

Kick off meeting - report

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Project Acronym: NETWAP

Project ID Number: 10047692

Project Title: NETwork of small "in situ" WAsTe Prevention and management initiatives

Priority Axis: 3 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

Work Package Number: 2

Work Package Title: Communication activities

Activity Number: 2.1

Activity Title: Start-up activities

Partner in Charge: City of Zadar

Partners involved: All partners

Status: Final

Distribution: Public

Minute of the Netwap Kick off meeting – Zadar 12-13 February, 2018

Place and date	Rector's palace, Zadar (Croatia) February 12 th -13 th 2019
Meeting's General Scope	1 st c coordination meeting of Netwap project (Kick-off meeting)

Tuesday, 12th February
h.09.30 – 17

Participants:

Partner		Name
JS	Joint Secretariat of the Italy-Croatia CBC Programme 2014-2020	Mr. Marin Miletić
LP	City of Zadar, Department of EU funds	Mr. Šime Erlić Mr. Josip Milić Mr. Ivan Plazina
PP1	Italian national agency for new technologies, energy and sustainable economic development (ENEA)	Mr. Lorenzo Cafiero
PP2	Čistoća d.o.o.	Mr. Dragan Maračić Mr. Pere Zubčić
PP3	Molise toward il 2000 s.r.l. (Gal Molise verso il 2000)	Mr. Adolfo Colagiovanni Mr. Roberto Amici
PP4	Fondazione Fenice onlus	Mr. Francesco Pulejo
PP6	Ruđer Bošković Institute	Mr. Neven Cukrov Mrs. Nuša Cukov Mrs. Vanja Komljenović Lončar Mrs. Anamarija Frankić
In skype connection form Venice		
PP5	Unioncamere Del Veneto	Mrs. Stefania De Santi

Welcome/Press conference Mr. Branko Dukić, Mayor, City of Zadar (LP), Mr. Josip Milić, Project manager, City of Zadar (LP), Mr. Lorenzo Cafiero, ENEA (PP1), Mr. Neven Cukrov, Ruđer Bošković Institute (PP6), Mr. Francesco Pulejo, Fondazione Fenice onlus (PP4)

The meeting starts with press conference. **Josip Milić** from **City of Zadar** welcomes the participants and introduces the main project goals. Then he gives a floor to **Mr. Branko Dukić, Mayor**, (City of Zadar) that welcomed participants and media representatives as well stressing that NETWAP project is further step for development and opportunity to

strengthen cooperation with partners in both countries. **Mayor Dukić** underlined importance of this project due the opportunity of knowledge transfer and learning from each other about very challenging issue; waste management in small communities under touristic pressure. He also indicated that this project will devise new laws and policy recommendations for Waste Management (WM) especially plastic and organic waste. NETWAP project experience is expected to be foundation for future initiatives regarding the project topic. At the end of the speech Mayor Dukić wished a successful cooperation to all partners. **Mr. Lorenzo Cafiero** from the **Italian national agency for new technologies, energy and sustainable economic development - ENEA** welcomed the project that aims to implement pilot actions in two coastal areas in both countries. Mr. Cafiero pointed out that setting up community compost facilities that will be used for soil production to help agricultural activities and new development of innovative waste management methods that will affect reduction of environmental impact of organic waste and plastic to water are the core pilot actions activities. **Mr. Francesco Pulejo** from Fondazione Fenice thanked to all partners for a good cooperation during the preparation project phase and he underlined that project is looking for a larger impact, especially at political level and further influence. **Mr. Neven Cukrov** from Ruđer Bošković Institute expressed his hopes about project grip that will slightly reduce problem microplastics causes in the environment. After public presenting of the project, interviews and photo shooting followed.

1. Mr. Marin Miletić, Joint Secretariat of the Italy-Croatia CBC Programme 2014-2020 (Annex 1)

Mr. Miletić presents the key elements of the successful implementation. He notifies to all present PP representatives that condition clearing process is over and that LP should have received the letter from MA with formal decision. He points that Subsidy Contract will be sent to LP in several weeks and as well as the Partnership Agreements that will be signed between PPs. It highlights then Factsheet no 6 'Project implementation manual' as a main reference for all PPs during project implementation. Then he also announces LPs Seminar in Venice expected in late Spring 2019, before 1st progress report. The recommendation to PPs is to start public procurement procedures as soon as possible. Furthermore he represented comprehensive description of all expenditure categories and eligibility requirements stressing the importance of risk management and quality of internal communication. Makes clear all possible scenarios for project changes and modifications and general recommendations and framework for reporting procedure. Finally makes clear that JS will provide necessary support for any needs and problems that might manifest during the course of the works.

2. Netwap project "Goals & main expected results" Mr. Josip Milić, Project coordinator, LP – City of Zadar (Annex 2)

The active part of the Kick off meeting starts with the Project overall coordination and Work packages presentations. **Mr. Josip Milić**, Project manager (LP) presented main goals and main expected results of the NETWAP project. Afterword's each WP coordinator shortly presented their thematic competences and experiences relevant for the project (Annex 5).

3. Partners' thematic competences and experiences relevant for the project (Annex 4, 6, 8 and 10)

Each partner makes short presentation about its government company, competences and acquired experience during implementation of waste management activities, with reference to other European projects participation. They show as activities are connected with the project and what are project expectations through Netwap objectives achievement.

4. WP1 Project Management & coordination of activities “Management structure of the project, Administrative and financial issues, Reporting procedures, Monitoring and Evaluation, Mr. Ivan Plazina, Financial manager, LP – City of Zadar (Annex 3)

Mr. Plazina gives project activities work plan with deliverables and deadlines. General overview of all WPs with deliverables and deadlines was displayed as well.

WP1 comprise 4 main actions:

1.) Start-up activities where LP:

- In this phase is responsible for communication with Programme body characterised by the signature of the Subsidy Contract & Partnership.
- Monitor and mobilise PPs for setting up Steering Committee.
- Provide PPs project work plan, budget control tool in which PPs constantly check and report the expenditure, above all close to the progress reports deadlines.
- Provide to PPs a Manual of the decision process.

2.) Day-to-day project management, coordination and internal communication where LP:

- Coordinate the partners for providing the inputs for the project reporting and for the submission of the financial report.
- Coordinate administrative, financial and contractual issues and supervises the implementation of PJ outputs and results.
- Perform a systematic quality control by checking the quality of information and supporting documents, develop internal reviews and collaborate with the JS to perform the mid-term review and.
- Collect the required inputs from PPs as well as the technical inputs for the six monthly progress reporting process.

3.) Steering and monitoring of the project implementation where LP:

- Ensure constantly monitoring level of expenditures of the PPs.
- In the first PJ meeting form the First Steering committee that is composed by one representative from each project partner. The SC will be in contact with the external auditor for the final evaluation. The steering committee is charge for project risk management mechanisms in case of problems and/or delay in the project implementation as well as adopting contingency measures.
- Organise a mid-term meeting joint with a regular project SC

4.) Financial management of the project implementation where LP:

- In charge of the monitoring of both the expenditures for the LP and PPs.
- Verify the expenditures and their relations with the expected outputs in the referring reporting period as well as the level of the expenditures expected in the timetable in order to avoid funds de - commitment.
- Collect the financial reports of the PPs and will prepare the request of reimbursement for each progress report (every six months).
- Collect the certification documents according to a set time plan for each Progress report.
- Draft and submit the progress reports, the payment claims and the final report xWhenever project modifications will occur those will be evaluated /decided by SCx.

Evaluation will be implemented by the SC; LP and PPs WP coordinator will be involved in the collection of the requested data and information.

Discussion on WP1:

For the JS takes word Mr. Miletić, who points out importance of respecting deadlines of the progress reports. It makes clear that are eligible only expenditures provided in that AF approved. The deadline for submission of Progress Report is 3 months after the end of reporting period. Project internal framework for reporting (e.g. deadline for delivering project reports to FLC and to LP) is to be agreed within LP&PPs. Finally it points out the procurement procedure for the composting equipment that will be purchased by PP2&PP3.

LP emphasized:

- All partners must activate as soon as possible procedures of the First Level Control (FLC);
- Last version of the AF is been updated considering the actual starting date of the project (01/01/2019)

Afternoon Session

5. WP2 Communication: Start up activities, Communication and dissemination strategy, project branding and web site, Publications, Public events, Promotional material and Digital actions including social media and multimedia, Mrs. Stefania DeSanti, Communication manager, PP5 - Unioncamere del Veneto -UCV (Annex 4)

Mrs. Stefania DeSanti, Communication manager **Unioncamere del Veneto** presented WP2, Communication (via Skype). She previously apologised for not been able to attend the meeting and successfully took an online presentation during the meeting.

They are presented:

- Communication and dissemination strategy will contain: specific communication objectives, target audience, expected results, approaches, activities and budget, branding image and templates according to the programme guidelines.
- UCV is responsible for feeding up the Programme web platform and the elaboration of the contents on the basis of inputs provided by PPs. Each partner has to foresee a session in its own web site with the information on NETWAP
- Netwap project communication kit that include: logos, fund label, office pack, poster, invitation, cover, key visual, programme Area map, thematic priority Icons.
- Publications will be in Italian, Croatian and English. Infographics on a leaflet at the beginning of the project and a layman's report at the end which will be targeted to the open public
- Events: 2 public events to present the analysis, the development strategy, common policy instructions and pilot actions results. The events must be organized in the territories of the pilot actions to guarantee the highest visibility. Within the events the partners have to organize also round tables discussion forums with local stakeholders and interest groups. One international high level event in Venice in occasion of the last steering committee will be organized.
- Digital actions including social media and multimedia: PPs will realise press releases in occasion launch event and during the public events. UCV will manage NETWAP social account with inputs by partners for the news (Facebook, Twitter, Vimeo and Youtube). A web video will be realized by the UCV with the interview of the pilot actions beneficiaries mixed with infographics and published on the social media. PPs will provide inputs.
- Communication Gantt

6. WP1 Management: establishment of the Steering Committee (Annex 5)

The meeting, held within the 1st Project Coordination Meeting and starts at 16:00 h.

Role of SC

LP recall the role of the SC and it was described in WP1 Presentation (Annex 5)

Establishment of the SC

As foreseen in the AF, Netwap SC will be composed by 1 PPs representative and will be chaired by the Project coordinator of LP. In case that a PPs member of the SC cannot attend a SC meeting then the partner can designate a temporary substitute

The members of the SC are:

LP	City of Zadar, Department of EU funds	Mr. Josip Milić
PP1	Italian national agency for new technologies, energy and sustainable economic development (ENEA)	Mr. Lorenzo Cafiero
PP2	Čistoća d.o.o.	Mr. Dragan Maračić
PP3	Molise toward il 2000 s.r.l. (Gal Molise verso il 2000)	Mr. Adolfo Colagiovanni
PP4	Fondazione Fenice onlus	Mr. Francesco Pulejo
PP5	Unioncamere Del Veneto	Mrs. Stefania De Santi
PP6	Ruđer Bošković Institute	Mr. Neven Cukrov

The participants' list and the meeting presentation is displayed in Annex of the current deliverable.

SC approved the management and coordination structure if the project that was described in the AF and which mainly foreseen the following:

- The LP is the overall responsible of the technical and financial coordination of the project and of the communication with Programme body
- The decision making will be undertaken through the Steering Committee
- For each Work package Work package Leader (WpL) is appointed: WP1 - Project management and coordination of activities: LP, WP2 - Communication activities: PP5 , WP3 - Data analysis, baseline elaboration and methodology definition on organic waste and plastic management: PP6, WP4 Capacity building and raising awareness activities on water pollution through sustainable waste management: PP4, WP5 - Pilot-actions and sustainability evaluations: PP1

Wednesday, 13th February

h.09.30 – 17

Participants:

	Partner	Name
LP	City of Zadar, Department of EU funds	Mr. Šime Erlić Mr. Josip Milić

		Mr. Ivan Plazina
PP1	Italian national agency for new technologies, energy and sustainable economic development (ENEA)	Mr. Lorenzo Cafiero
PP2	Čistoća d.o.o.	Mr. Dragan Maračić Mr. Pere Zubčić
PP3	Molise toward il 2000 s.r.l. (Gal Molise verso il 2000)	Mr. Adolfo Colagioanni Mr. Roberto Amici
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7. WP3 - “Work package presentation & Activity 3.3 High level strategic dialogue in each project territory “ Mr. Neven Cukrov, PP6 - Ruđer Bošković Institute (Annex 6)

A brief abstract of the main objectives, basic structure and pilot locations has been presented.

More in details as follows:

- The Island of Ist is selected because of its 2 huge coves perfect for data collection of plastic waste, especially the south cove which is more exposed to a floating litter. Second location for the activities is on the Island of Žirje nearby City of Šibenik and protected area of National park Kornati.
- The data collection will take place in the coves called Stupica Velika and Stupica Mala. The locations are chosen since the coves are exposed to a seasonal tourist pressure. The third data collection location is Martinska (which is also RBI base), situated on the mouth of the river Krka. Martinska is expected to be a good base for sampling a land-based plastic waste in marine area due the position of secluded coves far from the open Adriatic Sea.
- Methods of sampling marine plastic waste that will be used during the project implementation. Apart from inevitable manual waste collecting including scuba diving, Sea bins will be purchased for collecting the samples from the sea surface in above mentioned locations. Experts from the RBI will also use other equipment like Multibeam sonar for data collection of bottom litter. Expected results will give useful and necessary inputs for the implementation of other activities in WP4 and WP5.

The main tasks under WP3 are the following ones:

- Existing data collection in targeted territories that comprise definition of common collection methodology & data collection documentation strategic document - involved partners are: PP1, PP2, PP3 and PP6
- Existing data elaboration and report that contains regional reports on actual waste management situation- involved partners are: PP1, PP2, and PP6
- Political dialogue for methodology elaboration refers on high level strategic dialogue in each project's territory (public events) - involved partners are: LP, PP2, PP3, PP4, PP5 and PP6
- Organic waste and plastic management methodology for small communities applies definition of common framework methodology on a waste management in small communities, governance model for permanent

technical coordination in Cooperation region and waste management Methodology for small communities (SCM)) - involved partners are: PP2,PP3, PP5 and PP6

7. WP4 “Work package presentation & Capacity building and awareness activity for 3 targets group”, Mr. Francesco Pulejo, PP4 Fondazione Fenice onlus (Annex 7)

Mr. Pulejo presented main issues regarding the content of the Work Package 4: outputs, activates and targets groups. Capacity building activities includes:

- Identification of environmental risks, seawater pollution, health hazards.
- Preventive reduction model.
- Effective methods for composting, recovery and reuse.
- Organic and plastic waste collection and storage process in marine environment, How to size the effective management costs.

Capacity building and raising awareness activities on water pollution through sustainable waste management will addressed the following 3 targets group:

- Economic operators directly involved in waste collection and treatment
- Local authorities
- Technicians

Gal Molise verso il 2000, City of Zadar and Čistoća Ltd. will be responsible to identify local authorities technicians, companies and citizen groups to whom provide the capacity building according to their specific needs

Awareness activities will include Living labs methodology that for inhabitants and tourists. These activities will be useful prepare stakeholders to set up a cross border network of local operators, technical and political experts It will also include:

- public events
- Seminars and workshops. Some activities will take place outdoors, depending on the weather conditions.

Network will be formalized as cooperation models among Italy and Croatia as output that aims to foster the project outcomes at a higher political level and to create the conditions for cross border coordination taskforce on waste management in small communities and risk prevention.

8. WP5 “Work package presentation & Workflow and preparatory activities for the start-up of WP5”, Mr. Lorenzo Cafiero, PP1 - Italian national agency for new technologies, energy and sustainable economic development (ENEA) (Annex 8&9)

A brief abstract of the main objective, basic structure, timeline and partners involvement of WP5 has been presented:

- **Pilot actions in 2 touristic sites - small communities** - the aim is to implement and test composting systems for the enhancement of community composting of organic waste in 2 touristic sites: Campomarino (Molise region) and Island of Ist (Zadar County). These pilot activities will involve partners where pilot actions will be implemented (PP3&PP2) with technical involvement of (PP1&PP6). For this activity it is necessary to define

most suitable location for the pilot facility as well as the technical specifications for composting systems. It is necessary to define targeted areas and agreements with local authorities to distribute biobased plastic bags in replacement of plastic shoppers. Analysis of the context conditions to assess pilots actions, feasibility and possible criticalities, economics and social aspects as well as the elements for preliminary planning will be included in the report. In the Pilot Action implementation report detailed review of all implementation activities regarding new way of organic and plastic waste management will be prepared (19 months activity duration).

- **Sustainability evaluations** - at the end of each pilot action PP1&PP6 will prepare a report summarizing the experience made, results analysed, highlighting the conditions that would make possible their replicability in other context plus their economic sustainability. Comparative analysis of the results in both territories will be drawn up as a Final evaluation report prepared by PP1&PP6. At the end of preformed analysis final event with participation of all PP and relevant stakeholders will be organized (3 month's activity duration).
- **Policy recommendations and action plan** – Guidelines for national and local government in the field of sustainable waste management for the local communities will be produced by PP1&PP6 with the support of LP, PP2, PP3 and PP5.

Mr. Cafiero presented Life Cycle Sustainability Assessment methodology based in three tools: Life Cycle Assessment, Life Cycle Costing, Social Life Cycle Assessment with the further elaboration on the three methods and their different degree of maturity. Afterwards Mr Cafioero presented most common composting processes and electromechanical composters' typologies focusing on the two main types: internal mechanical moving parts (shaft coupled with blades) that are not suitable if food waste is in compostable bags and rotation of a single drum around its horizontal axis that is good if food waste is in compostable bags. Necessary requirements for accessible and economic composting monitoring systems include Arduino board with sensors for gases, moisture and temperature. Mr. Cafiero stressed out the importance of proper and frequent monitoring and curing of the heaps, like manual turnings at least one a week, watering, temperature control and screening.

Discussion on WP3:

For Čistoća Ltd. Dragan Maračić underlined that there has been waste collection system on 7 islands of the Zadar islands that are populated with 1000 inhabitants. It point out then that in 2005, the national law prohibited waste disposal on the islands and that since then, Čistoća Ltd. disposes with installed transhipment station and with a support of staff responsible for waste collection. It makes clear that the problem occurs in transporting waste to the county waste management centres on the mainland. Furthermore he clarifies that Island of Ist is selected because of good existing infrastructure on the site.

Further discussion run with an idea that cooperation with restaurant managers, public institution Nasadi from Zadar, NGO-s and educational institutions engagement could support in raising awareness among the public on how to separate and collect organic waste properly.

Mr. Cafiero from ENEA concluded discussion emphasizing the importance of monitoring the process of composting and continuity of the whole process of transforming organic waste to compost.

9. Steering Committee meeting

Conclusions, next steps and deadlines

WP1 - Management

- In order to facilitate steering and monitoring activities of the project LP will prepare a Manual of decision process for SC members that will be sent to all PPs for approval
- When LP receives PA and Subsidy contract from JS it will formally inform and deliver to all PP
- Reporting: LP will provide PPs with an excel file for monitoring the expenditure. LP will send the file to all PP one month before the closure of the reporting period and then PPs will send it back 15 days after the closure of the reporting period. Partners should transmit the report of the expenditures to their FLC prior the deadline stipulated by each country FLC.
- All SC members agreed on the work plan for the 6 months period that was introduced to all PPs during the KoM
- The Steering Committee will meet at least 4-5 times approximately every 5/6 months depending on project activities calendar, during the project. The PP Project Coordinator will organize SC meetings. He will propose alternative dates and a meeting agenda at least 15 days prior to all the members. The agenda will include a special section indicating the important decisions to be taken, if any. If necessary, relevant documents and additional information useful to take the decision will be attached to the agenda. Next PSC will be hosted in Venice by PP5 at the end of June.

WP1 – Communication

- SC approved the workplan that was proposed by the WP2 Leader (PP5 – Unioncamere Del Veneto)
- Project Communication plan need to be delivered to by PP5 PPs end of March 2019

WP5 – Pilot actions and sustainability evaluations

- Technical specification for composting systems need to be done ASAP in order to avoid delays in the public procurement process

Asking if there is any other topic to be addressed during this session of the Steering Committee and acknowledging that there are no requests in this regard from any of the participants at 17:00 Mr. Milic declares the 1st Steering Committee meeting closed.

ANNEXES

1. Presentation of Mr. Marin Miletić, Joint Secretariat of the Italy-Croatia CBC Programme 2014-2020
2. Presentation of the Goals & main expected results, Mr. Josip Milić, Project coordinator, LP – City of Zadar
3. WP1 presentation: “Management structure of the project, Administrative and financial issues, Reporting procedures, Monitoring and Evaluation”
4. WP2 presentation: Start up activities, Communication and dissemination strategy, project branding and web site, Publications, Public events, Promotional material and Digital actions including social media and multimedia
5. Presentation for establishment of the Steering Committee, Mr. Josip Milić, Project coordinator, LP – City of Zadar
6. WP3 presentation & Activity 3.3: High level strategic dialogue in each project territory
7. WP4 presentation & Capacity building and awareness activity for 3 targets group
8. WP5 presentation: Pilot actions and sustainability evaluations
9. WP5 presentation: Life Cycle Sustainability Assessment methodology
10. PP4 Company profile Fondazione Fenice

11. Meeting Agenda (KoM)
12. List of Participants (KoM)
13. Manual of the decision process for SC