

## Kickoff Meeting Minutes

**PLACE:** **Vimianzo, Spain** (Town Hall, Plaza de Ayuntamiento, 6, 15129 Vimianzo, A Coruña, España)

**DATE:** 3rd of April 2019 (16:00 – 18:45)

### MEETING DOCUMENTATION

- *IE1 Programme (Kickoff Meeting Agenda)*
- *List of Participants*
- *PowerPoint Presentation*
- *Practical Information*
- *Partner Internal Agreements*
- *Evaluation questionnaire (online version; after the meeting)*

## A. MEETING BRIEFING

### 1. Welcome & participants' presentation

Ms Rosa M<sup>a</sup> Sánchez Martínez, on behalf of the Municipality of Vimianzo (Lead Partner - LP), opened the meeting and welcomed the participants. Moreover, Rosa Sánchez delivered a presentation regarding Vimianzo, explaining also the experience of the entity in EU projects.

After the meeting opening, the participants (representatives of the partner entities), gave an overview of their roles, own experience and the organisation expertise regarding the project topics, but also their expectations from the #EuSAVE project.

Moreover, the Lead Partner was explaining the absence of the partner from the Republic of Macedonia. Despite of sending the list of their participants to the IE1 in Spain on 29th of March, one day before the departure, on 1st of April, they informed the Municipality of Vimianzo about not being able to pay the plane tickets due to financial problems (they cannot make payments in advance, using their own funds). As the pre-financing amount reaches 50%, it implies a contribution of the partners of at least 50% till the end of the project when the final payment will be made. In order to avoid this situation in the future, the Lead Partner has proposed the replacement of the Municipality Cheshinovo- Obleshevo with another organization. All partners agreed with that.

On the other hand, the European Academy of the Regions, due to some financial problems, decided to withdraw from the project. The withdrawal request was communicated to the LP at mid of March 2019. As a consequence, the Municipality of Vimianzo has decided to replace them with ALDA, whose EU projects office is placed in Brussels and therefore, the 4<sup>th</sup> International Event will be still celebrated in Belgium as initially foreseen.

### 2. Project presentation

The Municipality of Vimianzo provided a project overview, describing its objectives, activities, results and working plan (tasks, roles and timetable), as follows:

**What is #EuSAVE?** EU Citizens' Action for Smart Historic Villages aims to create a network of European smart historic villages that enhances the citizens' involvement and participation in the socio-economic life of their villages, promoting social commitment actions and defining local development strategies based on the opportunities offered by the material and immaterial cultural heritage of those historic territories, as assets for the EU smart, sustainable and inclusive rural growth. The project is promoted by 8 organisations from different EU countries (ES, IT, HR, BE, PT, BG, MK and LV) and has a total budget of 146.160 Eur. Regarding the project main activities, #EuSAVE foresees 7 international events (two in Spain and one in Italy, Croatia, Belgium, Portugal and Bulgaria) that will take place during the project lifetime (e.g. from the 1<sup>st</sup> of January, 2019 till the 31<sup>st</sup> of December, 2020).

*The **specific objectives** of the project are:*

- ✓ To establish, develop and enhance functional and sustainable cooperation between different European rural local communities, for a better collaboration, participation and interaction towards new EU ruralities where the cultural heritage interacts with the social innovation.
- ✓ To exchange good practices, experiences and knowledge and to create joint synergies that lead to smart, sustainable and inclusive growth of the European local communities, as sustainable and smart historical villages where citizens' participation in the definition of local development strategies plays a crucial role.
- ✓ To foster the EU citizenship and its participation in the European democratic life and towards the valuing of the cultural & historical life of their local communities and, of their common Europe.
- ✓ To promote knowledge, awareness and identification of European rural communities with their history and culture by increasing and consolidating the social value of the shared cultural heritage while involving as many citizens as possible in the projects of historic villages' revitalization.
- ✓ To promote the European citizenship and to improve the conditions for the EU rural population participation, by encouraging citizens' debate on the future of the European rural territories and active participation in the search for solutions that ensure the rural development sustainability.
- ✓ To improve the mutual understanding and learning about EU multicultural diversity and to promote opportunities for social and cultural engagement.

The **project target** group are:

- ✓ Rural population in general.
- ✓ Vulnerable groups such as young people, women, migrants, people older than 55 years, etc. (from rural areas).

It is estimated that about 60 % of the people directly involved in the project are citizens not involved within NGOs/Institutional or social activities before their participation in it.

The project **main stakeholders** are: rural municipalities; civil society organisations belonging to rural areas, universities, research centres, federations/ associations and other organizations active in fields related to the project topics (rural development, cultural and creative industries, tourism and social inclusion, etc.).

The project foresees the involvement of 544 participants; 30% of those participants must be international. Detailed information regarding the participants' distribution by

country is provided by the project Application Form. The Lead Partner stressed out the importance of respecting the indicators foreseen in that Application; otherwise, consequences on the project budget could be applied by the Executive Agency (EACEA).

Regarding the **International Events**, the Municipality of Vimianzo was presenting the new calendar already approved by the EACEA, concretely:

International Event (IE)/ Country	Foreseen dates in the Application Form	New dates
IE1 - Spain	27 <sup>th</sup> – 29 <sup>th</sup> March 2019	3 <sup>rd</sup> – 5 <sup>th</sup> April 2019
IE2 - Italy	26 <sup>th</sup> – 28 <sup>th</sup> June 2019	26 <sup>th</sup> – 28 <sup>th</sup> June 2019
IE3 - Croatia	25 <sup>th</sup> – 27 <sup>th</sup> September 2019	25 <sup>th</sup> – 27 <sup>th</sup> September 2019
IE4 - Belgium	3 <sup>rd</sup> – 5 <sup>th</sup> December 2019	2 <sup>nd</sup> – 4 <sup>th</sup> December 2019
IE5 – Portugal	25 <sup>th</sup> – 27 <sup>th</sup> March 2020	25 <sup>th</sup> – 27 <sup>th</sup> March 2020
IE6 - Bulgaria	1 <sup>st</sup> – 3 <sup>rd</sup> July 2020	24 <sup>th</sup> – 26 <sup>th</sup> June 2020
IE7 - Spain	3 <sup>rd</sup> – 6 <sup>th</sup> November 2020	27 <sup>th</sup> – 30 <sup>th</sup> October 2020

As a conclusion, the Lead Partner was reviewing also the project **final results**, which are:

- The creation of the European smart historic villages network.
- The direct involvement of 40 small rural municipalities with less than 10,000 inhabitants from the 8 different European countries (Spain, Italy, Croatia, Belgium, Portugal, Bulgaria, Republic of Macedonia and Latvia).
- The active participation of 544 EU citizens in the 7 international events, 163 being international participants.

Regarding the #EuSAVE work plan, the Municipality of Vimianzo explained the project structure by Work Packages and its main aspects, such as duration, tasks, and roles. In this context, it is important to highlight:

#### WP1. Project coordination and management:

##### - Management key documents elaboration:

- ✓ The **Internal Agreement** was already developed and formalized. The LP is going to make the money transfer corresponding to the 1<sup>st</sup> payment in the next days. All partners are asked to confirm it to him, once they receive the money. After the KO Meeting, the LP will send the Agreement to ALDA (the partner that is replacing the European Academy of Regions from Belgium who decided to withdraw from the project to do financial problems) in order to sign it too.

✓ **Project management manual and Project contact database:**  
Documents to be elaborated by the LP after the Kickoff meeting.

- **Project meetings:** Five intermediate and one final transnational coordination meetings will be organised together with the International Events IE2 – IE7, to monitor the project activities and decide next steps. Also, webmeetings will be held in order to discuss the daily issues regarding the implementation of the project activities. After each transnational coordination meeting, the host organization will elaborate the meeting minutes with the support of the LP who will revise the document.
- **Monitoring and evaluation:** As a first step, the LP will elaborate the Evaluation plan, a detailed planning document that aims to define the ideal level of realization of objectives, tasks, deliverables, results, performance indicators and budget. This Plan will also identify the tools to be used in order to collect the information for the Final evaluation report which will be delivered at the end of the project.

In order to share all the project documents, the partners agreed to use the Google Drive. The LP will upload on that folder the documents used during the Kickoff meeting.

**WP2. Sharing experiences and exploring successful approaches and initiatives:**

The meeting continued with a brief presentation of the activities, tasks, deliverables, roles and calendar of the WP2.

This WP is going to be discussed with more details during the transnational workshop foreseen in the day 3 of the IE1, as a brainstorming activity. Finally, the time didn't allow to organize that activity and therefore, all partner agreed to hold an online meeting for that.

**WP3. Developing practical orientations for the EU network of Smart Historical Villages:**

After that, the LP was continuing the meeting with a brief presentation of the WP3, its contents, calendar, deliverables and roles. As this WP is foreseen to start on 1<sup>st</sup> of January, 2020, all its tasks will be developed during the next year and therefore, only then, the partners will agree on its planning. Nevertheless, ALDA was stressing out the importance of having in mind this WP when planning WP2 in order to avoid any possible problems in the future.

On the other hand, regarding the development of a virtual forum for the opinion collection, ALDA proposed to eliminate this forum, reinforcing the local preparatory actions, as the collection of the opinions through an online forum sometimes requires to engage important efforts and the results not always are very conclusive. The partners agreed to take into consideration this option (i.e. to replace the virtual forum with in situ actions).

**WP4. Project communication and dissemination:**

- **Elaboration of the Dissemination and communication plan:** a document that includes detailed information regarding the tools and actions needed to be implemented in order to achieve a greater impact related to the project activities and results at local/regional levels. This plan will also provide information about the terms for the production of promotional material and guidelines for the use of the project and Program visual identity.
- **Project logo and presentation leaflet:** the LP already elaborated the #EuSAVE project visual identity and presentation leaflet; after the Kickoff

meeting, the LP will share through Google Drive these deliverables with all project partners in order to be able to use it for communication reasons. The leaflet can be also translated to other project languages; therefore, the Municipality of Vimianzo will upload on Drive an editable version of the leaflet.

- **Project roll up:** all partners agreed to prepare a roll up with basic information about the project to be used during the International Events. The Portuguese partner offered to design the roll up.
- **Project website:** currently the LP is elaborating the project website. All partners will check the website and confirm to the Municipality of Vimianzo if the contents are correct or, the changes to be made especially regarding the information about their organisations.
- **Intermediate and final communication events:** will be organized together with the IE2-IE7, will count with all partners participation and will get coverage by media.
- **Media campaign:** all partners are strongly advised to develop press releases and appearances in radio/ TV to capture the attention of the target audience. Digital articles should be also posted on the project website and on the websites of all partner entities.
- **Flash evaluation videos:** quick interviews with target groups must be recorded during the events IE2 – IE7 by the organizer.
- **Social media:** the LP already created the project page on Facebook. As next step, the entity will check how they should proceed in order to give access as administrators to all partners. Moreover, all partners are encouraged to publish information on the website (for example, information regarding the local actions, articles, news related to the project topics, etc.).

All partners have to inform and send to the LP information regarding the communication and dissemination actions developed in their respective countries, sending also proofs of them. In order to do so, ALDA will send to the LP an Excel template that they use in other EU projects. After checking the template, the LP will share it with the rest of the organisations via Google Drive.

### 3. Next steps

TASK	RESPONSIBLE	DEADLINE
WP1. Project coordination and management		
Project management manual	LP	April - May 2019
Partner Internal Agreement formalization	LP & ALDA	+2 weeks
Replacement of the partner from Republic of Macedonia (official communication to the EACEA in which will also be included the replacement of AER with ALDA)	LP	April - May 2019

Contact database elaboration	LP & All project partners	April - May 2019
Evaluation Plan elaboration	LP	+2 weeks
Creation of the project folder on Google Drive	LP	+2 weeks
Kickoff Meeting Minutes (+ final documents on Google Drive)	LP	+2 weeks
Organisation of the 2 <sup>nd</sup> project Coordination meeting	UCGS	26 <sup>th</sup> – 28 <sup>th</sup> of June 2019

WP2. Sharing experiences and exploring successful approaches and initiatives

Organisation of the 2 <sup>nd</sup> IE “International event about social innovation as a reference model for the cultural heritage” in Italy	UCGS	26 <sup>th</sup> – 28 <sup>th</sup> of June 2019
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WP4. Project communication and dissemination

Dissemination and Communication Plan	LP	30 <sup>th</sup> of April 2019
Project webpage and social media	LP	30 <sup>th</sup> of April 2019
Translation of the project leaflet in each language (Optional)	All partners	Forthcoming months
Project communication and dissemination actions (+ send a copy of all communication materials to the LP and update the Excel document)	All project partners	Permanently
To design the project Roll up	CIMAA	May 2019
To organize the Project communication event in Italy	UCGS	26 <sup>th</sup> – 28 <sup>th</sup> of June 2019

## B. NEXT MEETING

The next project coordination meeting will take place during the 2<sup>nd</sup> International event (26<sup>th</sup> - 28<sup>th</sup> of June, 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 <b>Cheshinovo-Obleshevo</b> (MK)	Signed by Dagda Local Municipality (LV)
Mr./Ms. ....	Mr./Ms. ....