ArTVision+ “Enhancing touristic development and promotion through prism of culture”

Priority Axis: Environment and cultural heritage
3.1 - Make natural and cultural heritage a leverage for sustainable and more balanced territorial development

D1.3.1. Meetings´ Minutes (Steering Committee)

WP1- Project management and coordination of activities/
A 3. Steering and monitoring of the project implementation

SEPTEMBER 2019

LP-PRIMORJE GORSKI KOTAR COUNTY

Final Version
Confidential document
In Application form, as part of activity 1.3. Steering and monitoring of the project implementation, minutes from Steering Committee meetings were defined as:

“D1.3.1. Meetings' Minutes - Meetings' Minutes represent the documents on all the main decisions, further duties and responsibilities of the SC members.”

In this document there are five minutes of meeting attached. First meeting was held on 28th June 2018 in Rijeka, second one on 30th November 2018 in Venice, and third was in Kaštela/Split on 20th of March 2019. Than meeting in Polignano a Mare followed on 16th of July. The final Steering Committee meeting was held in Rijeka on 18th of September 2019.
“Enhancing touristic development and promotion through prism of culture”

D1.3.1 Meetings´ Minutes (Steering Committee)

RIJEKA, JUNE 2018

WP1- Project management and coordination of activities/
A 3. Steering and monitoring of the project implementation

LP-PRIMORJE GORSKI KOTAR COUNTY

Final version
Confidential document
Minutes of 2nd Steering Committee Meeting
Venue: Natural History Museum, Lorenzov prolaz 1, Rijeka, Croatia

AGENDA

Thursday, 28th June 2018

15:00 – 15:30 Registration of participants
15:30 – 17:00 Steering Committee Meeting and WP1: Project management and coordination of activities (responsible partner Primorje-Gorski Kotar County)
17:00 – 17:15 Coffee break
17:15 – 18:15 Museum tour
19:00 Social dinner

Participants:

<table>
<thead>
<tr>
<th>Name</th>
<th>Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Irena Grdinić</td>
<td>Primorje-Gorski Kotar County</td>
</tr>
<tr>
<td>Valnea Ivašić</td>
<td>Kvarner Tourist Office</td>
</tr>
<tr>
<td>Carmela Antonino</td>
<td>Pugliapromozione Agency</td>
</tr>
<tr>
<td>Susanna Torres</td>
<td>Fondazione Pino Pascali</td>
</tr>
<tr>
<td>Fabrizio Panozzo</td>
<td>University Ca Foscari</td>
</tr>
<tr>
<td>Laura Trombetta</td>
<td>Regione del Veneto</td>
</tr>
</tbody>
</table>
STEERING COMMITTEE MEETING

In the name of the Lead Partner (LP) Irena Grdinić opened the meeting and welcomed present partners. All the resent partners introduced themselves, as did those present through the Skype connection (Regione del Veneto). Six out of seven partners are present, hence there is decision allowing quorum.

Partner’s should deliver formal nominations of their SC members until 6th July.

Museum of Fine Arts Split wants to withdraw from the project. LP have contacted RERA (Regional Development Agency) from Split to replace MFA. This way the regional structure of the project would be pertained. RERA is willing to take part in the project. Partners have accepted this change unanimously.

Program rules allow only one major project change concerning the budget change, and only after the half of the project duration (October 2018.). However, all the budget changes demanded by partners do not exceed 20% rule and can be treated as minor budget changes. PP’s are asked to deliver detailed demand for the budget changes to LP. LP will formally approve the budget changes and include them in the following Progress Report.

Artvision Advisory Board will be formed by experts from touristic and cultural sector. PP’s have to nominate their members by 10th July 2018.

Project in general had very slow start due to the fact that it had to be formally started on 1st January 2018, and actually Subsidy Contract was available only 4 months later, Partners Agreement one more month later. Hence, activities could have not been budgeted and the spending were postponed. Expected low levels of spending in the first semester are pushing PP’s toward more intense action in second semester where goal spending was defined by JS to be 600.000 EUR, instead of previously foreseen 408.510 EUR.
The summary of discussion is:

- Project Management Team will be redefined according to nominations by LP and PA until 15\textsuperscript{th} July 2018.
- Withdrawal of MFA has been adopted
- Acceptance of RERA as new partner has been adopted
- LP approves demands for minor budget changes
- PP’s have to nominate members of AAB by 10\textsuperscript{th} July 2018.
- Spending levels for first semester are low. LP and PP’s have to make extra effort to strongly rise levels of spending facing threat of budget cut.

Annexes:

1. Signature sheets (meeting and press)
2. Project Evaluation plan
“Enhancing touristic development and promotion through prism of culture”

D1.3.1 Meetings’ Minutes (Steering Committee)

VENICE, NOVEMBER 2018

WP1- Project management and coordination of activities/
A 3. Steering and monitoring of the project implementation

LP-PRIMORJE GORSKI KOTAR COUNTY

Final version
Confidential document
Minutes of 3rd Steering Committee Meeting
Venue: Veneto Region – Palazzo Grandi Stazioni, Venice, Italy

AGENDA
Friday, 30th November 2018

11:30 – 13:00 Steering Committee Meeting

13:00 Social lunch

Participants:

<table>
<thead>
<tr>
<th>Name</th>
<th>Organisation</th>
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<tbody>
<tr>
<td>Petra Radošević</td>
<td>Primorje-Gorski Kotar County</td>
</tr>
<tr>
<td>Valnea Ivašić</td>
<td>Kvarner Tourist Office</td>
</tr>
<tr>
<td>Rosalba Livia Brana</td>
<td>Fondazione Pino Pascali</td>
</tr>
<tr>
<td>Emilio Urbinati</td>
<td>JS – ITA-CRO</td>
</tr>
<tr>
<td>Mara Tognon</td>
<td>Regione del Veneto</td>
</tr>
<tr>
<td>Srećko Radnić</td>
<td>RERA SD</td>
</tr>
<tr>
<td>Fabrizio Panozzo</td>
<td>University Ca Foscari</td>
</tr>
</tbody>
</table>

STEERING COMMITTEE MEETING
In the name of the Lead Partner (LP) Petra Radošević opened the meeting and welcomed present partners and representative of program (Emilio Urbinati, Program manager in JS). Six out of seven partners are present, hence there is decision allowing quorum.
Decisions from the last SC meeting in Rijeka have been realized. Project Management Team was redefined, new partner (PIR instead of MFA) has been successfully introduced, LP approved minor budget changes, PP’s have nominated members of AAB. However, low spending levels for first semester are low did not rise much.

It was not possible to close the partner change before deadline for Advance request (31st August). MA refused to prolong deadline due to slow administration of partner change. Hence, advance payment request was not successful, and partners will not receive any advance.

Only 24% of the forecast budget was reported for the first semester: 57.210,08 EUR of 215.830 EUR. It is 5,1% of the total budget. Only three out of seven partners reported (LP, PP1 and PP5). Program rules allow only one major project change concerning the budget change, and only after the half of the project duration (October 2018.). However, all the budget changes demanded by partners do not exceed 20% rule and can be treated as minor budget changes. PP’s are asked to deliver detailed demand for the budget changes to LP. LP will formally approve the budget changes and include them in the following Progress Report.

Project in general had very slow start due to the fact that it had to be formally started on 1st January 2018, and actually Subsidy Contract was available only 4 months later, Partners Agreement one more moth later. Hence, activities could have not been budgeted and the spending were postponed. Expected low levels of spending in the first semester are pushing PP’s toward more intense action in second semester. Second semester report should catch-up with forecast. This means that partners should report 573.130 EUR.

Discussion with partners have shown that this is not realistic. Though all the activities started the spending will mostly (videos, IT platform, workshops…) happen in the third semester. Also, due to fiscal limitations Veneto region will not report more than preparation costs and costs of one event. They will have to wait for the third report – MA is informed of their situation. Similar situation is in PA (Puglia Promotion Agency). Also, Pino Pascali Foundation is limited in spending
since they expected the advance. Altogether, reported spending level after the second semester is more likely to be around 40%, while real spending (due to partners that can spend but not yet report) would be around 65% of the forecast.

There was no need to report minor budget changes before First Progress Report. However, major budget change is proposed for the December 2018 according to the inputs from partners. All the partners should prepare their demands for the changes in their budgets and deliver them to the LP until 15th December ’18. Only one major budget change can be done during the project. After that, only changes of the budget inside the flexibility rule are allowed.

Changes in project description: Minor changes in the text from Application form, with no greater consequences for the project structure will be made according to the results of this meeting in Venice (regarding the educational workshops, video making, cross-border cultural event organization...).

Project extension: According to the program rules Standard+ projects can last maximum 21 months (18+3). Extension can be demanded by major project change procedure after ½ of the project duration, and at least 3 months before the end of project. So, the conditions have been met, and we can apply for the extension of three months. However, project will most probably need additional two months more since the prolongation covers period July-September, not very useful time for project realization. It is similar with other projects as we hear.

Progress meeting was very successful and critical points were clarified:

- Final conference in Rijeka has been outlined in main points as high-level event crucial for definition of the sustainability of the project.
- AAB has been productive and hard task of integration of IT platform to local circumstances is closer to success
- Model for video filming and educational workshops for students and artist has been discussed and solutions found
- Minimal standards for video filming and educational workshops have been defined
- CB cultural events have been discussed and PP’s can start planning and arranging the events to take place between March and May 2018.
- VR will try to include award for best Artvision+ video in Venice Mostra festival in 2019. Like it was done for the previous project.

Emilio Urbinati from JS participated in discussions and explained the situation with technical problems with SIU and possibilites of additional project extension (none at the moment). Urbinati will confirm if the CB cultural event organized inside Veneto Region, but outside of the program area is allowed to be done.

Overall the project had slow start but now it is taking pace and partners are building optimism on the good results of this meeting. All PP’s have to work on procurements and prepare to deliver all the activities and results during the third semester to make project a success.

Next Progress meeting and SC meeting will be in Split, probably in a week 18-22. March 2019. Organized by PIR and PGC.

The summary of discussion is:

- Spending in second semester likely to reach 65% of the forecast, but only 40% to be reported due to administrative problems of Veneto Region and Puglia Promotion Agency
- There will not be any advance payment.
- LP has to prepare major budget change with inputs coming from PP’s until 15th December ’18.
- LP will include smaller changes in AF during procedure of reporting for the second semester
- LP will ask for project extension maximum allowed by program - three months (until 30th September).

Annexes:

1. Signature sheets (meeting)
2. Project Evaluation plan
“Enhancing touristic development and promotion through prism of culture”

D1.3.1 Meetings´ Minutes (Steering Committee)

KAŠTELA/SPLIT, MARCH 2019

WP1- Project management and coordination of activities/
A 3. Steering and monitoring of the project implementation

LP-PRIMORJE GORSKI KOTAR COUNTY

Final version
Confidential document
Minutes of 4th Steering Committee Meeting
Venue: Kaštel Lukšić, Hotel Štacija, Croatia

AGENDA

14:30- Steering Committee Meeting

Participants:

<table>
<thead>
<tr>
<th>Name</th>
<th>Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Petra Radošević</td>
<td>Primorje-Gorski Kotar County</td>
</tr>
<tr>
<td>Valnea Ivašić</td>
<td>Kvarner Tourist Office</td>
</tr>
<tr>
<td>Kristina Vidović</td>
<td>Fondazione Pino Pascali / Puglia Promozione</td>
</tr>
<tr>
<td>Mihaela Tomašević</td>
<td>RERA SD</td>
</tr>
<tr>
<td>Mara Tognon (by Skype)</td>
<td>Veneto Region / University Ca’ Foscari</td>
</tr>
</tbody>
</table>

STEERING COMMITTEE MEETING

In the name of the Lead Partner (LP) Petra Radošević opened the meeting and welcomed present partners. Seven out of seven partners are present, hence there is decision allowing quorum. As representative of Region Veneto and University Ca’ Foscari, Mara Tognon attends the meeting via Skype.

Decisions from the last SC meeting in Venice have been realized. Progress report for 1st semester was approved, reimbursement was paid to Lead partner on 31.01.2019. and transferred to partners on 20.02.2019.

Deadline for Joint progress report for second semester is 31st of March 2019. Three partners have not yet reported anything (PP3, PP4 and PP6). Due to the problems with national legislation
Veneto region is not able to report expenditures for the first two periods. MA is informed of their situation. Similar situation is in Agency Pugliapromozione (PP4). Still they did not manage to contract First level control early enough to report for the second period (in progress). Museo Pino Pascali (PP3) will still try to report some expenditures for the second period. Alltogether after 12 months of the project less then 15% of the project budget has been reported instead of 60%. All the partner have large task for the remaining period of the project.

As agreed, on last SC meeting, major budget change was requested on 23rd January 2019 but still we are waiting for answer of MA. Partners cannot start procurements according to the requested changes until they are approved by MA.

According to the program rules Standard+ projects can last maximum 21 months (18+3). Extension can be demanded by major project change procedure after ½ of the project duration, and at least 3 months before the end of project. The conditions for the extension have been met and Lead partner requested for three months of prolongation (until 30th September 2019.) on 23th January 2019. Up till today LP have not received answer.

RERA, development agency of Split-Dalmatia County replaced Museum of Fine Arts Split (PP2) as partner in project, but the whole process is taking longer than expected. MA approved change by note on 28th September 2018. stating that „JS Project Manager in charge for your project will contact you in the forthcoming weeks to provide you with the information on how to align the data on the partnership in the SIU system”. Still MA have not reported about the closing procedure of partner change in program.

By the end of this meeting in Split all partners have to modify Management Plan, Evaluation plan and Dynamic plan according to the results of meeting.

Progress meeting was very successful and critical points were clarified:
- Agency Pugliapromozione opened tender for appointment of external service for communication services in January 2019. Five companies were called to place their offers, but no one applied. Due to no summited proposals, public tender had to be repeated. New tender was opened in the beginning of March and is still on going. The whole process last at least few weeks due to Italian legislation. New expected date for realization of promotional materials (leaflets and promotional bags) is end of April 2019 (PA responsible).

- Partners discussed look of the. Agency Pugliapromozione (PP4) will make proposal of structure of the content of the brochure and deliver it to each partner as soon as possible. Each partner should start collecting required information and photographs for their segment in the brochure.

- In March 2019 Facebook page had 240 likes. Each partner is responsible to post and share any news on project Facebook profile.

- Final conference will be organised in Rijeka in the Marble Hall of Governor’s Palace. Dates of the conference were discussed due to requested project extension. If the project will not be prolonged the Final conference will be organised in the end of June, and if the prolongation of the project will be accepted the dates will be 17th and 18th of September 2019. Final conference has been drafted in main points as high-level event crucial for definition of the sustainability of the project. LP should make proposal of topics and structure of Final conference and deliver it to all partners.

- AAB coordinator together with platform developer presented the ARTVISION+ IT platform. Discussion brought more ideas and immediate action to improve operations and visual identity of IT platform. All suggested improvements, such as visibility, video bar, rating system and content portfolios will be implemented in ARTVISION+ IT platform. ARTVISION+ IT platform will be finished and presented to stakeholders and users on 24th of April 2019. Partners have to collect all the relevant data for data base and deliver it via e-mail to edi@exevio.com until 5th of April 2019. ALFA/demo version with the API
instructions will be delivered to all partners until 8th of April 2019. Short video tutorial (1-2 minutes long) will be made, so future users and stakeholder could use it easily.

- Minimal standards for educational and promotional workshops have been defined. All the partners agreed that it would be better that all the promotional workshops have one presentation in common. LP should make a sample of PPT or Prezi presentation and deliver it to all the partners. Also, the IT platform developer should make one presentation about the technical part of Artvision IT platform.

- Most of video production is in progress. All videos must have subtitles in English.

- If the project extension will be approved, partner agreed that a projection of the videos and competition during Venice Film Festival (Mostra) should be organized. Local project teams will make preselection of the films that will be shown during the Film Festival. PPF has to propose format of the competition, and VR will take care of the event.

- Standards and tips for organizing cross border event have been discussed and defined.

- Each partner should contribute to the list of possible 10 interactive screen locations per country for the promotion of the destination (IT platform and videos)

- Responsible partners should prepare for list of websites where IT platform frames could be implemented (planned period of realization is May 2019).

- partners discussed proposal for another additional meeting which would be organized in Bari in first weeks of July (if the project extension is approved).

- The results of Standard+ monitoring document have been announced to JS via phone call. There is only partial result of output indicators, not as foreseen in AF. None of 12 cultural has been promoted until 31st December 2018 (which means that none of the videos is finished). Instead of 10 out of 40 actors that should be involved in actions aimed at promoting natural and cultural heritage only 4 were reached by the end of second period.

All the partners agreed with proposal for another additional meeting which would be organized in Bari in first weeks of July (if the project extension is approved). Promotional materials were
discussed, as it is the last phase of the project. Region Veneto suggested to PA to send prepress leaflet as soon as possible, so they can print some for workshops and other foreseen events.

Next Progress meeting and SC meeting will be in Bari, probably in a week 15-19. July 2019, only if the project is prolonged. It will be organized by PPF and PA.

The summary of discussion is:

- Progress report for 1st semester was approved, reimbursement was paid to Lead partner on 31.01.2019, and transferred to partners on 20.02.2019.
- Deadline for Joint progress report for second semester is 31st of March 2019. Three partners have not yet reported anything (PP3, PP4 and PP6).
- Major budget change was requested on 23rd January 2019 but still no answer from MA.
- LP requested for three months of prolongation (until 30th September 2019) on 23rd January 2019. Up till today LP have not received answer.
- Still MA have not reported about the closing procedure of partner change in program.
- By the end of this meeting in Split all partners have to modify Management Plan, Evaluation plan and Dynamic plan according to the results of meeting.
- Expected date for realization of promotional materials (leaflets and promotional bags) is end of April 2019 (PA responsible).
- PA should make suggestions concerning the content of the brochure and deliver it to each partner as soon as possible. Each partner should start collecting required information and photographs for their segment in the brochure.
- Final conference has been drafted and dates of the conference were discussed due to requested project extension. LP should make proposal of topics and structure of Final conference and deliver it to all partners.
- All suggested improvements will be implemented in ARTVISION+ IT platform. ARTVISION+ IT platform will be finished and presented to stakeholders and users on 24th of April 2019. Partners have to collect all the relevant data for database and deliver it
via e-mail to edi@exevio.com until 5th of April 2019. ALFA/demo version with the API instructions will be delivered to all partners until 8th of April 2019.

- Minimal standards for educational and promotional workshops have been defined. LP should make a sample of PPT or Prezi presentation and deliver it to all the partners. Also, the IT platform developer should make one presentation about the technical part of Artvision IT platform.

- Standards and tips for organizing cross border event have been discussed and defined.

- If the project extension will be approved, partner agreed that a projection of the videos and competition during Venice Film Festival could be organized.

- Next Progress meeting and SC meeting will be in Bari, probably in a week 15-19. July 2019, only if the project is prolonged.

Annexes:

1. Signature sheets (meeting)

2. Project Evaluation plan
“Enhancing touristic development and promotion through prism of culture”

D1.3.1 Meetings´ Minutes (Steering Committee)

POLIGNANO A MARE, 16TH JULY 2019

WP1- Project management and coordination of activities/
A 3. Steering and monitoring of the project implementation

LP-PRIMORJE GORSKI KOTAR COUNTY

Final version
Confidential document
Minutes of 5th Steering Committee Meeting

AGENDA

Tuesday, 16th July 2019

Museo Pino Pascali, Polignano a Mare

Technical/Preparatory meeting – Main room

<table>
<thead>
<tr>
<th>16.00</th>
<th>STEERING COMMITTEE MEETING</th>
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<tbody>
<tr>
<td></td>
<td>- State of the project</td>
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<tr>
<td></td>
<td>- Sustainability of the project results</td>
</tr>
</tbody>
</table>

Participants:

1. LP: Primorje-Gorski kotar County (Croatia)
   - Irena Grdinić
2. PP1: Kvarner region tourism board
   - Renata Vincek
3. PP2: RERA SD
   - Mihaela Tomašević
4. P3: Pino Pascali Foundation
   - Rosalba Brana
5. PP4: Pugliapromozione Agency
   - Carmela Antonino
6. PP5: Ca’Focari University of Venice
   - Serena Favaro
7. PP6: Veneto Region
   - Maria Teresa de Gregorio
STEERING COMMITTEE MEETING

In the name of the Lead Partner (LP) Irena Grdinić opened the meeting and welcomed present partners. Seven out of seven partners are present, hence there is decision allowing quorum.

Decisions from the last SC meeting in Split/Kaštela have been realized.

Project got prolongation and the new due date is 30th September 2019.
There were again the administration issues: Lead partner changed the project manager, instead of Petra Radošević new project manager is Irena Grdinić.
The project’s major budget change is approved. The programme Italy-Croatia finally introduced the modules in SIU system for major budget change and partner change. The changes will be submitted today into the SIU system, and after that the SIU system will be open for reporting in few days. Croatian partners have short time to submit the reports. Currently the due date is 19th July, but the prolongation is expected since it was not possible to enter data in SIU system. For Italian partner deadline to submit the financial reports is end of August. LP will inform all the partners when the system will be open to report.

The third period must be reported. After the third period 882.340 EUR should been reported. In second period the project ended up with reporting only 151.060,73 EUR. The difference between reported and forecasted is huge, around 730 000 EUR.

JS called to report the expenditures because they announced decommitment due to low reporting. Critics from MA were specially appointed to Pugliapromozione because they didn’t assign FLC (PP4 have sent all documentation to JS, and now waiting for the approval of selected FLC). LP answered that the whole budget would be spent until the end of the project. We are waiting for the decision form MA, but the partners are optimistic and think decommitment is not going to happen.
Procedure for minor budget change (according to flexibility rules on the level of the whole project) started to fix the remains and to spent the most of the budget. The end of July is deadline to send the requests for all the partners. LP will send excel table to put in their requests that have to be approved.

Progress meeting was very successful and some critical points were clarified, and below is summary of the discussion:

- **Reporting the target groups** – LP and Pugliapromozione will prepare template about reporting TG for the Final report.
- Still there is no **Factsheet for closing** the project which is important for Final report.
- The **project’s major budget change** is approved. The programme Italy-Croatia finally introduced the modules in SIU system for major budget change and partner change.
  - Croatian partners have short time to submit the reports. Currently the due date is 19th July, but the prolongation is expected since it was not possible to enter data in SIU system.
  - **For Italian partners** deadline to submit the financial reports is **end of August**. LP will inform all the partners when the system will be open to report.
- All the partners must send the **minor budget change requests until the end of July**. LP will send excel table to put in their requests that have to be approved.
- JS announced **decommitment due to low reporting**. We are waiting for the decision form MA, but the partners are optimistic and think it is not going to happen.
- There was only one suggestion to include some additional activities due to savings. Proposal was to find a way to invest the savings into the future of the IT platform but the partner haven’t reached more specific agreement.
- Last meeting will be organized by LP - **Final conference – 17th and 18th September 2019** in Maritime and History Museum of the Croatian Littoral in Rijeka
First day 17th of September- open for public- presentations of project activities (IT platform, video showing) + final exhibition + music and /or cultural-artistic program

Second day 18th of September – closed for public- Final conference/coordination meeting

- AAB must propose some measures for the sustainability of the IT platform that should be reached by partners. Deadline to make it is until the end of July. This document should be finalized, negotiated among partners and signed in Rijeka on Final conference (on 18th September 2019).

- Final video event will be held in Venice at the 76th Venice Film Festival on the 3rd and 4th of September
  
  - Croatian partners will select the videos at the ceremony in Split on 29th of July. Voting for the best one will be through the social media and appointed critics.
  - 3rd September at 11 o’clock in Excelsior hotel (Lido, Venice) the winner movie and thematic prizes will be awarded.
  - On the 4th of September the presentation and projection of all the ArTVision+ movies will be held in Pino Pascali Foundation premises in Palazzo Cavanis in Venice (organized by Pino Pascali Foundation).

- Proposal from JS is to make the cross fertilization final event on 6th of September in Venice to communicate the Standard + projects results

Annexes:

1. Signature sheets (meeting)

2. Project Evaluation plan
“Enhancing touristic development and promotion through prism of culture”

D1.3.1 Meetings´ Minutes (Steering Committee)

Final Conference Progress Meeting

RIJEKA, 18TH SEPTEMBER 2019

WP1- Project management and coordination of activities/
A 3. Steering and monitoring of the project implementation

LP-PRIMORJE GORSKI KOTAR COUNTY

Final version
Confidential document
AGENDA

Maritime and History Museum of the Croatian Littoral, Ricardo Zanella Square 1, Rijeka

Date: September 18th 2019. (2nd day)

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>16.00 – 17.00</td>
<td>STEERING COMMITTEE MEETING (with presence of JS?)</td>
</tr>
<tr>
<td></td>
<td>- Sustainability of the project results</td>
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<tr>
<td></td>
<td>- Signature of the cooperation agreement</td>
</tr>
<tr>
<td>17.00</td>
<td>Departure for the guided Mošćenice tour (Mošćenice is one of the locations featured in our project video production)</td>
</tr>
<tr>
<td>19.00</td>
<td>Dinner in Mošćenička Draga and return to Rijeka</td>
</tr>
</tbody>
</table>

Participants:

1. **LP**: Primorje-Gorski kotar County (Croatia)
   - Irena Grdinić
2. **PP1**: Kvarner region tourism board
   - Valnea Ivašić
3. **PP2**: RERA SD
   - Marjan Dumanić
4. **PP3**: Pino Pascali Foundation
   - Susana Torres
5. **PP4**: Pugliapromozione Agency
   - Carmela Antonino
6. **PP5**: Ca’Focari University of Venice
   - Fabrizio Panozzo
Minutes of Final Steering Committee Meeting

In the name of the Lead partner, Primorje Gorski Kotar County Irena Grdinić opened the meeting and welcomed present partners.

Decisions from in the last SC meeting in Poglinano have been mostly realized.

The main points and summarized conclusions are:

- D1.4.1. Joint progress report → Progress reports for third semester is in submission (deadline is 15th of October 2019)
- PR for final semester will be submitted according to plan in December 2019.
- verification of progress reports for Croatian partners is in delay. Croatian responsible body - Ministry sent the note about delay to MA (the exact dates we don’t know). Probably Pugliapromozione will manage to report, we should make pressure on Veneto Region to verify FLC. Last answer from certificating authority was that they have to check their report with supervisor.
- new deadline for partners to send request for minor budget changes to LP is 15th of October!
- FINAL report - Factsheet 7 about closing projects is in the approval procedure. It is expected soon.
- staff cost for October can be reported!!
- when reporting, attachments/deliverables have to properly delivered in PDF format to the LP. The deadline to sent the deliverable documents is the end of September
- output indicators (table 3.1_Indicators_ARTVISIONPLUS_v2) must be properly documented and delivered in PDF files to LP.
- In the first sheet of Target group – media reach table there is a guideline how to fill in the required information.
- **For reporting the third period**, partner should work just on deliverables, and later they should focus on target groups.

- 37 videos in total will be uploaded to YouTube = activity is done.

- In activity **Promotion of the destination (recorded video - materials on info displays on 10 locations in each country)** goal is to reach 10 signed agreements per country, 5 per Region/partner. Example of Cooperation agreement sent to partners two days ago (16/17th of September). Agreement text can be changed.

- Within the activity **The IT platform connected with 50 websites** partnership requested Benedikt Perak and Edi from Exevio to write an e-mail in English for Italian partners, so they can forward it to institution/stakeholder. Kristina Vidović (speaking in name of Puglia partners) thinks it will be hard to convince bed and breakfast, hotels… to implement iframes to their websites because there is little time left to make new promotional workshops. She asks for e-mail with explanation of benefits and purpose for stakeholder that will implement iframe on their websites.

- All the activities will be reached and closed.

- **PRESS RELEASE REPORT** template includes text of press release when it was sent to the media, the list of the media used, the results=publications with executive summary in English.

- **Veneto region** has to upload the photo of poster is space and screenshot of short description of project website.

- **Request from Kristina Vidović to all partners** should send all the communication activities done by their institutions with all the materials (by email or upload on Cloud)! 

- LP will send the final version of document on the sustainability of the IT platform to all the partners. Partners should try to discuss it and conclude upon some agreement.

- **to document the IT platform for reporting**, platform functionalities with the screenshots and links should be described. Also, the basic statistical data (e.g. number of users, represented content etc.) should be included into report. It be done by the producer that was procured to build the platform, and overviewed by AAB. All the functionalities are presented in users guide that could be part of documentation.

- each partner should send proposals on the changes within the IT platform so it can be fixed and updated (deadline - one week from meeting). Proposals for Exevio have to be very concise and doable in short time.

- proposal from Puglia partners is to make new tutorial since the old one is outdated.

- Ca’ Foscari has some saving that will be used to organize two more workshops (next week + 28th of September). Bringing the workshops where the video was shot and to combine them with other events to maximize the number of participants.

- List of cultural institution enrolled on the platform is 11 stakeholders. There is need to push the stakeholders and to reach higher level!!

- This project was capitalization one with the goal to add new value on the existing/past project. At the moment there are no new applications, maybe (big maybe) there will be one possibility to apply through the strategic call. New applications will be open in two years in new financial prospective. Meanwhile institutions can stay in communication, to prepare for next period and to think about possibilities and perspective to improve the next possible project application highlighting cross sectorial cooperation adding value on innovations.
Annexes:

1. Signature sheets
2. Evaluation plan
3. Provisions for sustainability of the AV+ Platform