

2014 - 2020 Interreg V-A  
Italy - Croatia CBC Programme  
Call for proposal 2019 Strategic

## MARLESS (MARine Litter cross-border awareN ESS and innovation actions)

Priority Axis: Environment and cultural heritage; Specific objective: 3.3 - Improve the environmental quality conditions of the sea and coastal area by use of sustainable and innovative technologies and approaches

### D 2.1.1 Kick-off meeting

#### 2.1. Start-up activities

#### WP2

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<b>Activity:</b>	<b>2.1. Start-up activities</b>
<b>WP Leader:</b>	<b>PP9 IRENA – ISTRIAN REGIONAL ENERGY AGENCY L.T.D.</b>
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## 1. List of registered people

Name	Surname	Institution	28th July 2020	29 <sup>th</sup> July 2020
Lucia	da Rugna	ARPA VENETO (Italy)	X	X
Lorenza	Franz	ARPA VENETO (Italy)	X	X
Paolo	Parati	ARPA VENETO (Italy)	X	X
Andrea	Torresan	ARPA VENETO (Italy)	X	X
Lucio	Bergamin	ARPA VENETO (Italy)	X	X
Anna	Zogno	ARPA VENETO (Italy)	x	x
Anica	Briek	Ministry of Environment, Protection and Energy (Croatia)	X	X
Barbara	Skevin	Ministry of Environment, Protection and Energy (Croatia)	X	X
Nicolò	Tudorov	Friuli Venezia Giulia Autonomous Region (Italy)	X	X
Matteo	Tosolini	Friuli Venezia Giulia Autonomous Region (Italy)	X	X
Dario	Giaiotti	Friuli Venezia Giulia Autonomous Region (Italy)	X	X
Iva	Pozniak	DUNEA – Regional Development Agency Dubrovnik (Croatia)	X	X
Valeria	Angelini	Cetacea Foundation (Italy)	X	X
Chiara	Roncari	Cetacea Foundation (Italy)	X	X
Daniela	Galli	Cetacea Foundation (Italy)	X	X
Sauro	Pari	Cetacea Foundation (Italy)	X	X
Gianluca	Sarti	Cetacea Foundation (Italy)	X	X
Marina	Brailo	University of Dubrovnik (Croatia)	X	X
Marijana	Pecarevic	University of Dubrovnik (Croatia)	X	X
Ivana	Palunko	University of Dubrovnik (Croatia)	X	X
Ana	Bratos	University of Dubrovnik (Croatia)	X	X
Ivan	Sgandurra	University of Bologna (Italy)	X	X
Alfredo	Liverani	University of Bologna (Italy)	X	X
Andrea	Contin	University of Bologna (Italy)	X	X
Alessio	Bonando	University of Bologna (Italy)	X	X
Marco	Boselli	University of Bologna (Italy)	X	X
Mirta	Smoldlaka	Institut Ruder Boskovic (Croatia)	X	X
Bojan	Hamer	Institut Ruder Boskovic (Croatia)	X	X

Martin	Pfannkuchen	Institut Ruder Boskovic (Croatia)	X	X
Ana	Baricevic	Institut Ruder Boskovic (Croatia)	X	X
Daniela	Pfannkuchen	Institut Ruder Boskovic (Croatia)	X	X
Mirko	Radolovic	Region of Istria (Croatia)	X	X
Kristina	Fedel	Region of Istria (Croatia)	X	X
Nikola	Petric	IRENA (Croatia)	X	X
Antonio	Frankovic	IRENA (Croatia)	X	X
Matteo	Fumarola	Apulia Region (Italy)	X	X
Francesco	Longo	Apulia Region (Italy)	X	X
Serena	Catullo	Veneto Region (Italy)	X	X
Matteo	Lizier	Veneto Region (Italy)	X	X
Petra	Laus	MARLESS Project Manager (INTERREG ITALIA - CROATIA Joint Secretariat)	X	X
Tea	Ivanisevic	INTERREG Italia-Croatia Programma Communication Manager	X	X
Valentina	Quaranta	SOGES S.p.A. (Technical Assistance)	X	X

## 2. Kick-off Meeting Agenda

28<sup>th</sup> July 2020

Time	Topic	Responsible
9:00-9:10	Welcome and introduction of the KOM, introduction of PPs	LP/SOGES
9:10-9:40	Italy-Croatia CBC Programme 2014-2020: State-of-the-art and project implementation rules	JS Project Manager
9:40 -10:00	Communication tips for implementation	JS Communication Manager
10:00 – 10:15	Questions & Answers	All
10:15 – 10.30	break	
10:30 - 10:50	MARLESS general presentation and GANNT, presentation PMU	LP
10:50-13:20	PPs activities presentation:	All PPs
13:20-13:30	Sum-up of relevant issues emerged; introduction of the next day and meeting closure	LP

## **a) Welcome and introduction of the KOM, introduction PPs**

The Kick off meeting, organized online because of Corona Virus mobility restrictions, has officially opened at 9.00 am from Mrs. Lucia Da Rugna, representative of ARPA Veneto, MARLESS project leading applicant.

Subsequently the participants' attendance has been checked (see table above).

## **b) Communication tips for implementation**

This section has been led by Tea Ivanisevic, INTERREG Italy-Croatia Programme Communication Manager. The aim of the presentation has been to inform the project partners on the major issues concerning the communication rules to be followed in INTERREG projects management. The main issues covered in the presentation were:

- Key elements of communication in EU programs and projects: visibility, dissemination, credibility, internal vs external communication, reference to programme communication strategy
- EU regulatory framework for programme and projects communication
- Project communication toolkit
- Roles and deliverables in project communication: project communication management, PMU roles, minimum activities/deliverables required by programme communication strategy, GDPR & copyrights, social media, quality content
- Reporting on project communication: project communication template, project final publishable deliverables

## **c) Italy-Croatia CBC Programme 2014-2020: State-of-the-art and project implementation rules**

The presentation has been led by the INTERREG Project Manager Petra Laus, in charge of MARLESS project overall management for the Joint Secretariat. The main focus of her presentation, as reference person for MARLESS project for the EU, has been to give an overview of the INTERREG Italy-Croatia Programme and to explain the main project management rules according to the programme.

The main points which have been covered in the presentation are:

- Overview of INTERREG Italy-Croatia CBC Programme: priority axes and specific objectives, strategic projects,
- Project implementation: start-up procedures, management, advance payment, eligibility of expenditure, financial management, budget lines, budget changes, minor changes, major changes, reporting procedures.
- Strategic projects specific rules
- Communication toolkit
- General recommendations

## **d) Questions & Answers**

After the presentations of the INTERREG Italy-Croatia communication manager (Tea Ivanisevic) and Project manager (Petra Laus), partners have been welcomed to pose any question correlated to the topics introduced previously. The aim of this section has been to solve any possible doubt or question that the project partners could have regarding the communication and project management rules.

The following questions have been posed:

- Veneto Region asked if in case of personnel shortage within the human resources in the institution, one person could cover two roles, for example being the project manager in charge for the project implementation and also the financial manager. The INTERREG project manager Petra Laus answered that yes, is possible although the ideal is to have different people but if needed is possible.
- University of Dubrovnik asked if the IT equipment should be purchased between the first 6

months of the project because the time could not be enough for public procurement. The INTERREG project manager Petra Laus answered that some flexibility in the role has been foreseen so that the 6 months will apply since the signature of the Subsidy Contract, so it's going to be more than 6 months.

- Croatian Ministry of Environment asked if it's possible that also the people who are in PMU within the partner organigram could be members of the steering committee, the answer from JS Project Manager Petra Laus is yes, it's possible.
- Ruder Boskovic Institute asked which is the procedure for budget changes per semester, in case a partner wants to anticipate some budget from one semester to another one. Answer from JS Project Manager: anticipating costs from one semester to another one is not considered a minor change and it's always welcomed because it means that the partner can reach the financial target within the period while postpone the expenditure requires a request. Partners should make sure to spend at least the 80% of their budget per semester.
- ARPAV asked which is the risk of decommitment of the Italy-Croatia Program, the JS Project Manager said that the Secretariat is aware of the risk but so far none project has been decommitted since the monitoring of the financial management of the project has been closed.

### **e) Coffee break**

A 10 minutes coffee break has been taken from 10.30 to 10.40 am

### **f) MARLESS general presentation with specific on LP's activities, PMU presentation**

Within this section the leading partner has presented MARLESS project, with the aim to give to all the partners a general view of the project. The presentation specifically focused on:

- Project objectives and expected results
- Partnership, budget and length
- Work packages
- Gantt
- LP specific activities within MARLESS project, specifically WP1 "Project Management and coordination of activities", of which the LP is the leading partner.

After this presentation, the PMU (Project Management Unit) has been presented to all the partners. The PMU will be composed as follow:

Project Manager: Lorena Franz (from ARPA Veneto)

Financial Manager: Lucia Da Rugna (from ARPA Veneto)

Communication and Web Content Manager: Nikola Petric (from IRENA)

### **g) PPs activities presentation**

Each partner had 15 min for presenting the activities of which it's responsible for within MARLESS project, the budget and the proposed implementation plan. The presentations have been performed by one representative from each partner institution. The first to present have been the partners who are leaders of a work package, after them the other partners presented their activities to be performed in collaboration with WP leaders.

Below the order of presentation:

- Friuli Venezia Giulia Autonomous Region (WP3 leader): presentation introduced by Nicolò Tudorov and performed by Dario Giaiotti
- Apulia Region (WP4 leader): presentation performed by Matteo Fumarola
- Croatian Ministry of Environment, Protection and Energy (WP5 leader): presentation performed by Barbara Skevin
- University of Bologna (WP6 leader): presentation performed by Ivan Sgandurra

- DUNEA – Regional Development Agency Dubrovnik: presentation performed by Iva Pozniak
- Cetacea Foundation: presentation performed by Chiara Roncari
- University of Dubrovnik: presentation performed by Marina Brailo
- Ruder Boskovic Institute: presentation performed by Mirta Smodlaka
- Istria Region: presentation performed by Mirko Radolovic
- Veneto Region: presentation performed by Lizier
- IRENA (WP2 leader)– Istrian Regional Energy Authority: presentation performed by Nikola Petric

#### h) Sum-up of relevant issues emerged and meeting closure

After all the presentations, the agenda of the following day has been read and a group photo has been taken (see below). The meeting closed in time at 1 pm.



29<sup>th</sup> July 2020

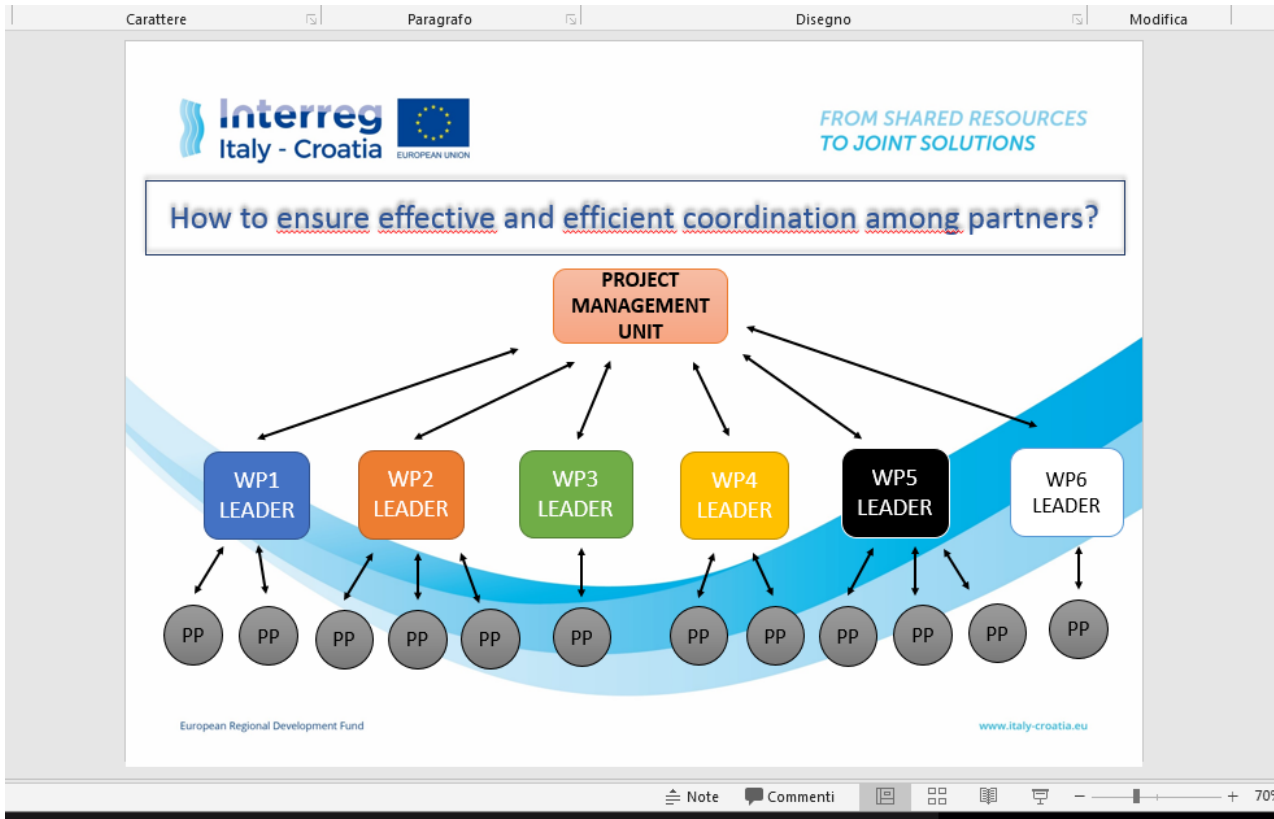
Time	Topic	Responsible
9:00-9:30	Meeting Opening & discussion on open issues from the previous day (if any)	LP/SOGES
9:30-10:00	Project Steering Committee set-up → members appointment, presentation of PSC management rules and validation	LP
10:00-10:30	Technical Group set-up → members appointment, presentation of TG rules and validation, organization of meetings	LP
10:30-11:00	Subsidy Contract & Partnership Agreement → procedure, deadlines etc...	LP
11:00-11:45	Administrative procedures: financial reporting, activities reporting	LP
11:45-12:15	Internal Communication procedures	Communication manager
12:15-12:45	External Communication procedure (Communication Strategy)	Communication manager
12:45-13:00	Meeting closure	LP & PPs

#### a) Opening meeting and presentation of steering committee

The second day of the kick off opened at 9 am as scheduled. After the attendance recording, the first section of the day has been dedicated by the Leading Partner to



underline the importance of having a clear organizational structure within the project whereby a key role is played by the partners who are leading the work packages, who should be the link between the other partners and the PMU by making sure that the partners who should perform activities in the WP where they are leaders are well coordinated. In order to explain this concept to all the partners, a graphic representation has been created to facilitate the comprehension of each partner role (see below).



## b) Project Steering Committee set-up

The presentation, performed by Valentina Quaranta from SOGES (technical assistance), has been concentrated on the following points:

- Project Steering Committee: general aim and composition
- PSC main tasks: project monitoring, financial monitoring, communication monitoring
- PSC key management rules
- MARLESS PSC tentative agenda
- MARLESS Steering Committee Rules: the rules, already formulated by the Leading partner and shared previously among all the partners, have been read once more to all the partners in order to be approved. A couple of suggestions of changes to be included in the rules have been made by some partners:
  1. To include in the rules that in case the representative and the substitute from one partner organization cannot attend the meeting, a third person can be appointed specifically for a PSC meeting
  2. The associated partners are invited to participate to the project steering committee meetings but don't have the right to vote

The proposed suggestions have been approved by all the other members so the rules have been validated.
- Project Steering Committee members: the list of the members has been read and approved by all the partners (see attached the PCS rules and list of the members)

- The document of PSC rules and list of members will be updated by the Leading Partner and shared with the partners, who should revise them in case of any mistake and sign it.

### **c) Technical Group set-up**

In the section the LP introduced the topic of the technical group, by underlying which are the responsibilities of the TG (to assure the technical management and coordination of WP3 activities) and which are the partners who should take part in the group (ARPAV, Friuli Venezia Giulia Region, UNIDU, UNIBO, Ruder Boskovi Institute, Apulia Region), and each partner should indicate at least two names of representatives who will be part of the technical group. The LP encouraged those partners who haven't done yet to indicate their names and after suggested to organize the first technical group meeting, via web, in September 2020 after the summer break. All the partners agreed.

### **d) Subsidy Contract and partnership agreement**

This section has been led by the MARLESS Project financial manager, Lucia Da Rugna, who has presented an overview of the main issues concerning the signature of these two documents which are mandatory for the project start and involves the contribution of all the partners. The main points covered in the presentation have been the following:

- Deadline for the submission of both documents (Subsidy contract before the 10<sup>th</sup> of August 2020 and the Partnership Agreement before the first report, the 30<sup>th</sup> of October)
- Explanation of the two documents: what they are, which are the contents, who is supposed to sign which document (subsidy contract signed only by the LP while the partnership agreement signed by all the partners).
- The financial goals: overview of the spending forecasts for each reporting period, divided by partner (particular emphasize has been put on the point that each partner should be aware and responsible for the regular expenditure of its budget)
- The obligations of the lead Partner (art.7) and the partners art.8) which are explained in the partnership agreement

After the presentation, Lucia Da Rugna has briefly read the partnership agreement underlining the points which should be included after all the partners to agree on several project implementation procedures such the reporting procedures (financial reporting and activities reporting format and deadlines).

Istria Region representatives asked if they should also sign the partnership agreement as they are associated partners and not full partners. The answer given by LP is that the associated partners should not sign the partnership agreement.

Istitut Ruder Boskovic presented a problem regarding the signature of the partnership agreement, since as per their internal regulation they are not allowed to perform any expense if they have not a copy of the signed partnership agreement or a copy of the subsidy contract, so if the signature of these document will be late they will not be able to make any expense in the meantime. The answer of the LP is that by the end of August, beginning of September, the partnership agreement should be signed. Institut Ruder Boskovic agreed if that the case, but any delay would affect their project implementation.

### **e) Administrative procedures: financial reporting, activities reporting**

The section has been presented by Valentina Quaranta, from Soges (technical assistance) who has introduced the main points concerning the project management, here below explained:

- Monitoring of project activities: quality management process through internal management (definition of roles and responsibilities, cooperation among partners, LP

principle) and project progress monitoring (identification of key project elements and data to collect, establishment of the timeframe for data collection and effective information flow within the project management structure)

- Activity reporting deadlines and requirement: the proposed format for activity report is the format available on the INTERREG Italy-Croatia website, that should be filled in by each partner. The proposed timeframe for compiling is every three months, starting from the first project month. The first report will include only the first month of June 2020 while starting from the 1<sup>st</sup> of July the activity report should be filled in by every partner after three months. The aim of having this report compiled is to have a continuous monitoring of the project progress. All the partners agreed on the reporting timeframe and format.
- Communication reporting, is also mandatory. This section has been explained better by the communication manager in the following section.
- Financial reporting: each partners should upload on the SIU the expenses as soon as the reporting period is closed (maximum before the end of the second month) in order to allow the first level controller to perform the check so that at last by the third month after the reporting period closure all the documentation is ready to be included in the report that the LP has to fill in and send to the JS. Italian partners should identify as soon as possible their first level controllers while for the Croatian partners the control is centralized. Also, all the partners should keep the original of the documentation at their premises for at least 4 years after the project end. The project partners agreed as well on these procedures.
- Budget change: rules and procedures. The proposed procedure is that every partner should signal to the LP any eventual project change before the start of the new reporting period in order to allow the LP to collect all the requests, combine them and make an evaluation if it's a minor or major change and then following the procedure accordingly.

After the presentation ended, Ivan Sgandurra from the University of Bologna integrated with one important information concerning a new rule for financial management of European funded projects whereby each partner has to report the amount of time that each human resource has worked on a European funded project, so if an organization has human resources who are working parallely on several INTERREG projects or on other projects funded by other EU programs, they have to report this information.

Fondazione Cetacea asked a question concerning their budget: as per application form they have budget for the purchase of 44 seabins but they don't need to buy seabins instead they need to buy networks. Their question is if they can use that budget to purchase the network even if in there is written on the project proposal that they need to purchase 44 seabins. The LP and other project partners suggested that they don't need to make a change on the budget, they just need to communicate to the JS this change and after their receive the approval from the JS they need to upload of the communication on SIU in order to update the system.

Some partners questioned about the project budget changes that they have been made recently before the kick off meeting, the LP answer is that they will evaluate all the proposed budget changes and the communication will be sent to the partners soon in the following days.

## **f) Internal and external communication procedures**

The last section of the kick off meeting has been performed by the MARLESS Communication Manager, Nikola Petric, who has presented the following points:

- Communication approach (communication abjectives)
- Internal Communication (start-up activities, communication tools, sharing process, communication evaluation report and deadline)
- External communication (tools, material and monitoring; international communication

- and dissemination project strategy, regional communication)
- MARLESS Communication activities Workplan and deliverables

ARPA Veneto asked if for the education activities each partner should produce a video specifically, the communication manager answered yeas, but some other partners posed the problem that they don't have budget for the video realization, so the agreement reached is that at least one Italian partner and one creation partner who have budget for the realization of video for school, could then share with the other partners who are involved in the schools activities the video. Friuli Venezia Giulia Region posed the question concerning the events: if the COVID emergency will continue, there is the need to forecast the preparation of events online rather than in person? The answer is yes, if the situation will not improve and the restrictions will continue, there will be the need to rearrange the events organization in the next months.

The kick off meeting has been closed at 1.30 pm after no more issues arose from the project partners.