

REVIVAL

WP2

D.2.1.1. Kick-off project meeting

n1, Kick-Off, Pesaro, Italy, 25-26 February 2019

February, 2019

TPM [TRANSNATIONAL PARTNER MEETING]

Venue: [Palazzo Gradari, via Rossini 24, 61121 Pesaro] Date: [25-26 February 2019]

Minutes keeper: [Gianluca Sarti, Pier Giacomo Sola] Time: [14:00-18:00; 09:00-11:00)

DAY 1: February 25th 2019



1. Introduction and description of the strategic part of the REVIVAL project

Discussion

Overall project objective is to ensure an integrated approach to the challenge of revitalization/reuse of abandoned/lost cultural heritage, making this heritage an asset to attract creative people and cultural tourists.

The specific object is to transform lost heritage of '900 in an attractor of creative people & cultural / tourism opportunity.

Therefore, among others, the project focuses on:

- Recovery / enhancement of buildings of the twentieth century and their setting into safety, their use as spaces for cultural events
- Address different types of buildings: dismissed industrial areas or factories, former barracks and/or military fortifications, schools, summer camps
- Increase tourism in the "dead" (off) seasons and offer the possibility to discover new places / destinations

Illustration of the target groups and related numbers indicators to reach as well as other output indicators related to 3.102 and 3.105. It is specified that those numbers must be reached and that the subjects involved must be identifiable and demonstrated (therefore they must be indicated in the progress reports).

2. WP1 [M: MANAGEMENT]

Discussion

[Formal issues of the Partnership: Partnership Agreement, Subsidy Contract]

- Subsidy Contract (SC) should arrive in few days / weeks according to the Project Officer (PO)
- Partnership Agreement (PA) can be prepared and signed by all project partners as soon as the SC will be arriving to LP from JS. Planned finalisation date: end of April 2019
- After signature of SC and PA it is possible to make a request for 10% prepayment, if Steering Committee with majority vote approves this request. Planned finalisation date: end of May 2019. The prepayment should arrive during summer months of 2019.

[Start-Up activities and Day-to-Day Management]

Gianluca Sarti underlined the importance that all project partners respect the correct order for the internal information flows and avoid contacting directly the PO and JS:

Information flows



He illustrated the first management activities to carry out and the related duties, responsibilities, etc.:

- Setting up of PMU Project Management Unit (deadline February 2019) and local PMT Project Management Teams (deadline February 2019), composed by Project Managers, Communication Managers, Financial Managers and Quality / Risk Managers
- Setting up during KOM of the Steering Committee (SC) (1 member per PP) and approval of its rules of functioning (deadline February 2019). SC guarantees consensus driven decision making and runs project monitoring & evaluation
- Setting up of the WP Coordinators Board (CB), restricted to WP leaders. To guarantee high quality standards in the productions of deliverables. WP Coordinators are responsible for preparation of minutes regarding its specific WP related to project meetings and for the preparation of paragraphs regarding its specific WP within project progress reports
- Definition of a Work-Plan with 6-monthly breakdown

[Monitoring and Steering and Quality Management]

Xx Besides the SC, the other main activity related to 1.3 is the so-called "QPM Quality Project Management". Enrico Anghileri, the project quality manager, explained was is intended with QPM in the REVIVAL project and presented the following topics:

- Why quality?
- What is Quality Management?
- How is it possible to provide Quality in the Revival project?
- Which Tools can be developed and used for Quality Management?

- How to Control Quality?
- Who is a Quality Manager?

[Financial Management and Explanation of the Financial Rules]

FLC FIRST LEVEL CONTROL

- Differences between Italy (decentralised) and Croatian (centralised) control systems and urge for each partner to identify and contract First Level Control (Italian) or to liaise with FLC (Croatian)
- First reporting period ends on June 30th 2019 and progress reports will be needed to be produced within July 2019 for Croatians and August for Italians in order to receive cost certificates within September 15th 2019.

FINANCIAL MANAGEMENT

- Rules and information

3. HORIZONTAL PRINCIPLES

Discussion

[EQUAL OPPORTUNITIES, NON DISCRIMINATION]

The project shall take appropriate steps to prevent any discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation during its preparation and implementation. Giulia Allegrucci gave a series of examples and indications in this sense.

The project has established that all partners will sign a statement, committing themselves not to carry out behaviors of this kind.

This theme also includes the issues related to gender equality between women and men.

[SUSTAINABLE DEVELOPMENT]

All funded projects must comply with the Sustainable Development Strategy, adopted by the European Council in June 2006, concerning the principles and objectives of sustainable development.

Sustainable development is an overarching objective of the EU set out in the Treaty which governs all the Union's policies and activities.

Also in this case, Giulia Allegrucci gave a series of examples and indications, such as:

- publication and dissemination products: to do electronically, avoid paper when possible
- better to do a conference call than a personal meeting to avoid CO2 emissions
- Participants are encouraged to use sustainable means of transport or car sharing
- Food and drink: Better vegetarian food and tap water. Use reusable dishes
- Meeting places and accommodation: use public transport

4. WP2 [C: COMMUNICATION]

Discussion

Regarding the start-up activities and first deliverables to be produced:

- SMART Communication plan needs to be drafted within March 2019. Therefore, all partners need to nominate urgently the local communication managers
- Mini project website IT-CRO will be set-up and constantly feed by RERA and by all communication managers of project partners
- First newsletter will be produced by RERA in English language within June 2019
- Project posters: RERA will prepare template and send it all project partners within April 2019
- Project roll-up banners: RERA will prepare template and send it all project partners within April 2019
- PDF project portrait leaflet: RERA will prepare the version in English within June 2019. Italian partners can translate it into the national language and Croatian partners can do the same (it is not mandatory)
- Communication evaluation format/template, will be created by RERA and distributed to partners within April 2019
- The 1st Transnational Dissemination Event: to be realised within June 2019, so will be included in the Programme of the next and first transnational intermediate project meeting
- Opening of Social Media Accounts, will be done within deadline of March 2019

DAY 2: February 26th 2019



5. Italy-Croatia Programme Information

Discussion

JS representer provided general information regarding the Italy-Croatia Programme and specific information regarding projects management:

- the programme has funded 72 projects so far, for a total of around 650 partners
- The programme ends in 2020 and they are already thinking about the future programming period and is considering to moving towards a new programme aimed at "maritime" collaborations
- Signature of the subsidy contract; then following the signing of partnership agreements; then you can apply for the first tranche of financing / prepayment
- the most important document with the rules to follow is the FACTSHEET n. 6

- A seminar for LPs only (one-person maximum per project) will be organized around April 2019 to explain how the Programme rules work
- **Project changes during project implementation. Which ones?**
 - change of partnership
 - budget
 - duration
 - Modifications:
 - **minor type** = no significant impact. No approval required
 - **major type** = prior authorization is required. For example, replacement of a partner or change of partnership without replacement of partners; increase of over 20% of a budget line, etc.
- **Reporting**
 - Every 6 months
 - For the Italian partners: search for a First Level Controller as soon as possible, nominate, perform the registration procedures in the SIU
- **Communication**
 - FACTSHEET n. 8!
- **General recommendations**
 - Respect LP rules / principles
 - Only the LP can keep contacts with the JS / PO

6. WP3 [Identification and digital cataloguing of the main buildings and spaces]

Discussion

UNI ZD project team introduced themselves and gave a short introduction to the University of Zadar (UniZadar), being the scientific-technical partner of the project as well as coordinator of the WP3 “Identification and digital cataloguing of the main buildings and spaces”.

WP3 CATALOGUING consists in 2 main activities:

- 3.1 Preparation of the Guidelines and cataloguing Cards
- 3.2 Digital documentation centre of the lost / abandoned heritage of '900

Related to act.3.1, within the end of April 2019, the following 2 deliverables have to be produced by UniZadar:

- ✓ D.3.1.1 Cross-border guidelines
- ✓ D.3.1.2 Cross-border cataloguing cards

UniZadar has already prepared a trace of the information that each PP must collect for the filling of the descriptions of the sites / complexes / buildings. There are a lot of info to enter, e.g. description, history, legends / fairy tales, real events, old and new photos, family photos, videos, newspaper articles, maps / plans, people's stories, interviews, whether the property is private or public, etc. UniZadar will provide a complete list within **April 2019**.

The idea is that the cards can then be consulted by the public, which can then acquire interesting information on the various sites.

The card model can be replicated from any other state / for any other similar project.

Each PP chooses the sites / buildings to be included in the cards.

The cards flow into a DIGITAL DOCUMENTATION CENTER (D.3.2.1) which will remain open even after the end of the project.

(The cards must be completed and ready by 31 January 2020)

Pier Giacomo Sola (PGS) asks if ALL fields identified by the ZADAR UNIV for the cards need to be completed. Answer: no, but since each PP choose which sites to review / describe, obviously it will choose the sites with the most information

PGS also asks if the DB in the future will be opened for the enrichment of information by third parties (as is done for Europeana)

7. WP4 [Making accessible pilot sites/places and organization of temporary artistic events]

Discussion

PGS made a very short Introduction to WP4. Since this WP starts only in month 13 / January 2020, the presentation was limited to the recap of the activities and deliverables foreseen in the AF.

During the 3rd transnational meeting foreseen in October/November 2019, this WP4 will be faced in the deepest way.

8. WP5 [New cultural tourism offers through a Cultural Route on the lost heritage of '900]

Discussion

GS made a very short Introduction to WP5. Since this WP starts only in month 20 / August 2020, the presentation was limited to the recap of the activities and deliverables foreseen in the AF.

During a transnational meeting in 2020, WP5 will be examined and launched.