be used for communication • Communicate project achievements in their networks 	<ul style="list-style-type: none"> • Prepare and present deliveries and achievements as requested • Communicate project achievements in their networks

<p>Formal project progress review</p> <p><i>(ensure that the relevant Programme bodies are kept informed of project progress)</i></p>	<ul style="list-style-type: none"> • Identify what needs to be prepared for the review • Allocate tasks in the partnership regarding the provision of information • Establish logistic for information flow between the partnership and the Programme • Undertake overall project progress review (e.g., against timetables, indicators, etc.) • Prepare the project periodic reporting and submit to the Programme 	<ul style="list-style-type: none"> • Undertake progress review (e.g., against timetables, indicators, etc.) • Prepare and present status information as requested • Identify action items that require attention by management and/or stakeholders
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In case of non-performing or inactive partners, the most effective solution is to create an atmosphere where all partners feel able to express dissatisfaction and internal problems. If problems continue, the LP may be forced to consult with the Programme authorities in order to properly address this issue and make sure that the project is able to deliver results as foreseen in the approved AF.

5.2 Cross-Border Committee

This structure is mandatory and shall hold meetings at least once per reporting period, in which each partner has to be represented and should actively take part in the decision making process. In general the CBC should consist of 2 staff member per partner (Project Manager and Technical & Quality Manager), one Italian expert and one Croatian expert in sustainable tourism. These two experts will be assigned by partners that participated in the first Zero Waste project (PP1 and PP4).

Rules of procedure for the CBC should be confirmed by all partners, and information about all issues discussed and decisions taken have to be well communicated within the partnership before and after the meetings.

Main task of the CBC is:

- **To supervise all project activities and to manage the project properly according to all templates and documents foreseen as needed and implemented in project coordination**

Risk related to insufficient involvement of target groups will be reduced with a constant project promotion and application of good practice of all partners. Transfer of knowledge from successfully implemented project Zero Waste from IPA Adriatic CBC Programme, as well as application of methodology and its improvement will create new synergies and enlarge the area of Zero Waste Blue. As the CBC is a decision-making group, it is very important that the PP representatives have the power and the knowledge to take decisions on the issues to be discussed. This means that the PP preparing the meeting needs to send out papers well in advance, so each PP can discuss key issues internally in their organisation and reach an opinion. It is important to ensure that PP representatives have decision-making power covering both content and finance matters. When frontal meetings are not possible, it is important to foresee a written decision-making procedure, in order to speed-up project decision-making and implementation. Each CBC's meeting needs to be shared with the partnership and then sent to the MA/JS with the related Progress Report.

5.3 Financial co-ordination

1. The LP and PPs shall implement the project with care, efficiency, transparency and diligence in compliance with this Contract. For this purpose the LP and all the PPs shall mobilize all the financial, human and material resources required for the full implementation of the project as specified in the AF.
2. In order to be eligible at project level, costs must relate to activities foreseen in the AF, be necessary for carrying out the activities, achieve the project's outputs and results, and be included in the estimated budget as planned in the AF.
3. The costs must also be reasonable, justified, consistent with the applicable internal rules of the partner, National, Programme and EU rules and in accordance with the principles of sound financial management (the stricter rule shall always be applied).
The expenditure must be identifiable, verifiable, plausible, determined in accordance with the relevant accounting principles and be backed by original supporting documents.
4. Eligible are only costs that have been paid out between the start date and the end date of the project as set in the AF and present Contract, with the only exception of preparation costs and the expenditure related to the project closure. With regard to the eligibility of preparation costs, these will be eligible as a lump sum (total budget) according to Factsheet n. 3 "Project Development" and 6 "Project Implementation". The project closure expenditure refers to the finalization of all the legal and administrative duties and obligations of the LP and PPs related to the granted activities and to the incurred expenditure. These activities will take place over a period of three months as specified in Article 6.
5. VAT does constitute an eligible expenditure only if it is definitely borne by the LP and PPs and it is shown in the bookkeeping as a project cost. It must be noted that if the VAT is recoverable by whatever mean, it cannot be considered eligible, even if the LP or PPs do not actually recover it. To this aim the LP/PP were requested to define their VAT status in the AF. In case of any doubt, the VAT will be deemed ineligible for that PP. In case the VAT status of the LP/PPs changes affecting the approved budget, the JS/MA have to be informed and relevant documentation is to be provided to justify the change: in any case, there won't be any increase in the assigned budget.

5.4 Partners bank information

Partner	Account number	Bank name	Bank address	SWIFT
Town of Opatija	HR5723600001830200000	Zagrebačka banka d.d. Zagreb uncredit group	Regional center Kvarner, Ante Starčevića 10-12, 51 000 Rijeka	ZABAHR2X
Faculty of Tourism and Hospitality Management	HR6523400091310479050	Privredna banka Zagreb d.d.	Radnička cesta 50, Zagreb 10000	PBZGHR2X
ZADRA NOVA	HR4024070001800013007	OTP banka d.d.	Domovinskog rata 3, 23000 Zadar, Hrvatska	OTPVHR2X

Dubrovnik and Neretva Region	HR4023400091510952795	Privredna banka Zagreb	Radnička cesta 50, Zagreb 10000	PBZGHR2X
ERVET Development Agency	Account n. 2853795 IBAN: IT47Q200824802853795	Unicredit	Via Rizzoli, 34 – 40125 Bologna (Italy)	UNCRITM10M0
Emilia-Romagna Region	IT15H 02008 02435 000003010203	UNICREDIT SPA	Via Ugo Bassi 1 40121 BOLOGNA ITALY	UNCRITM1BA2
Veneto Region	CONTO REGIONALE VENETO C/O BANCA D'ITALIA Regione Veneto-Risorse CEE- cof.naz IBAN IT43N0100003245350200022920	TESORERIA CENTRALE DELLO STATO – BANCA D'ITALIA	Via dei Mille, 52 00185 ROMA	BITAITRRENT
Molise Region	IT12V05034038 0100000023633 1	Banco Popolare	Via Crispi n.1	BAPPIT21Q81
Municipality of Ancona	IT10R0617502607000000560590	BANCA CARIGE S.P.A.	Corso Garibaldi, 15 - 60121 Ancona	CRGEITGG
Veneto Innovazione	IT81P0306902127100000011036	INTESA SANPAOLO S.P.A.	RIO TERA' SAN LEONARDO – CANNAREGIO N° 1353	BIC CODE BCITITMM

5.5 General administrative co-ordination

1. The LP bears the overall financial and legal responsibility for the entire project and for the PPs. The LP represents the partnership and acts as the only direct contact between the project and the MA/JS.
The LP is liable towards the MA if obligations as laid out in Contract or in applicable European Union's or National laws are not fulfilled by the project partnership in the same way as for its own conduct.

Furthermore the LP shall assume sole liability towards third parties, including liability for damage or injury of any kind sustained by them while the project is being carried out. The LP shall discharge the MA of all liability associated with any claim or action brought as a result of an infringement of rules or regulations by the LP or one of the PPs, or as a result of violation of a third party's rights.

The MA cannot under any circumstances or for any reason whatsoever be held liable for damage or injury sustained by the staff or property of the LP or one of its PPs while the project is being carried out. The MA can therefore not accept any claim for compensation or increase in payment in connection with such damage or injury.

2. The LP shall be responsible for ensuring the start and the efficient implementation phase of the project according to the time schedule in the AF, taking the responsibility of the entire operation. To this end, the LP assume the following responsibilities:

As far as operational and administrative issues are concerned:

- a) guaranteeing that the project implementation complies with the legal framework according to Contract and with all the relevant legal and other requirements under the law which applies to the LP organization and to its PPs and their activities and that all necessary documentation (e.g. building permissions, environmental impact assessment statements) have been obtained;
- b) ensuring the implementation of the entire project in observation of the rules and procedures set in Factsheet n. 6 "Project Implementation" (e.g. monitoring the project physical and financial progress, recording and storing of documents, requests for project changes, implementation of information and publicity measures, etc.);
- c) providing the PPs with all information and documents needed for a sound and legally correct project implementation including requirements related to communication and publicity;
- d) providing data for the Programme electronic management and monitoring system in compliance with Contract and according to the MA and JS instructions;
- e) submitting with the respective progress report the main outputs and deliverables as stated in the AF and following the procedures set in Factsheet n. 6 "Project Implementation". One sample of each developed material or any proof of output realization shall be stored at the LP's or PP's premises for control and audit purposes;
- f) inviting the MA/JS to participate in project Cross-border Committee meetings as an observer and providing minutes of these meetings to the MA/JS;
- g) ensuring that all project documentation is kept available for a period of four years following the project closure or otherwise required by the specific legislation (e.g. State Aid). The time period referred to shall be interrupted either in the case of legal proceedings or by a duly justified request from the European Commission.

As far as financial issues are concerned:

- a) guaranteeing the sound financial management of the funds allocated to the project, including the arrangements for recovering amounts unduly paid;
- b) ensuring that its expenditure and that of the PPs has been paid for the purpose of implementing the project activities as agreed among all the beneficiaries and as defined in the approved AF;
- c) ensuring that the expenditure presented by all PPs has been verified by the controllers duly appointed according to the specificities of the national FLC system of country where the partner is located;
- d) meeting the reporting requirements and collecting documents and information from the PPs in order to submit the progress reports and the AfR;
- e) receiving the reimbursement amount from the Programme on behalf of the entire partnership and transfer the due amounts to its PPs correctly and within the timeframe agreed in the PA without deducting any amount or specific charge;
- f) maintaining a separate accounting system for the project implementation purpose, ensuring the identification of each financial operation within the project;
- g) including in the PA a provision concerning the setup of separate accounting systems by PPs;
- h) informing the MA immediately if project costs are reduced in a way that has an impact on the approved AF, or one of the disbursement conditions ceases to be fulfilled, or

any circumstances arise which entitle the MA to reduce payment or to demand repayment of the subsidy wholly or in part;

- i) guaranteeing the reimbursement on behalf of the affected PP of the amounts unduly paid to the MA upon receipt of a recovery order following the detection of an irregularity;
3. The LP assumes the obligation to stipulate the Partnership Agreement (PA) with each PP, immediately after the entering into force of the present Contract, in order to lay down the arrangements for ensuring that the PPs fulfil their responsibilities and obligations under this Contract. The MA reserves the right to check the PA in order to verify that it has been signed and that it is in conformity with the minimum requirements; to this end, the LP should send the signed PA via SIU as attachment to the advance payment request, if submitted, or to the first Progress Report.

The LP will inform JS/MA without any delay about any envisaged changes of the PA.

The LP guarantees that the PA provides also for a clear division, in line with the AF, of the mutual responsibilities between all partners and of the obligation of each PP to assume responsibility in the event of any irregularity or incorrectness in the expenditure which has been declared.

Furthermore, the LP agrees on behalf of all PPs that the names and addresses of all PPs, the purpose and the amount of the subsidy and of the PA may be used by the Programme bodies in the framework of information and communication measures as well as reporting to the European Commission.

5.6 Technical co-ordination

A Cross-border Committee will be set up, to manage all technical co-ordination actions for the materialization of Zero Waste Blue project such a Committee there will be for each partner the representative responsible of the technical implementation and the representative for financial co-ordination.

The Cross-border Committee will meet four times during the implementation period with the primary objective of achieving a more successful implementation of the project activities. It will consist of members of all the project Partners. The CBC's monitoring and supervising will primarily define and identify the risk that may occur during the project and the ways they can be mitigated. This will ensure a constant overview of the previously achieved deliverables and monitoring of the project team. The Lead Partner will be responsible for the preparation and organization of the CBC's work, as well as for the drafting of the CBC meeting's minutes.

5.6.1 Members of the Cross-border Committee

Partner	CBC representative
Town of Opatija	Neli Nežić, Ornella Jadreškić (external expert)
Faculty of Tourism and Hospitality Management	Marinela Krstinić Nižić, Maša Trinajstić
ZADRA NOVA	Luka Vukoša, Ante Mikulić, Renata Marušić

Dubrovnik and Neretva Region	Jelena Dadić, Luna Polić Barović
ERVET Development Agency	Rita Trombini, Claudia Ferrigno
Emilia-Romagna Region	Maura Mingozi, Clelia Capozzi
Veneto Region	Nadia Giaretta, Caterina Parlante
Molise Region	Adolfo Fabrizio Colagiovanni, Alessia Finori
Municipality of Ancona	David Francescangeli, Sanja Vukorep
Veneto Innovazione	Ivan Boesso, Francesca Maccatrozzo

5.7 General managing rules

5.7.1 Co-operation with third parties

In the event of co-operation with observers, of delegation of part of the activities or of outsourcing, project beneficiaries will remain the sole responsible parties.

General co-ordinator will be informed by project beneficiaries about the subject and party of any contract concluded with a third party in order to inform the Management Authority, if it is necessary.

5.7.2 Working languages

The working language of all procedures for the three types of co-ordination described in previous chapter will be English.

5.7.3 Liability

The project beneficiaries will comply with this Action Plan. In case of *force majeure*, project beneficiaries involved must announce this within 48 hours in writing to the other partners of the operation.

The project beneficiaries undertake to take all the necessary measures to prevent any risk of conflicts of interests which could affect the impartial and objective performance of the Action Plan.

Any situation constituting or likely to lead to a conflict of interests during the performance of the project beneficiaries must be brought to the attention of the parties, in writing, without delay. The project beneficiaries shall undertake to take whatever steps are necessary to rectify this situation at once. The other project beneficiaries reserve the right to check that the measures taken are appropriate and may demand that the project beneficiaries takes additional measures, if necessary, within a certain time.

5.7.4 Confidentiality

The project beneficiaries undertake to preserve the confidentiality of any document, information or other material directly related to the subject of Zero Waste Blue project that is duly classed as confidential. The project beneficiaries shall remain bound by this obligation beyond the closing date of the action.

5.7.5 Publicity

Unless the Commission requests otherwise, any communication or publication by the project beneficiaries about the action, including at a conference or seminar, shall indicate that the action was co-financed by the Programme Interreg Italy – Croatia.

Any communication or publication by the parties, in any form and medium, shall indicate that sole responsibility lies with the author.

In addition, all necessary actions will be undertaken (e.g. through the press, with signs if deemed necessary) to acknowledge the elaboration of this action with co-financing from the Commission.

5.7.6 Amendments

This Action Plan, including the Annexes thereto, may be amended only by an agreement reached in a Cross-border Meeting and presented in written form in the respective Cross-border Committee proceedings. No verbal agreement may be binding on the project beneficiaries for this purpose.

Any request for amendment must be received by the general co-ordinator at least two months before the expiry of the duration of the project.

Annex 1 - GLOBAL SUMMARY TABLE

Project financial plan - Overview per WP/per period (EUR)				
WP/number	Period 1 June-November 2018	Period 2 December 2018- May 2019	Period 3 June-November 2019	Total
WP0	15.000,00	0,00	0,00	15.000,00
WP1	52.333,00	52.557,95	58.441,20	163.332,15
WP2	50.181,15	53.363,40	72.929,50	176.474,05
WP3	67.212,35	42.006,20	34.461,20	143.679,75
WP4	0,00	136.611,15	105.969,70	242.580,85
WP5	10.630,00	59.285,20	50.453,70	120.368,90
Total	195.356,50	343.823,90	322.255,30	861.435,70

Activity	Responsible partner	Deliverables	PP participation	Budget (€)
WP0 Project preparation	Town of Opatija			15.000,00
A0.1 Preparation of the project proposal	Town of Opatija	Elaboration of the project proposal and application through the SIU system	Dubrovnik and Neretva Region; Emilia-Romagna Region; ERVET Emilia-Romagna Economic Development Agency Ltd.; Molise Region; Municipality of Ancona; Town of Opatija; University of Rijeka, Faculty of Tourism and Hospitality Management; Veneto Region; Zadar County Development Agency ZADRA NOVA	15.000,00
WP1 Project management and coordination of activities	Town of Opatija			163.332,15
A1.1 Start-up activities	Town of Opatija	Subsidy Contract, Partnership Agreement, Cross-border Committee, Kick-off Meeting, meeting minutes, 2 Interreg Italy-Croatia programme workshop/meetings	All partners	25.148,80
A1.2 Day-to-day project management, coordination and internal communication	Town of Opatija	Action Plan, Methodological Paper, Template for Budget Monitoring, Final Report	All partners	51.922,40
A1.3 Steering and monitoring of the project implementation	Town of Opatija	2 project meetings, 2 meeting minutes, 20 internal questionnaires, 2 internal assessment reports, Final evaluation and quality report	All partners	53.625,40
A1.4 Financial management	Town of Opatija	20 Progress Reports, 10 Final Progress Reports	All partners	32.635,55

WP2 Communication activities	ZADRA NOVA			176.474,05
A2.1 Start-up activities	ZADRA NOVA	Strategy, project visual identity	All partners	17.941,55
A2.2 Media relations, publications and digital activities	ZADRA NOVA	8 press conferences, 10 online questionnaires, 20 questionnaires per event, 16 questionnaire assessment reports, 1 printed publication, 1000 brochures, 450 copies of newsletter, 20 promo videos, Media campaign summary, Project internet base, social media profile and 500 FB likes	All partners	62.169,60
A2.3 Promotional material production and events	ZADRA NOVA	10 ZWB posters, project's initial and final video, 7 promotional videos, final meeting, meeting minutes, 10 events participated at and ZWB promoted	All partners	96.362,90
WP3 From Zero Waste to Zero Waste Blue: capitalizing, learning, preparing pilots implementations	ERVET			143.679,75
A3.1 Zero Waste methodology and best practices exchange: setup, and training of the local working groups	ERVET	10 working groups, 20 WG meetings, 10 reports, at least 10 solutions planned to be tested in pilots, 10 Protocol subscribed, ICT/contents and usability updating of ZW 2.0	All partners	100.425,10
A3.2 Zero Waste Blue transfer meeting and study visit in Bologna; brand assignment	ERVET	Project meeting/Study visit in Bologna, 10 ZWB assigned to the 10 new sustainable sport events, new ZW 2.0 platform in APP version	All partners	43.254,65

WP4 How to protect and promote natural and cultural heritage through Zero Waste Blue sport events	Faculty of Tourism and Hospitality Management			242.580,85
A4.1 Zero Waste Blue sport events implementation all across CB area	Faculty of Tourism and Hospitality Management	10 ZWB sport events realised, 10 reports on results	All partners	166.914,75
A4.2 Governance and Policy instruments	Faculty of Tourism and Hospitality Management	7 Local Action Plans	All partners	75.666,10
WP5 Zero Waste Blue: growing jointly promoting the value of natural cultural heritage awareness	Municipality of Ancona			120.368,90
A5.1 Zero Waste Blue Brand and tourism packages	Municipality of Ancona	Marketing Strategy, ZWB brand designed and promoted, 10 tourist packages promoting the ZWB sport events, Info day in Italy, Info day in Croatia, learning material	All partners	120.368,90
Total:				861.435,70

Annex 2 - TIME PLAN

Monthly activity	2018							2019										
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Act1.1	SC, PA	KoM																
Act1.2				AP, MP, TFBM														
Act1.3							PM						PM					
Act1.4							PR						PR					PR
Act2.1	VI				CS													
Act2.2		PC																
Act2.3																		FM
Act3.1																		
Act3.2																		
Act4.1							SE 1			SE 2	SE 6	SE 3	SE 4			SE 7	SE 8	
												SE 10						
										SE 5							SE 9	
Act4.2																		
Act5.1																		

CBC - Cross-border Committee Meeting			
SC - Subsidy Contract			
PA - Partnership Agreement			
KoM - Kick-off Meeting			
AP - Action Plan			
MP - Methodological Paper			
TFBM - Template for Budget Monitoring			
PM - Project Meeting			
PR - Progress Report			
CS - Communication Strategy			
VI - Visual Identity			
PC - Press Conference			
FM - Final Meeting			
SE - Sport Event			

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