

3rd Transnational Coordination Meeting Minutes

PLACE: Kumrovec, Croatia (Municipality Hall, Kumrovečka 3, Kumrovec, Krapina-Zagorje County, Croatia)

DATE: 25th September 2019 (16:30 – 19:30)

MEETING DOCUMENTATION:

- ✓ IE3 Programme (IE3 Agenda)
 - ✓ List of Participants
 - ✓ Power Point Presentation
 - ✓ Practical Information
 - ✓ 2nd meeting minutes
 - ✓ Evaluation questionnaire (after the meeting)
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A. MEETING BRIEFING

1. Progress review of the project (Concello de Vimianzo)

Ms. Roxana Topcirov on behalf of the Municipality of Vimianzo (Lead Partner- LP), opens the meeting and thanks the Croatian partner for organizing the event in Kumrovec. After the approval of the 2nd meeting minutes, Roxana Topcirov takes up the various steps of the project with those present, so as to check the agreed deliverables and how much still needs to be done in the subsequent steps.

Regarding the management of the project and the current phases, no participant has to express problems.

4IE will be held in Belgium in town Ypres. Ms. Catherine Dada gave short information about the traveling issues since the town is two hours drive from Brussels. Dates for the event will be finalized in the next 2 weeks.

Ms. Roxana Topcirov reminded the partners that the deadline for mid-term progress report is 31st of December.

2. Presentation of good practices

WP2. Sharing experiences and exploring successful approaches and initiatives

All partners presented the good practices selected. Nevertheless, some partners still have to complete and upload on Drive the Fiches of Good practices. Also, the partners should

complete the templates for the Good practices mapping and share the information with the Lead Partner (LP) who is in charge of preparing the IT tool.

Every partner needs to select 1 to 2 good practices to be presented in the video. ALDA will make final decision on which one will be in the video to ensure the diversity of the projects. The Berovo Municipality counts with experts on making videos and therefore, they will give some suggestions and support to ALDA on that aspect.

3. Development of the final outputs

TASK	RESPONSIBLE	DEADLINE
WP1. Project coordination and management		
3 rd Coordination Meeting Minutes	LAG ZS	+ 2 weeks
Share the meeting documents on Google Drive (including all presentations)	LAG ZS	+ 2 weeks
Organisation of the 4 rd project Coordination meeting in Belgium	ALDA	2 nd – 4 th of December 2019
WP2. Sharing experiences and exploring successful approaches and initiatives		
Finishing the templates of the best practices in each territory	All Partners	15 th of October 2019
To submit the Word templates (Fiches) completed (min. 6)	All Partners	15 th of October 2019
Organisation of the 4 rd IE in Belgium	ALDA	2 nd – 4 th of December 2019
To complete and upload on Drivethe templates for Map of Good practices	All partners	15 th of October 2019
To develop the Good practices mapping (IT tool and upload the contents)	Lead Partner	31 st of October
To develop scenario for Best practices video	ALDA	End of October 2019
WP4. Project communication and dissemination		
Update the project webpage and publish on the project social network	LP & All partners	Permanently
Translation of the project leaflet in each language	All partners	Forthcoming months

(Optional)		
Project communication and dissemination actions: send the Communication tracking template updated (+ send a copy of all communication materials to the LP in pdf or png format and update the Excel document)	All project partners	Permanently (Compulsory together with the Mid-term progress report at the latest)
To organize the Project communication event in Belgium	ALDA	2 nd – 4 th of December 2019
To elaborate the IE3 Template Sheet	LAG ZS	15 th of October 2019
To publish link to the project webpage on all partners websites	All partners	Forthcoming weeks
To create project profile on Instagram	UCGS	Forthcoming weeks

B. NEXT MEETING

The next project coordination meeting will take place during the 4nd International event (2nd - 4th of December, 2019).

AS WITNESS the Parties have attended this meeting and agree on these conclusions, as a deed on the day above written.

Signed by Concello de Vimianzo (ES)	Signed by Unione dei Comuni della Grecia Salentina (IT)
Mr./Ms.	Mr./Ms.
Signed by Lokalna akcijska grupa Zagorje – Sutla (HR)	Signed by Association des Agences de la Démocracie Locale (FR)
Mr./Ms.	Mr./Ms.
Signed by Comunidade Intermunicipal do Alto Alentejo (PT)	Signed by Bolyarovo Municipality (BG)
Mr./Ms.	Mr./Ms.
Signed by Municipality of Berovo (MK)	Signed by Dagda Local Municipality (LV)
Mr./Ms.	Mr./Ms.