

ECOSEA

Protection, improvement and integrated management of the
sea environment and of cross-border natural resources
(Code No. 2°ord./0236)

Project Meeting –14th December 2012
Venice

The following is a summary of the minutes taken at the Project Meeting of the ECOSEA project held on 14th December 2012 in Venice (HR), in occasion of the Kick-off event of the project.

List of attending beneficiaries (please see also the attached Participants' list):

- LB – Veneto region
- FB1 – Friuli Venezia Giulia region
- FB2 – Emilia Romagna region
- FB3 – Marche region
- FB4 – Abruzzo region
- FB5 – Apulia region
- FB6 – County of Primorje and Gorski Kotar
- FB7 – Zadar County

The meeting opens at 2.00 p.m.

Mr Tenderini (LB VEN): opens the works by welcoming all participants and thanking them for attending the current meeting of ECOSEA project.

Ms Zambetti (LB VEN): presents the project rationale and the Structure and rules for the project management (see enclosed slides). The following box reports a brief summary of the decision taken by the partnership within the presentation and the tasks to be accomplished by the next meeting.

- ü The FB 4 ABRU, FB5 APU and the FB8 MINAL must deliver the remaining copies of the Partnership Agreement duly signed and stamped (besides those already send to the LB Veneto Region) in order to arrange the one original copy for each partner.
- ü Each partner must appoint n. 1 official Member^{*1} and n. 1 substitute Member for the Project Steering Committee of ECOSEA project, with reference to WP1 activity

¹ * Internal staff could be appointed for more than one profile engaged in the project.

1.1. The official member must be an internal staff of the body able to represent the partner and to take decision (also at financial level) for the partner with regards to project implementation.

- ü Each partner must appoint n. 1 internal (technical) staff* who will participate in the works of "Technical-scientific Adriatic Advisory Board for the management of the marine resources", with reference to WP3 activity 3.2. The (technical) staff appointed for this role should have technical knowledge and competences to provide addresses for project realisation.
- ü The external experts supporting the works of the "Technical-scientific Adriatic Advisory Board for the management of the marine resources", with reference to WP3 activity 3.2 could be appointed further on during project implementation and according to arisen needs in terms of competences.
- ü The WP Leaders (namely, WP2 - FB2 ER; WP3 – FB1 FVG; WP4 – FB8 MINAL; WP5 - LB VEN; WP6 – FB7 ZAD) must appoint n. 1 internal WP responsible*, who will act as coordinator and reference person for the LB Veneto Region and for the whole partnership for project realization.
- ü Each partner must appoint n. 1 project manager* responsible for the technical day-by-day project implementation and reporting.
- ü Each partner must appoint n. 1 finance manager* responsible for the financial and administrative day-by-day project implementation and reporting.
- ü Next ECOSEA meeting will take place in Pescara, by the FB4 Abruzzo Region seat, on February 2013 (tentatively from 11th to 15th February). The meeting date and agenda will be shared on beginning of January. Within the meeting the ECOSEA Project Steering Committee will be formally established, with the signature of the Rules of Procedures of the same ECOSEA Project Steering Committee and the project management structure will be officialised.

Ms Forzan (LB VEN): introduces the issues related to finance management with reference to the common framework for reporting of activities and expenditures (see enclosed slides). The following box reports a brief summary of the decision taken by the partnership with main regards to project budget shifts.

- ü The request for budget shift, duly justified must be presented by the partners to the LB VEN by the 11th January 2013, according to the template provided by the LB VEN.

- ù The LB VEN suggests each final beneficiaries to ask for a budget change per WP and per BL that not exceed the 10% of its own budget.
- ù The request for budget shift will be firstly examined by the LB VEN and submit to the final approval of the Project Steering Committee within the next meeting that will be held on February.

Ms Bertusi (FB2 ER): introduces the issues related to project communication (see enclosed slides).

Mr Richieri (LB VEN): sums up the agreements and the task for each partner and close the works.

The meeting ends at 5.00 p.m.