

D.1.1.3 Minutes of the Kick off Meeting

Virtual meeting, 29th July 2020

LP – Central European Initiative
Executive Secretariat

Welcome address

The Kick off meeting was officially opened by Mr. Paolo Dileno, Project Manager of the Central European Initiative - Executive Secretariat (CEI-ES), Project Lead Partner. He congratulated the partners for the joint success, thanked everyone for attending the conference and gave the floor to Ms. Nina Kodelja, CEI-ES Deputy Secretary General.

Ms. Kodelja welcomed the participants, congratulated with the project partners and underlined the importance of the long-lasting relationship with the region Friuli Venezia Giulia, that was crucial for the development of this project. The CEI-ES has been involved in the EU projects implementation since 2004 and MIMOSA represents an important asset for CEI member countries since mobility in cross-border areas contributes to economic and social integration, which has always been among CEI-ES top priorities. Ms. Kodelja underlined that the CEI-ES will support all partners to reach project objectives and to make MIMOSA a real success.

Ms. Sandra Sodini, director for international relations and European programmes welcomed the participants on behalf of the FVG region and gave an outlook about the next programming period and more tangible inclusion of Macro-regional Strategies in the next programme actions. Indeed, macro-regional strategies will be included in common provisions of all territorial cooperation programme. For instance, ADRION project must closely link with EUSAIR priorities and objectives, performing at least 75% of its actions within the EUSAIR concept.

Mr. Massimiliano Angelotti welcomed all partners and ensured all partners that the Region FVG will continue supporting the LP and project partners to successfully perform all foreseen activities. Despite the fact most of the partners already worked together, MIMOSA will for sure further reinforce this relationship.

Insight from the Interreg Italy Croatia Programme – Joint Secretariat

Ms. Tea Ivanišević, JS Communication Manager gave a presentation on main communication issues and expectations from the project. She underlined the importance of communication: to give visibility to the project and programme, attract the audience, reach the target groups and stakeholders and therefore it is necessary to start communicating immediately. Strategic projects are Programme flagship projects and their visibility is even more relevant. The project must communicate EUROPE and send the message that the project is bringing a benefit to the related territory thanks to the ERDF funds. The success of the project will depend also on successful internal and external communication. The Communication plan is a first step to plan communication and before writing it the Programme Communication strategy and section G of the MIMOSA application form should be taken into account.

There are some minimum programme requirements: project partners need to dedicate a section to the MIMOSA project (description, main objectives, expected results, duration, information on funding) on their own institutional website; A3 project poster in a location readily visible to the public in every partner premises, at least one publication (digital or printed), correct logo branding on all public documents, regular website updates, attendance of programme events. As regard reporting, for each period the Communication manager will have to collect a communication report from all partners and prepare a joint report. Project template kit and logo package will be delivered to the Communication manager in September and a meeting will be organized to set the initial communication (website, social media, Communication strategy, GDPR. (for all information see the attached PPT – JS KoM Strategic Communication_Session- by Tea Ivanisevic).

Mr. Hrvoje Grancaric, MIMOSA Project Manager at the JS, provided some general information about the programme area, priority axes and specific objectives and information on projects funded under the Interreg Italy-Croatia Programme. The main document that manages the relationship between the Programme and the project is the Subsidy contract which was signed a few days ago and partners can now sign the partnership agreement. Afterwards it will be possible to request advanced payment (10% of overall contribution), that will be provided 90 days after the request. Not all partners have to ask for it. Mr. Grancaric then passed to the expenditure eligibility and definition of all budget lines. Some insight about project modifications (minor and major) was also provided. Regarding the reporting periods he mentioned a modification about the duration of P1 (1.1.2020-31.8.2020) and P2 (1.9.2020-31.12.2020). A progress report has to be submitted every 6 months, within 3 months from the end of each reporting period (30/09/2020 and 31/03/2020). In addition, strategic projects need to provide quarterly activity reports. He invited partners to respect the LP principle. (for further information see the attached PPT of Mr. Grancaric).

Mr. Paolo Dileno commented that the LP has already drawn the Partnership Agreement, but the agreement includes the periods for reporting. According to the information received the first period might be extended to 31st August 2020, which still needs to be confirmed by the Managing Authority. Mr. Dileno wanted to know what needs to be included in that paragraph.

Mr. Hrvoje Grancaric replied that the Subsidy Contract includes the paragraph 6 also, according to which MA reserves the right to change the period, so this ad hoc change is covered by this paragraph and could be included also in the PA.

Mr. Paolo Dileno gave then a general overview of the MIMOSA project including main objectives and challenges (lack of efficient connections, predominance of road transport, lack of efficient multimodal connections, limited connections to the hinterland and peripheral areas, low offer of cross-border solutions between the two countries). The aim is therefore to increase the knowledge on the existing public transport, improve connections and establish cross-border

network and dialogue. Finally, he concluded with the presentation of the project timeplan and main deliverable per WP. (for complete information see the PPT – CEI MIMOSA KOM GENERAL PRESENTATION).

Mr. Andrea Stocchetti (PP2 - Ca Foscari University of Venice) and **Mr. Srđan Žuškin** (PP10 - University of Rijeka) gave a presentation of the WP3, explaining that the main activities will be performed together with the University of Rijeka and ITL. WP3 aims at providing an up-to-date knowledge of the demand for transport services at local, regional and cross-border level. Mr. Stocchetti illustrated all project outputs and methodology how to achieve them.

Main outputs: O3.1 – Passenger transport demand analysis (M24)

O3.2 – User survey about habits (M24)

O3.3 – Analysis to assess the carbon footprint of the passenger choices (M24)

O3.4 – Knowledge data repositories on public transport services

O3.5 – Cross-border Transport Sustainability Action Plan

O3.6 – Awareness and sensitization programme and related campaign at regional and cross-border level

Activities D.3.1.1 – Quantitative analysis of the existing demand and D.3.1.4 – Development scenarios (M20) will be performed by capitalizing information collected and experiences/lessons learned from previous projects. Moreover, an analysis will be made according to the pilots needs, hence partners cooperation will be essential.

The activities D.3.1.2 – Segmentation analysis and D.3.1.3 – Behavioral analysis / survey on habits and travel behavior determinants need to provide information on what do people think: who, why and how they travel, how do people make their choices through descriptive as well as inferential analysis. Cooperation with partners will be fundamental to address the right stakeholders to be interviewed for providing the data and feedbacks needed for the development of these analyses.

Mr. Srđan Žuškin presented the Activity 3.2 – Reviewing of technological solutions taking into account the current demand needs to be compared to the future situation of the ports. To perform the analysis some crucial points need to be considered: definition of the existing and future condition of the ports; support in submitting questionnaires and providing interviews; recognition of partners' information needs/Pilot support needs.

The activity 3.3 – Setting up a transport sustainability action plan will provide an elaboration of a cross-border model of a transport sustainability action plan and for its application on main transport nodes in the area - focus on ports as strategic transport nodes. For all ports involved the plan will define all the necessary measures to improve the infrastructure, supra-structures, services, and passenger awareness, in order to make the port system of maritime passenger traffic in the Adriatic safer, environmentally friendly, and attractive to the potential passengers.

The activity 3.4 – Enhancing the knowledge of sustainable mobility options will start with the awareness raising campaign in selected cities or coastal area. In coordination with PP3-ITL, an immersive experience through virtual reality tool and intervention study on habits determinants and awareness will be developed. The results of the campaign will be assessed through the second round of check sample survey (questionnaires/Interviews/focus groups). (for more information see PPT WPT – UNIVE – UNIRIJEKA PP2 – PP10).

Mr. Dileno noted the prevision of 6 months delay in the activities. He underlined that, due to the late project start, the activities are about 3 months late and asked if this delay could be decreased.

Mr. Žuškin explained that the delay mostly depends on the restrictions related to COVID-19 and researches on the field to be performed. They will do their best to reduce the delay as much as possible.

Mr. Giuseppe Luppino (PP3 – ITL) gave a general overview of the WP 4, presenting deadlines and responsibilities. He underlined that some capitalization from other EU projects will be useful to avoid duplication and save time (e.g. ICARUS, INTER-CONNECT, SUSTOURISMO, MOSES, ACROSSEE). The WP4 will produce 4 outputs and a total of 18 deliverables, hence partners cooperation will be essential. He then presented activities and their related outputs together with the responsible partner. (for more information see the PPT – WP4 – GIUSEPPE LUPPINO)

Mr. Denis Grasso presented the pilot concerning the integration of new electric sharing mobility system (4.2.1) as one of the Emilia-Romagna priorities, based on ICARUS and INTERCONNECT experience: integration of different public transport solutions with integrated ticket from hinterland to the Romagna coast, and integrated ticketing for all trains and buses in Romagna area. In MIMOSA the PP3 will test digital solutions for integrated ticketing and additional solutions to include also private services based on the concept “Mobility as a service” The second pilot (4.4.1) refers to a Mobile Hub for light electric vehicle sharing services (e-bike and e-scooters). The idea is to introduce innovative and integrated booking procedures, integrate these solutions as a reliable solution for the last mile mobility in urban area. In addition to that, the PP3 intends to map existing electric charging points in Emilia-Romagna region, since many of them are often managed by private organizations. This will allow the region to have better planning capacity for the electric charging points network. It is a preparatory activity for the two above mentioned pilots. (for more information see the PPT – WP4 – PILOTS 4.2.1, 4.4.1)

Mr. Massimiliano Angelotti presented the pilot nr. 4.3.2 which consists in new connection along the axis Lignano-Grado-Trieste-Rovinj, connecting, during summer months, different transport nodes and modes (maritime, road, rail, bike). This will be performed thanks to the existing public service contracts and public service obligations with already selected operators, carried out through European tendering procedure. The risk in implementing this activity is related to the

COVID-19 pandemic, since most of the cross-border connections have been suspended. (for more information see the PTT – WP4 PP1)

Ms. Claudia Pucić, from IDA presented PP9 pilots, which will be performed as a follow up of ICARUS pilots: multimodal solutions for the cycle route connecting Kanfanar and Rovinj and bike transport on the trains in agreement with the HZPP (Croatian Railways). In MIMOSA IDA will develop a smart card for e-bike chargers, bike share systems, but also cultural sights, landscapes and natural resources (4.2.1). The second pilot (4.3.1) via Istria consists in a development of a network of different transport modes (bike, train, bus, maritime connections) and incentives to convince people to use more sustainable travel modes. This will require the involvement of public administrations on local, regional and national level as well as touristic associations. (for more information see the ppt – Claudia Pucic, IDA)

Ms. Sara Carić, from the Port of Rovinj presented PP14 PILOT concerning the environmental impact of passenger ships entering the port of Rovinj. The pilot will gather information and relevant data on emissions, in particular in relation to cruise and passenger lines, with international connections to Trieste, Cesenatico and Venice. For that purpose, the air quality monitoring system will be installed. (for more info see the PPT WP4 – PP14 Port Authority Rovinj).

The last pilot was presented by **Ms. Federica Ferrauto**, from Abruzzo Region – PP5, regarding the new maritime link between Abruzzo and Croatian ports ensured through a ro-pax ship powered by LNG or bio LNG, with lower environmental impact and lower costs (4.4.3). The pilot consists in a feasibility study, followed by sizing and designing a LNG-powered vessel and the related infrastructure, depending on the type of vessel fuelling suitable to meet the needs of cross-border territories. Finally the partner will install technological devices in the Port of Vasto to monitor traffic and allow safe access to ports, such as LED floodlights for lighting towers, photovoltaic security panels, slipways, lighting and technological systems to ensure safe access to the port of Vasto. (for more information see the PPT WP4 ABREG)

As the last point related to WP4 Mr. Giuseppe Luppino presented the WP4 timeplan and invited partners to check whether they will be able to perform the activities in line with the AF.

WP5 Developing tools and harmonizing services for a sustainable intermodal mobility – PP11 (DNZ)

Ms. Ivna Šuljak (PP11 DNZ) delivered a presentation regarding the WP5 activities, outputs, partners' involvement and methodology – that will be implemented in cooperation with PP4 and PP6. Ms. Šuljak presented the 3 types of investments that would be performed within WP5:

- 5.1 Analysing existing, re-use and development of new smart technological tools and advanced solutions (consisting of 12 activities),

- 5.2 Improving the accessibility of transport nodes and harmonizing services for people with special needs (2 activities) and
- 5.3 Enhancing green transport modalities and the interconnections from the nodes and the cycling axis (7 activities).

She highlighted there would be a template for monitoring these activities, shared with PPs every 3 months to follow up on the progress. Considering the current situation, Ms. Šuljak asked whether there could be a minor changes in timeplan to mark probable delays, to which Mr. Dileno (LP) responded that as a general rule the official dates of the deliverables have to be respected and any potential delay duly justified as a deviation. (*For more information see: MIMOSA - KOM - WP 5.pptx*)

Tour de table

Each relevant PP presented its own action within WP5, sharing general description, timeframe, potential hurdles and related solution:

- **D.5.1.1** n. 1 set of devices and information system to promote smart and efficient traffic flows for all typology of passengers **and D.5.1.9** n. 1 upgrading on-time information system in the port of Ancona – PP4 - ADSP MAC/CAPA

Ms. Elena Montironi (PP4) gave an overview of their activities that consist of: 1) a purchase of innovative devices (maxi-screens) for real-time traffic information system able to transmit to passengers updated information on the status of the trips and other emergency to be put at the ticketing office/waiting area, and at the port gate, and of 2) installation of SOS devices to deliver on-time messages in different languages. The procurement process is expected in autumn 2020. (*see MIMOSA - WP5 - PP4 - ADSPMAC.pptx*)

- **D.5.1.2** n. 1 set of devices to monitor traffic and allow safe access to ports in Abruzzo region (port of Vasto) – PP5 – ABREG

Ms. Laura Rosella (PP5) stated that realization of technological devices to be set up in the Port of Vasto represent a 3rd step within the activities of Abruzzo Region within this project. These devices (to be identified according to the needs of the port) will monitor traffic and allow safe access to the port. Start of the tendering procedure is expected for September 2021. (*see MIMOSA-WP5-ABREG PP5_KoM_2nd presentation.pptx*)

- **D.5.1.3** n. 1 study on the requirements for meeting the safety standard for passenger and luggage inspection in the port of Split **and D.5.1.4** n. 1 set of devices for border and port security screening in the port of Split – PP13 – SPA

Ms. Ana Matulić (PP13) presented the pilot action relevant for the port of Split – entailing a study and procurement of devices – that would address safety procedures which have to be met in

operating the international maritime transport, especially since such large number of passengers causes relative delays in inspection procedures in the ports. COVID-19 influence is marked as a high risk in the implementation of this PA, since it affected international traffic and ports operation. Therefore, potential delays are possible. (see *MIMOSA-WP5-PP13-SPA.pptx*)

- **D.5.1.5** n. 1 port management application – PP16 – ZadarPA

Mr. Srđan Žuškin (PP10) presented this PA (on behalf of PP16), stating that data to be collected on main ship characteristics (age, fuel, size, etc.) are providing relevant information about each vessel going inside the port. Hence it is supporting and an improved management of various aspects such as planning, crisis-management/risk assessment, environmental safety monitoring, optimal location of vessels. (no ppt)

- **D.5.1.6** n. 2 smart waiting rooms for passengers, **D.5.1.7** n. 1 set of devices for info-mobility and **D.5.1.8** n. 1 set of devices for the regulation of safe passenger transport at the port of Šibenik – PP17 – ŠibenikPA

Representative not present.

- **D.5.1.10** n. 1 set of devices for digital information (n. 2 information panels) and **D.5.3.6** n. 1 parking equipment for e-bike n. 1 set of e-bikes – PP14 – LUR

Ms. Sara Carić (PP14) shared that the PA will consist of: installation of digital information panels, installation of parking equipment for e-bike (charging point), and set of 4 e-bikes. All the activities will be located in the passenger port Valdibora. (see *MIMOSA-WP5-PP14-Rovinj Port Authority Pilot 2.pptx*)

- **D.5.1.11** n. 1 set of devices for digital information (n. 1 mobile app) – PP15 – LIRA

Mr. Andrija Brkljačić (PP15) presented PA LIKAccess – Increased accessibility of health and social services in Lika-Senj County, that entails creating a mobile app as well. He stated that one tendering procedure is considered for analysis, modelling and mobile app altogether, to be launched in October 2020. New wave of COVID-19 is deemed as a potential risk, especially since some field work was planned within the PA. (see *MIMOSA-WP5-LIRA-Template.pptx*)

- **D.5.2.1** N. 1 set of equipment for the accessibility for people with disabilities, **D.5.3.4** n. 1 website for cycle tourism in Dubrovnik-Neretva county and **D.5.3.7** N.1 set of solution for upgrading bike lanes in Dubrovnik-Neretva county – PP11 –DNZ

Ms. Ivna Šuljak (PP11) presented in details 5 activities to be performed in Dubrovnik-Neretva County: 1) analysis of nautical tourism port, 2) operational plan for cycle tourism development 3) website for cycle tourism, 4) redesign existing bike lanes, and 5) set of equipment for accessibility for people with disabilities (lifters). (see *MIMOSA - PP11 - KOM.pptx*)

➤ **D.5.3.3** n. 1 innovative “mobile hub” – PP3 – ITL

Mr. Denis Grasso (PP3) presented the PA that has its background in MOSES project (Interreg IT-HR), whereas now is focused on defining more cost-effective mobile depot module, and improving the overall business model. The tendering procedure is expected for November 2020. (ppt to be added in dropbox)

➤ **D.5.3.5** n. 1 set of solutions for an easy access to the airports of Bari and Brindisi by passenger travelling by bicycle – PP6 – RPuglia

Mr. Raffaele Sforza (PP6) shared how Apulia Region worked on promoting cycle network and intermodality in the past period. The goal of this PA is to enable bike-friendly airports. Furthermore, Mr. Sforza spoke about PP6 responsibility for O.5.2 Position paper, D.5.3.1 and D.6.1.1. (ppt to be added in dropbox)

Mr. Angelotti underlined to all the partners to always make visible the cross-border dimension of their activities. Partners are also asked to be aware and take into consideration the duration of tendering procedures (especially for the equipment). He mentioned also the ADRION CYCLE TOUR project, EUSAIR’s recently included cross-pillar project. In defining all activities/PAs related to bikes, Mr. Angelotti stated the need to underline the contribution we are giving for concrete availability of cycle routes.

Mr. Dileno concluded the session on WP5 by acknowledging the significant n. of activities to be implemented and by asking the WPLLeader to closely monitor the progresses of the WP.

WP6 - TRANSFERRING AND CAPITALIZING RESULTS – PP7 (CRO) + PP1 (FVG)

Mr. Veljko Radić (PP7) presented the general overview of the WP6, stating that its main objective is to ensure transferability and capitalization of outputs and results of previous WPs. Furthermore, the lessons learnt are to be made available in the whole Programme area and beyond. Two main outputs were discussed as well: O.6.1 regarding the collection of relevant documents and O.6.2 regarding the permanent CB network. For this network, a list of relevant stakeholders will be collected from all PPs. Mr. Radić also presented in details WP6 activities and deliverables. (*see MIMOSA - WP6 - PP7- KOM.pptx*)

Mr. Angelotti (PP1) shared that MIMOSA’s application for the new list of projects labelled by EUSAIR is ongoing, and that the partnership will be informed about the progress. He added that the permanent CB network will need the commitment from all the partners – especially since it will help bridge two programming periods (this one and 2021-2027).

WP2 – Communication – PP12 (HZPP)

Ms. Zrinka Marchioli (PP12) gave an overview of the communication activities within the project and spoke about the importance of involvement of all the partners and relevant target groups. [Brand Manual](#) and [Programme Communication Documents](#) contain relevant rules to follow. Ms. Marchioli presented relevant WPC deliverables:

- D.2.1.1 Communication Strategy – supposed to be delivered in June 2020 but now probably will be finalized in September;
- D.2.2.2 Internal tool – Dropbox is set-up, mailing list group will be prepared;
- D.2.3.1 Project brochure – e-version to be finalized in December 2020; PPs can print it if needed;
- D.2.3.2 Posters – delivery in September 2020; PPs will receive a template to fill in and print - min. size for printing is A3. We will have enough budget to print for everyone also roll-ups;
- D.2.3.2 Press releases – 2 per partner;
- D.2.3.4 Info on PPs website – all partners must publish info about MIMOSA on their websites by September 2020;
- D.2.3.5 Socials – LinkedIn and Twitter accounts will be active;
- D.2.3.6 e-Newsletters – 6 newsletters total. First one could introduce PPs' teams and project's aim;
- D.2.3.7 Printed publications on relevant EU magazines – 2 by the end of the project;
- D.2.4.1 Public events – 14 in total, 1 for each PA;
- D.2.4.2 Project public events – 3 in total; first one was planned alongside the KoM. However, Mr. Dileno reminded that the state of emergency in Italy is extended to 15 October 2020, and that will affect public gatherings for some time, but CEI will try to organize the event in order to include external stakeholders.

The first things for partners to do will be the printing of posters and publishing info about MIMOSA on their websites. (*see MIMOSA_WPC_PP12.pptx*)

Ms. Ana Sinkovic (LP) shared a few suggestions for the WPC leader – for Communication Strategy to consider capitalization among hints; for digital tools to think about inclusion of more tools available; consider having some budget for publishing; include a *check list* for events that would entail all the steps to be taken when organizing an event successfully (e.g. list of participants, event announcement before, press release after, etc.).

WP1 Management – LP (CEI)

Mr. Dileno gave an overview of WP1 purpose, structure, main activities and timeplan. As regards the signature of the Partnership Agreement (D.1.1.1) – it will be soon shared with PPs. Mr Dileno is set to be Project’s Coordinator and Financial Manager, while Ms. Marchioli (PP12) is Communication Manager. Regarding the Management teams (D.1.1.2) for each PP – an excel file is available on dropbox, and partners were asked to fill in the missing information. As for the SC establishment and rules (D.1.1.4), a set of rules were sent by LP via e-mail in July and now presented once again. There will be also a possibility to delegate a substitute for SC meetings (by proxy). Regarding the financial management, the reporting procedure is due every 6 months. (See *CEI_MIMOSA_KOM_WP1-Management.pptx*)

As for the upcoming WP1 activities, following steps are to be taken:

- D.1.1.1 Partnership Agreement to be signed (and request of 10% Advance payment)
- D.1.1.2 List of management structure (available on dropbox)
- D.1.1.3 Minutes of the Kick-off meeting (drafted by host and shared with PPs for internal consultation and adoption)
- D.1.1.4 Rules of procedure of the Steering Committee (available on dropbox)
- D.1.1.5 Project internal guidelines for project management (internal consultation launched soon)
- First Partner/Progress report
- For Italian partners (reminder to start as soon as possible with the tendering procedure for FLCer, since it takes time)
- Next SC in Pula – planned for 6-7 October 2020, to be hosted by IDA.

(See *CEI_MIMOSA_KOM_Wrap up.pptx*)

Mr. Dileno thanked all the partners and present parties for their participation and expressed certainty for great collaboration coming ahead within the MIMOSA project.