

D1.3.2 Steering Committee documentation

Online meeting minutes 14/06/2022

Steering Committee Minutes

Hosted by LP ERPAC FVG

Held online on 14/06/2022

Participants:

LP ERPAC FVG

Giulio Scrima

Walter Goruppi (Project Manager – Informest
Technical Assistance to LP)

PP1 Ca' Foscari University Venice,
Department of Humanities

Elisa Costa

PP2 Public Institution RERA S.D. for
coordination and development of Split-
Dalmatia County, Split

Marjan Dumanic'

PP3 Kastela Municipality

Marijana Miserda-Bajic'

PP4 Puglia Region, Department of
Tourism, Economy of Culture and
Valorization of Territory

Rita Auriemma, Andrea Sartori

Meeting agenda:

- *Expenditure issues*
- *Communication issues*
- *Project procedures and timing related to project closure*
- *Aob*

The online meeting is opened at 11.00 am by **Giulio Scrima**, representing LP ERPAC FVG, with the administrative support of Walter Goruppi (PM Informest). Mr. Goruppi verify the presence of all partners and proposes to record the meeting; all PPs agree. Once welcome the participants, Mr. Scrima thanks all PPs for the large presence to the recent project Final Event organised by

PP4 Regione Puglia in cooperation with LP ERPAC FVG and held in Lecce on June 3-5th, as for the availability to participate to last project Steering Committee and Thematic Meeting that should have been held in Lecce within the Final Event days. Unfortunately, following the extension of the timed agenda activities, with the agreement of all PPs and the approval of the present JS officer, LP ERPAC proposed to postpone the programmed meeting in the following week, in order to have at disposal the necessary time for their realization and fulfilment. After a brief Doodle sharing the optimal date, the partnership opted for June 16th. Mr. Scrima introduces the meeting announcing that this will be its last one since he will quit ERPAC workplace for new experiences. Then, he passes the floor to **W. Goruppi**, ERPAC technical assistance for project management, who will oversee the coordination of the meeting.

Goruppi starts from what he considers to be the most urgent, that is the definition of the budget minor change framework. In previous weeks, partners received a template with which reallocate some of the expenditures in line with the respective financial needs in view of the project closure. Yet, the received data amounts presented in some cases some discrepancies; for this reason, it was decided to proceed individually with each partner, sending him a mail with the indication of the clarification requests, with the intention to fully resolve the problems and avoid the risk of payment rejections. Goruppi, together with FM Ms. Cigui will prepare and share such mails, with the request to be very rapid in the answer, since the complete MC framework has to be forwarded to the project JS officer for approval. Anyhow, the project budget forecast expenditure level appears “good” and should reach the 95% target.

Answering to a question posed by Mr. Dumanic’ PP2 responsible, he confirms that referring to salary payments FS7 foresees that *“Only the payment of prior financial obligations, against existing purchase orders and similar are allowed, if made no later than 60 days after the official end date of the project as indicated in the in the latest version of the AF”* (page 2). That means that all payments must be done within June 30, closing date of the project.

Goruppi continues informing PPs that in the occasion of the Final Event he had a long dialogue with the project JS officer, during which the latter gave him some precise indications to be shared to all PPs related to the project closure procedures. These suggestions include a strict respect of the deadlines both for administrative and financial reporting, and a precise compliance and use of the project visual identity rules in deliverable drafting and presentation. He notifies that, following JS officer assertion, there won’t be any deadline prorogation: the project closure is September 30th. The received advises suggest, also in light of the numerous reports still to be completed, to well schedule closing activities, also given the Final report drafting and the summer holiday period.

Goruppi concludes asking to all PPs to send him the final deliverables also in PPT/doc formats, in order to allow him to intervene on the document, if needed, to avoid any further delay. He finally underscores that in compliance with the timing procedures for the incoming progressing period starting in June that will also include the Final Report, both to be mandatory submitted by September-end, he invites partners to send their Activity Report and Annexes **NOT LATER than July 31st**, in order to allow the regular drafting of the two final project reports. As for the Final Report, he asks the availability of all PPs to contribute to its realisation.

Being no other issues, the meeting is considered closed.

Meeting ends at 11.30

In following pages:

- Agenda
- Screenshots taken during the online meeting

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martedì 14 giugno 2022 11:00 - 12:00 [Mostra info sulla riunione](#)



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Partecipazione

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Main issues from the Agenda:

- state of art of project activities in view of the closing
- deliverables completion and compliance
- last budget minor change proceeding
- indications of stricter deadlines for last progress report
- suggestions made made JS Officer for project closing
- AOB
















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