Kick off Meeting

First meeting minute, 6th March 2019

Università Iuav di Venezia

Palazzo Badoer, Calle della Lacca, 2468, 30125 San Polo, Venezia VE, Italy

**Introduction**

The Kick-off meeting (KOM) and 1st Steering Committee (SC) of project CREW has taken place in Venice, on 6th March 2019, hosted by the project leader IUAV University of Venice.

On the meeting participated representatives of Javna Ustanova Za Upravlianjezasticenim Dijelovima Prirode Dubrovacko-Neretvanske Zupanije (HR); Javna Ustanova Natura Histrica (HR); Natura Jadera (HR); Iuav University of Venice (IT); Città di San Benedetto del Tronto (IT); UTI Riviera Bassa Friulana (IT); Provincia di Barletta Andria Trani (IT); Università degli Studi di Camerino (IT).

The following chapters provide a more analytical description of the meeting, including the agenda, the minutes and the SC decisions.

**Greetings and presentation of representatives (14:40 – 15:00)**

Each partner’s representative presents him or herself, his or her role inside the group and inside CREW project.

Prof. Maria Chiara Tosi, Iuav University of Venice (IUAV) introduces the project. She highlights the interest in : 1) strengthening the links among the CREW partners and presenting the group and the Adriatic system as a network outside the single realities, proposing a new image to overcome the wetland fragmentation for civil society and politics; 2) the importance of learning not only from other partners of the project, but also from the territories and the stakeholders each partner represents; 3) the possibility of upscaling the project at the European scale, joining other European research groups groups currently working on wetlands (an open discussion with prof. Gusmaroli could be useful in this sense).

Paolo Carlucci (IUAV), introduces follow presentations on workplan and agenda, Steering Committee, Technical Committee, deadlines, partners responsibilities, Work Package 1 (WP1), finalized deliverables. He also asks to validate the final version of the workplan.

**Discussion on workplan (15:00 – 15:50)**

Università di Camerino (UNICAM) highlights the possible needs for postponing deliverable D 3.1.1 and D 3.1.2, as it would be difficult for them to be ready with a proper web platform by the month 9 of the prject.

IUAV asks to UNICAM if there are already any platform that can be used integrating the topic of wetlands.

UNICAM talks about some possibly useful tools and platforms: GIS platform, the Wetnet wiki, the River wiki, the Observatory of river contracts. The use of these sources has to be discussed with other institutions. It would be interesting to organize a common platform for all the wet areas.

IUAV points out the fact that a deliverable in WP4 (analysis of the context) is in May, and this result is difficult to reach by the proposed deadline.

Provincia di Barletta-Andria-Trani (BAT) agrees with this point. They are still approving the spending review at the regional level. The estimated delay is about 2 months.

IUAV proposes to move BAT and UNICAM deliverables to the second period of the project (second 6 months), so between July and December 2019, and suggests to BAT to create a common template that each partner can compile for its own target area.

UNICAM Each partner has to do the context analysis. BAT should send a template for everyone to use and guidelines. Everyone should use its mother tongue + english summary. September is feasible for everyone.

MCT suggests to BAT to use WetNet templates and guidelines/procedures, but it is needed to ask Gusmaroli for that. By doing this, we can have the same kind of knowledge for the wetlands.

UNICAM can provide the template from WetNet. So we can compare everything.

UNICAM highlights a problem: the responsibility of delivery should be shared among the partners and not only by the WP leaders.

IUAV will send an email to WP leaders to express opinion about the responsibility for each activity.

UNICAM suggests to create tasks leaders. It is not possible that a partner is responsible for all the deliverables in the WP. The work should be shared.

IUAV asks if partners have budget dived in activities/tasks besides than deliverables.

UNICAM presents a table with detailed budget for the tasks.

IUAV asks the partners to check the budgets and give feedbacks on it.

**Discussion on Steering Committee and Technical Committee (15:50 – 16:05)**

IUAV explains that Steering Committee (SC) and Technical Committee (TC) have to be held together. SC meetings should take place each 6 months, every time hosted by one of the partners involved. The first reporting period closes at the end of June and the next meeting shoul take place by the end of June. TC represents the operational body of the project and should meet to organize the work. It could be useful if SC and TC meetings were coordinated in time and space.

**Coffee break (16.05- 16:40)**

**Presentation of WP2 – COMMUNICATION (16:40-17:10)**

Javna Ustanova Za Upravlianjezasticenim Dijelovima Prirode Dubrovacko-Neretvanske Zupanije (DN) presents the activities included in the WP: budget, deliverables, deadlines. Main aims: communication between partners; exchanging of information; increasing awareness; engaging stakeholders; opening the project to the public.

DN explains the deliverables of its WP:

1.communication plan: dissemination of the plan. It has to be shared, discussed and approved.

2. promotional materials: series of flyers (for which it already has a template); brochures including short portraits of the project and informative materials; posters for which partners should take pictures of their target areas.

3. digital activities: website inside the Interreg official web platform; digital publications on European paper magazines (for this deliverable it is needed a short description for each target areas and few pictures).

4. events outside program areas: at least two external thematic events should be take place; one local final Conference should be host in Dubrovnik; reports of all these activities are requested.

DNC asks where this final Conference should happen. In fact, it should take place in Dubrovnik but it would be more efficient to organize it close by the big city and planning a site visit to Dubrovnik.

UNICAM tells that they could present the project in a congress happening in May.

Natura Jadera (NJ) asks if promotional materials are considered apart from paper?

DN responds that it depends on budget

**Presentation of WP3 – CREW OBSERVATORY and IT-HR Cooperation Strategy (17:10-17:30)**

UNICAM presents its work package: activity, budget, deliverables, deadlines. It points out the strict connection with other WPs. Observatory, in fact, considers other projects to exchange knowledge. The expected outputs are: a tool for other institutions; monitoring and managing the Contract process; coordinating data produced by each partner; increasing awareness; enhancing the transnational exchange; collecting good practices.

UNICAM suggests to partners to identify local and international partners they want to connect.

UNICAM explains its deliverables for Activity 3.1: 3.1.1 setting up the Observatory and its board; 3.1.2 a web platform; 3.1.3 a GIS database.

UNICAM suggests that each partner should monitor what it needs for the target area, because it could be different from one area to the other.

IUAV points out that partners should decide together how to use the money for monitoring, as all the partners should produce the same kind of data, in order to use it in a comparative way. If a comparable set of data will be produced, the final result can have greater value, because it will be possible to identify things in common and data on specificities.

IUAV tells that some partners are asking what they can do with these money because they have different abilities. It could be useful to have a document with more specific deliverables. Guidelines to estimate the costs of different deliverables or expected results.

UNICAM responds that it should produce conservation data on the status of every area (ex ante), in order to understand if our activity can produce a benefit in the end. Probably the dataset is common and the contents are specific. UNICAM suggests to prepare and to share a questionnaire with basic target areas information.

UNICAM explains deliverables for Activity 3.2: evaluation report to compare target areas and pilot activities; guidelines on wetland governance to deliver to national institutions and governments.

**Presentation of WP4 – IMPLEMENTATION OF WETLANDS CONTRACT (17:30-17:50)**

BAT explains methodology and case study, context analysis, and drafting the wetland contract. It presents the Italian experience on Ofanto river contract. This example could be useful as a trace to structure CREW work. BAT suggests that the context analysis could be used as a structure of a research framework.

**Closing of the Kick off Meeting (17:50-18:00)**

IUAV thanks all the partners to be present. IUAV advises representatives that they will be asked to complete some data and documents for the reports, and that they will receive a communication when the CREW archive will be updated.