

# KICK-OFF MEETING MINUTES

Labin, 13<sup>th</sup> -14<sup>th</sup> March 2019

## TABLE OF CONTENT

INTRODUCTION.....	2
AGENDA .....	3
MINUTES .....	6
Opening of the Meeting.....	6
Presentation of Interreg Italy – Croatia Programme .....	6
General overview of project COASTENERGY; objectives, outputs and expected results, work plan- deadlines, project budget, presentation of WP1 - Project management and coordination of activities	8
Reporting process, main steps and tools.....	10
General overview of WP3: Analysis of the potential of integrated Blue Energy production in the Programme area’s coasts.....	10
General overview of WP4: Creating multi-level Hubs to define joint strategies & local actions supporting coastal Blue Energy .....	10
General overview of WP5: Preparing the capitalization and transferring of project results .....	11
General overview of WP2: Project Communication and Capitalization activities.....	11
WP1 Project management and coordination of activities; general overview of first reporting period (overview of activities, outputs, deadlines).....	12
WP3 Analysis of the potential of integrated Blue Energy production in the Programme area’s coasts; general overview of first reporting period (overview of activities, outputs, deadlines).....	12
WP4 Creating multi-level Hubs to define joint strategies & local actions supporting coastal Blue Energy; general overview of first reporting period (overview of activities, outputs, deadlines).....	13
WP2 Project Communication and Capitalization activities; general overview of first reporting period (overview of activities, outputs, deadlines).....	14
Establishment of Steering Committee group and Steering Committee rules .....	14
PICTURES.....	19

## INTRODUCTION

The Kick-off meeting (KOM) and 1<sup>st</sup> Steering Committee (SC) of project COASTENERGY - Blue energy in ports and coastal urban areas has taken place in Labin, on 13<sup>th</sup> and 14<sup>th</sup> of March 2019, hosted by the project partner IRENA – Istrian Regional Energy Agency.

On the meeting participated following representatives:

IRENA – ISTRIAN REGIONAL ENERGY AGENCY L.T.D.

DEVELOPMENT AGENCY OF THE CITY OF DUBROVNIK DURA

THE INTERNATIONAL CENTRE FOR SUSTAINABLE DEVELOPMENT OF ENERGY, WATER AND ENVIRONMENT SYSTEMS (SDEWES CENTRE)

UNIVERSITY OF CAMERINO

UNIVERSITY OF UDINE

COMMUNITY OF MEDITERRANEAN UNIVERSITIES

CHAMBER OF COMMERCE INDUSTRY AGRICULTURE AND CRAFT CHIETI PESCARA

CITY OF PLOČE

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

## AGENDA

First day, Wednesday, 13<sup>th</sup> March 2019

### Opening of the Meeting

9:30-10:00	Registration of participants	
10:00-10:15	Welcome speech and Opening of the Meeting	LP - IRENA
10:15-11:15	Introduction of project partners and their contribution to the project: - short introduction of partners' institutions; - introduction of involved staff - relevant experiences in the thematic of the project - experience in implementation of EU projects	All partners
11:15-11:30	Coffee break	All partners
11:30-11:50	Presentation of Interreg Italy – Croatia Programme	Marin Miletic <i>Interreg VA Italy - Croatia 2014-2020</i> <i>Joint Secretariat</i>

### General overview of project COASTENERGY

11:50-12:40	General overview of project COASTENERGY; objectives, outputs and expected results, work plan-deadlines, project budget, presentation of WP1 - Project management and coordination of activities	LP - IRENA
12:40-13:00	Reporting process, main steps and tools	LP - IRENA
13:00-14:00	Lunch	
14:00-14:30	General overview of WP3: Analysis of the potential of integrated Blue Energy production in the Programme area's coasts	SDEWES CENTRE

14:30-15:00	General overview of WP4: Creating multi-level Hubs to define joint strategies & local actions supporting coastal Blue Energy	DEVELOPMENT AGENCY OF THE CITY OF DUBROVNIK DURA
15:00-15:30	General overview of WP5: Preparing the capitalization and transferring of project results	UNIVERSITY OF CAMERINO
15:30-16:00	General overview of WP2: Project Communication and Capitalization activities	COMMUNITY OF MEDITERRANEAN UNIVERSITIES
16:00-16:30	Q&A, Discussion	All partners

#### Networking activities

18:00	Visit of Old Town, Labin	All partners
19:30	Social dinner	All partners

#### Second day, Thursday, 14<sup>th</sup> March 2019

8:30-09:00	Registration of participants	All partners
09:00-09:30	Project conference	All partners

#### Overview of project COASTENERGY activities - First reporting period (1.1.2019. – 30.6.2019.)

09:30-09:50	WP1 Project management and coordination of activities; general overview of first reporting period (overview of activities, outputs, deadlines)	LP - IRENA
-------------	--	------------

09:50-10:10	WP3 Analysis of the potential of integrated Blue Energy production in the Programme area's coasts; general overview of first reporting period (overview of activities, outputs, deadlines)	SDEWES CENTRE
10:10-10:30	WP4 Creating multi-level Hubs to define joint strategies & local actions supporting coastal Blue Energy; general overview of first reporting period (overview of activities, outputs, deadlines)	DEVELOPMENT AGENCY OF THE CITY OF DUBROVNIK DURA
10:30-10:50	WP2 Project Communication and Capitalization activities; general overview of first reporting period (overview of activities, outputs, deadlines)	COMMUNITY OF MEDITERRANEAN UNIVERSITIES
10:50-11:10	Coffee break	

#### Steering committee meeting

11:10-11:40	Establishment of Steering Committee group and Steering Committee rules	All Partners
11:40-12:00	Discussion, Partnership agreement and next steps	All partners
12:00-12:30	1 <sup>st</sup> Steering Committee meeting closure	All partners
12:30-13:30	Lunch	All partners

## MINUTES

### Opening of the Meeting

Valter Poropat, representative of lead partner, and Nikola Petrić, opened the meeting and welcomed partners.

Afterwards, Dalibor Jovanović (IRENA) took word and asked representatives of all present partners to give short presentation of their institution, introduction of involved staff, their experience and their role in project COASTENERGY and to tell in short, their experience in implementation of EU projects.

Dalibor Jovanović added some more information about IRENA regarding the involvement in other projects, experience gained over the years, additional assignments (ISGE system), development of energy strategies etc.

### Presentation of Interreg Italy – Croatia Programme

At 10:25 Marin Miletić as the representative of Interreg VA Italy - Croatia 2014-2020 Joint Secretariat held a presentation about Interreg Italy – Croatia Programme; rules, steps taken so far, project implementation etc. Some general overview of programme area was presented (member states, number of citizens in that area, Italian provinces and Croatian countries involved, eligible programme area...) Furthermore, there were some information about Italy-Croatia state of the art; approved projects have gone through the Condition Clearing procedure, Subsidy Contracts between MA and LP are expected to be signed in early 2019, Partnership Agreement between LP and PPs to be signed after Subsidy Contract, factsheet n. 6 "Project Implementation" will be the main reference during the project implementation and that LPs Seminar is expected in the beginning of April 2019.

Regarding the project management there are some minimum functions: Project Manager, Finance Manager and Communication Manager. Also, Project Steering Committee (PSC) is a

mandatory structure that shall hold meetings at least once per reporting period, in which each partner has to be represented and should actively take part in the decision-making process.

Main tasks of the PSC are:

- Monitoring and validation of project contents
- Monitoring of project finances: this includes monitoring the project budget, budget flexibility and project spending
- Monitoring of project communication
- Review of the management performance and of the quality of progress reporting towards the Programme bodies
- Monitoring and management of deviations

He also emphasized the importance of the Factsheets N.6 “Project Implementation” which will provide information about things such as public procurement, state aid, branding rules, horizontal principles, revenues, expenditure outside the Programme Area and non-eligible expenditure.

Regarding the general eligibility requirements, programme rules on eligibility of expenditures are developed based on the EC Delegated Regulation No. 481/2014 Specific rules on eligibility of expenditure for cooperation programmes and, in addition to that Delegated Regulation, are also in line with the relevant EU Regulations in particular Regulation (EC) No. 1301/2013 (ERDF Regulation), Regulation (EC) No. 1303/2013 (CPR) and Regulation 1299/2013 (ETC Regulation). Also, main criteria that needs to be fulfilled in order to justify eligible expenditures were presented, as well as budget lines which were all explained in short.

Report is due on a 6-monthly-basis, as specified in Subsidy Contract / Partnership Agreement. It follows the LP principle, as the LP is in charge of collecting and checking the reports prepared by its PPs and verified by First Level Controllers. 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) to be agreed within each project.

Project communication rules and instructions can be found on the programme website [www.italy-croatia.eu](http://www.italy-croatia.eu) under section: Project implementation documents. Per each approved project one overall project communication manager must be appointed internally to the partnership (usually the LP or another PPs’ representative in charge for the overall WP2 coordination).



Projects should publish their project events announcements and project news on the Programme website. Before the new website carrying project web-sections is ready, project events/agendas/news/articles/pictures should be published using the received template and sending the template to the Programme communication officers (Tea Ivanisevic - tea.ivanisevic@regione.veneto.it ; Ilenia Cescon - ilenia.cescon@regione.veneto.it).

It is mandatory that each beneficiary informs the public about the support obtained from the Funds by providing on the beneficiary's website (where such a website exists) a short description of the operation, proportionate to the level of support, including its aims and results, and highlighting the financial support from the Union. During the 1st Progress Report, the project communication manager should include the screenshots of this news published on the partners' institutional websites from all the project partners.

### General overview of project COASTENERGY; objectives, outputs and expected results, work plan-deadlines, project budget, presentation of WP1 - Project management and coordination of activities

Nikola Petrić (IRENA) gave a general preview of project, overall and specific objectives, project main output, target groups needed to be reached, workplan and activity details of WP1 – project management and coordination of activities, deadlines and delays (in which case there is a need to inform JS about it). In order to easily exchange documents a Dropbox account will be opened and available to every partner.

Furthermore, the dates and deadlines for SC meetings, Technical Boards, progress reports, communication plan, project poster and flyer, preparatory activities, regulatory framework and background analysis, stakeholders mapping, blue energy potential analysis, establishment of multi-level Hubs for Blue Energy development in coastal areas, defining cross-border and national strategies for the development of coastal energy systems, defining pilot projects, assessing & comparing pilot experiences, creating a joint Italian-Croatian observatory on Coastal Energy systems, widening, the project network and other project events (conferences) were presented.

Project budget per partner was also presented along with budget reporting in SIU and spending plan per partner and per periods (five periods in total). It is very important to emphasize

that if less than 80% of the spending target (ERDF contribution tranches to be requested per reporting period as indicated in the financial forecast of the AF) is met, the difference is to be considered as "under risk" and the MA is entitled to de-commit the project contribution.

As regards the eligibility of expenditure, the eligibility period is from 01/01/2019 to 30/06/2021 + 30 days only for payment of final project implementation costs. Eligible budget lines are: staff costs, office and administrative expenditure, travel and accommodation costs, external expertise and services costs and equipment expenditure. For more and detailed informations partners should read Factsheet nr. 6 "Project Implementation".

First level control – administrative verifications will be every six months with on-the-spot checks at least once during project lifetime. Expenditure incurred and paid by beneficiaries can be claimed within the project only after it has been verified by their respective FLC. First level controls of the Programme shall concern the 100% of the expenditure claimed by the beneficiaries. FLC is centralized in Croatia and decentralized in Italy. All partners should name their FLC as soon as possible.

As regards the project changes there are two kind: minor and major changes. Minor changes in budget modifications, modifications of the workplan and legal and administrative changes can be done anytime on the occasion of PR submission. Major changes like budget modifications, modifications of the workplan and extension of the project duration cannot be done before half of the project while modifications of the partnership can be done anytime. Changes can be done within the activities and within work packages.

Furthermore, the LP is entitled to request an Advance Payment of 10% of the overall ERDF contribution and correspondent FdR when due and subject to the availability of funds by the Programme provided ERDF that it is requested by the concerned LPs/PPs. The condition is signed Subsidy Contract and Partnership Agreement and request in SIU system. The advance payment will be paid to the LP within 90 days upon receipt of the request, it will be deducted during the implementation period of the project and it has to be covered by verified expenditure within each Progress Report. The total amount of the advance has to be reported within the second Progress Report. If the total amount of the advance is covered by verified expenditure, the financial guarantee can be cleared before its expiry date.

## Reporting process, main steps and tools

Nikola Petrić also presented the reporting process and tools in SIU system. Standard projects have two 6-monthly Reporting periods per year. First one will be from January to June and the second one from July to December. Lead partners of Standard projects will have to submit the PR via SIU system. LPs have the responsibility of collecting the necessary information from PPs and of checking the correctness and completeness of the PR. PPs and FLCs will be given access to some specific parts of the Progress Report in SIU, in order to insert relevant information and perform verifications.

He also explained steps respectively the reporting process in SIU System which consists of eight steps: Access to the SIU System; progress Report Creation/Research; Assignment of Roles and Authorizations to PP and FLC; Filling-in Progress Report Information; Completion and Correctness Check, Annex Upload; Progress Report Confirmation and Final Submission. SIU is a web application accessible with the recent versions of most common browsers but it is advisable to use Chrome or Firefox.

## General overview of WP3: Analysis of the potential of integrated Blue Energy production in the Programme area's coasts

At 12:50 SDEWES CENTRE presented us the general overview of WP3; its main types of activities, aims and expected outputs. WP3 consists of four activities: preparatory activities, regulatory framework and background analysis, stakeholder mapping and blue energy potential analysis. Nikola added the information that all partners are involved in every WP but for every WP there is one partner responsible. Also, through the duration of project, certain tasks will be assigned to certain partners.

## General overview of WP4: Creating multi-level Hubs to define joint strategies & local actions supporting coastal Blue Energy

DURA gave us the short overview of WP4 which main goal is creation of one Cross-border and eight Local Coastal Energy Hubs through the establishment of multi-level Hubs for Blue Energy development in coastal area; defining cross-border and national strategies for the development of coastal energy systems and through defining pilot projects. Dalibor added that HUB is actually an organization, respectively local HUB is a continuous activity that continues to operate after the end of the project. Feasibility study will be the result from HUBs and it should be defined through HUB meetings.

### General overview of WP5: Preparing the capitalization and transferring of project results

Project partner UNICAM presented the activities of WP5; assessing & comparing pilot activities, creating a joint Italian-Croatian observatory on Coastal Energy systems & widening the project network, its start date and deadlines. Main outputs of WP5 (method and practical recommendations & Joint Italian-Croatian observatory on coastal energy systems) were explained as well as all the activities that shall be done through WP5.

### General overview of WP2: Project Communication and Capitalization activities

Project partner CMU as a partner responsible for WP2 presented a short overview of communication activities, objectives and deliverables. As regards the projects web page, it is not finished yet and all partners will be informed once it is done. There will be five newsletters during the lifetime of the project as well as project profile created on social networks such as Facebook and Twitter. Furthermore, there will be press release after each cross HUB, and as regards the flyer, there will be two of them; one in the beginning of the project and one at the end with the projects results.

## DAY 2

Second day started at 9:00 with press conference for local news. Project COASTENERGY was presented along with its main objectives and deliverables. All partners gave a short interview and at 9:50 meeting continued with WP1 Project management and coordination of activities; general overview of first reporting period (overview of activities, outputs, deadlines).

### WP1 Project management and coordination of activities; general overview of first reporting period (overview of activities, outputs, deadlines)

At 9:50 Nikola Petrić from IRENA started to present project management and coordination of activities of 1<sup>st</sup> semester. Regarding the partnership agreement the deadline is 30/04/2019. Signing of SC is in process and signing of PA will start when LP receives signed SC. Afterwards, LP will send draft of PA to all partners. Deadline for monitoring and evaluation plan is 30/04/2019 and it contains procedures, targets and indicators, forms/checklists, templates and questionnaires to be filled in by the participants in the project meetings. As regards the internal communication and day-to-day project management, Dropbox account will be opened and all partners will receive the invitation. Deadline for the Steering Committee procedures manual is also 30/04/2019 and it will contain procedures the StC will follow to carry out its activities, including decision-making and risk management procedures. As regards the financial management, spending plan for 1<sup>st</sup> period is € 232.741,46 in total, all partners included. It was clarified the deadline for PR for lead partner (September) and for project partners (July). Afterwards, when LP receives funds from the Programme it forwards them to PP according to their spendings.

### WP3 Analysis of the potential of integrated Blue Energy production in the Programme area's coasts; general overview of first reporting period (overview of activities, outputs, deadlines)

Nikola Matak from SDEWES Centre presented WP3 main activities such as preparatory activities, regulatory framework and background analysis, stakeholder mapping and Blue Energy potential analysis. Expected outputs of WP3 are to update and tailor existing knowledge, to provide an overview of all factors that can influence the development Blue Energy systems and to orient the selection of specific technologies. Regarding the preparatory activities the deadline for methodology for background analysis is 31/03/2019 and deliverable will be the document describing the methodologies that will be applied for analyzing the current situation and instructions to be used by partners for the co-creation of knowledgebase. It will be made by collecting data and information on regulations, case studies and pilot areas. It was emphasized that problems such as possible legislation changes and legislation gaps could hinder development of blue energy projects. It is important to identify stakeholders which could benefit from the project, to select key actors, get in touch and interpret interest. Stakeholders will be consulted through questionnaires/interviews aimed at collecting information on the state of the art of knowledge on the project. Questionnaires need to be defined.

#### WP4 Creating multi-level Hubs to define joint strategies & local actions supporting coastal Blue Energy; general overview of first reporting period (overview of activities, outputs, deadlines)

Thea Soldo from DURA presented the WP4 and activities that need to be done. WP4 consists of establishment of multi-level HUBs for Blue Energy development in coastal areas and the deliverable are 1<sup>st</sup> meeting of the Cross-border Coastal Energy HUB and Guidelines for the establishment, implementation and assessment of Local Coastal Energy. Deadline is 31/08/2019. Second activity is defining cross-border and national strategies for the development of coastal energy systems and the deliverable is Roadmap and recommendations for the development of integrated Coastal Energy systems in Italy and Croatia. Deadline is 01/09/2019-31/03/2020. Third activity is Defining pilot projects and deliverable is: Feasibility studies for Coastal Energy projects in pilot areas; 2 Local Coastal Energy HUBs' workshops and 1 Cross-border HUB. Deadline is 01/04/2020-31/12/2020.

## WP2 Project Communication and Capitalization activities; general overview of first reporting period (overview of activities, outputs, deadlines)

Francesco Losurdo from CMU presented WP2 – Communication activities. Firstly, each partner should organize a local press release. As regards the communication plan – the document will contain strategies and plans for communication activities, including list of indicators and recipients of communication activities. CMU will deliver the plan and all partners will contribute and approve the document. Deadline is end of March. CMU will also gather relevant information and publish newsletter issues. All partner will send relevant information to CMU upon request. Web site and project profile on social network need to be done. Project poster should be in A3 dimensions, in English, Croatian and Italian, based on template provided by the Programme. CMU will suggest basic text and all partners will translate and adapt text to local context. It must be ready in April 2019. Project flyer also need to be done in English, Croatian and Italian language. CMU will prepare design and propose basic text and all partners will translate and adapt text to local content by June. Each partner will also organize a local press release coinciding with local conferences by June 2019.

### Establishment of Steering Committee group and Steering Committee rules

1<sup>st</sup> Steering Committee (SC) of project COASTENERGY has taken place in Labin, on 14<sup>th</sup> March 2019, hosted by the lead partner IRENA. Lead partner, IRENA Istrian Regional Energy Agency Ltd, also led the meeting. Besides LP, on the meeting participated representatives of City of Dubrovnik Development Agency DURA, The International Centre for Sustainable Development of Energy, Water and Environment Systems (SDEWES Centre), University of Camerino, University of Udine, Community of Mediterranean Universities, Chamber of Commerce Industry Agriculture and Craft Chieti Pescara and City of Ploče.

The aim of the Steering Committee is to ensure successful implementation of the project from start to completion.

Steering Committee (SC) Rules (agreed by all PP):

- The Steering Committee consists of 8 members. Each Project Participant appoints 1 member and one/two substitute as representative of the Project Participant
- At the Steering Committee's inaugural meeting a Chairman and a Vice-Chairman are appointed by the Steering Committee. Chairman/Vice-Chairman will be representatives from the Lead Partner
- The Steering Committee members are appointed for the entire duration of the Project
- If prevented from being present, the member may be represented by proxy by the substitute member
- The Steering Committee forms a quorum when at least half the members including the chairman, and in his/her absence the Vice-chairman, are present.
- The Steering Committee members build consensus and put all necessary efforts to take decisions in a unanimous way. Otherwise, decisions of the Steering Committee are made by simple majority of votes. In case of a tied vote the Chairman's vote, or in his/her absence the Vice-chairman's vote, will be decisive
- All members of project team have the right to attend and speak in the Steering Committee

Organization	Role	Name
LP – IRENA	Chairman	
	Vice-chairman	
	Substitute	
PP1 – DURA	Member	Thea Soldo
	Substitute	Mato Mojaš
	Substitute	
PP2 – SDEWES	Member	Nikola Matak
	Substitute	Matija Sučić
	Substitute	
PP3 – UNIVERSITY OF CAMREINO	Member	Maria Chiara Invernizzi
	Substitute	
	Substitute	
PP4 – UNIVERSITY OF UDINE	Member	Elisabetta Ocello
	Substitute	Verdiana Bulfone



	Substitute	
PP5 – CMU	Member	Francesco Losurdo
	Substitute	Flavio Camerata
	Substitute	Giovanni Manco
PP6 – CHIETI PESCARA	Member	Pia Pohjolainen
	Substitute	
	Substitute	
PP7 – CITY OF PLOČE	Member	Marija Kovač
	Substitute	Ivan Jerković
	Substitute	Marin Radaljic

#### Agreements:

Discussion	Decisions	Agreement
Calendar of submission of progress reports and payment claims	<p>Deadline for first joint progress report (LP): 30/09/2019</p> <p>Deadline for partner Activity report, other documents and report in SIU system (Croatian partners): 10/07/2019</p> <p>Deadline for partner Activity report, other documents and report in SIU system (Italian partners): 31/08/2019</p> <p>Deadline for all partners (their FLCs) to upload FLC annexes in SIU: 15/09/2019</p>	Agreed by all partners.
	All partner needs to appoint their FLCs to 30/05/2019 and send LP	

First level control (FLC) procedures	<p>their names, Vat number and mail address.</p> <p>Italian FLC need to have Validation from Region Veneto until then.</p>	Agreed by all partners.
Subsidy contract and Partnership agreement	<p>SC will be signed by middle of April.</p> <p>LP will prepare PA and send it to all PPs. PP will sign the PA by their part and send it by post to LP. LP will collect all signatures and send finalized PA to all PP. procedure should be finalized by middle of May.</p>	Agreed by all partners.
Partners' meetings and events	<p>Next partners meeting will be organized in Chieti or Pescara by PP6 in September 2019.</p> <p>PP6 will send some possible dates.</p>	Agreed by all partners.
1 <sup>st</sup> Cross-border Coastal Energy Hub	<p>Together with next meeting, 1st Cross-border Coastal Energy Hub. Content of the meeting will be discussed by mail.</p> <p>PPs are free to give propositions and to suggest some possible speakers who would be invited on the meeting.</p>	Agreed by all partners.
Spending plan	<p>LP has presented Spending plan per periods and PPs need to plan their expenditures according to it. If less than 80% of the spending target (ERDF contribution tranches to be requested per reporting period as indicated in the financial forecast of the AF) is met, the difference is to be considered as "under risk" and the</p>	Agreed by all partners.

	MA is entitled to de-commit the project contribution.	
Advance payment	<p>Partnership will ask for Advance payment - 10% of the overall ERDF contribution and correspondent FdR.</p> <p>PP need to send to LP their regular bank accounts, bank accounts for FdR (just Italian public bodies) and financial guarantee (just SDEWES).</p> <p>Request will be sent by 30/06/2019. The advance payment will be paid to the LP within 90 days upon receipt of the request, it will be deducted during the implementation period of the project and it has to be covered by verified expenditure within each Progress Report. The total amount of the advance has to be reported within the second Progress Report.</p>	Agreed by all partners.

1<sup>st</sup> Steering Committee meeting closure

## PICTURES



