



Project MedStrategy
*Integrated strategy for sustainable development of
Mediterranean rural areas*
Reference number: 2G-MED09-282

Fifth transnational meeting
12th - 13th November 2012
Patti – Italy

Minutes of the meeting



HELLENIC REPUBLIC
REGION OF CRETE
PREFECTURE OF HERAKLION
MUNICIPALITY "N. KAZANTZAKIS"



Monday, 12th November

Participants

PP1 “Tindari – Nebrodi” Public Services Intermunicipal Consortium (Italy)	Armando LOPES Antonello CAPPADONA Laura COBELLO Claudia RUBINO Carlo SIMONETTI Stefania ZANNA
PP2 ANCI Sicilia (Italy)	Luciano DE CARO
PP4 CRES - Centre for Renewable Energy Sources and Saving (Greece)	Eleni CHATZIGEORGIOU Dimitris PAPASTEFANAKIS
PP5 Province of Teruel (Spain)	Esther GARCIA SORIANO Carmen ALONSO Luis MUNOZ Carlos SANCHEZ
PP6 Pembroke Local Council (Malta)	Joe BRINCAT Kevin BORG Alberto NUOZZI
PP7 Foundation for the Social Development (Spain)	Sara FERNANDEZ ESCUER Pilar TORNOS ALONSO
Experts Board Members	Massimo ATTANASIO Gema QUILEZ ENCIISO

Welcome

The fifth transnational meeting of the project was opened by the introduction of Mr. Lopes president of the Consorzio Tindari Nebrodi who welcomed all participants. He reminded the idea of the MedStrategy project and its approach, i.e. the proposal and experimentation of a new governance methodology through the implementation of a participation process. He also underlined how the work done within the project can be considered extremely important for the Tindari-Nebrodi area both for the results the project reached at a local level and the important experience and exchange the Consorzio had thanks at a transnational one.

After the welcome, the activities of the meeting started. Mrs. Zanna explained to the partners how the agenda is structured both for the first and the second day. As the project is going to an end, the idea is to work together, component by component, in order to see the produced deliverables and if there is still something to be perfected.

Each region will therefore have the chance to present the deliverables of the project for component and phase. The partners will describe in details the activities that have not yet been presented in the previous meetings. The deliverables presented should be already put in the website and should refer to deliverables provided in the working plan of the Medstrategy project.



The partnership then examined the situation of the produced deliverables Component by component. Each region, if not done before, also distributed the products to the other partners.

C1 – Communication

Teruel, as regards phase 2 i.e. Communication campaign, Province of Teruel together with FDS actively contributed to the realisation of the brochure of the project: the graphic version with the space for the text in double language (text agreed with the entire partnership) was sent to all the regions to be locally printed and distributed. Spain also realised training course and awareness raising seminar (phase 3) and uploaded also the advertising material of these two initiatives (posters, agenda, etc.) on the project website. The region is also working on capitalisation and working on the migration of the Medstrategy project website on the Province of Teruel website in order to transform it as a tool for exchange of information among the Municipalities (it will therefore become the Observatory of Municipalities for Spain). National conference will be organised in the last 15 days of November.

Crete is present to the last meeting just with the partner CRES, as Archanon Asterousion Municipality was not able to participate due to administrative and financial problems. Crete, for Component 1, briefly summarised the last produced deliverables: they suggested the text to be used for the brochure and printed both the brochure for the project and an additional brochure describing the participation process in the region. Also in Crete the awareness raising seminar and the training course were realised.

Malta realised the leaflet on the project in double language which soon will be uploaded on the project website. They also realised additional leaflets on the participation process as the region based its communication on the participation process for increasing the involvement of local actors. Malta brought and distributed to the partners the communication material produced (additional to what foreseen by the working plan), as mugs, pins, hats, t-shirts, etc.

Sicily produced all the material foreseen in the Communication plan, including the last one, i.e. a draft of the brochure on the project in double language which will be soon uploaded on the project website. ANCI Sicilia organized a national conference for disseminating information on specific project activities and results. During the national conference ANCI Sicilia organized an awareness raising seminar addressed to local administrators and officers and aimed at improving the governance of the local authorities through the realisation of new management systems of territorial services shared among the different Local Authorities. During the awareness raising seminar was introduced the "Observatory of Municipalities" and the on line training course on the governance of the local authorities and on the shared management of the territorial services. The training course and the "Observatory of Municipalities" will be accessible on line on the official web site of Anci Sicilia, in the

section dedicated to the “MedStrategy project”. The aim of the "Observatory of Municipalities" will be the constitution of a "Network of municipalities" that have experience of good practices on Governance. Additional deliverables produced were: pens, bags, blocknotes, and a brochure for the dissemination of the results of the participation process. *(See attached presentation)*

At the end of the description of the deliverables of Component 1 by each region, Mrs. Zanna summarised to all the partners the duties of each one in order to complete the documentation to be sent to the Managing Authority together with the final report.

C2 – Management

This Component will be basically discussed on Tuesday, as strictly connected to the financial situation of the project.

C3 – Territories and Institutions: diagnosis and ex-ante evaluation

For *Sicily*, LP Consorzio Intermunicipale Tindari-Nebrodi was in charge of Phase 1 and therefore produced, in due time, the guidelines for the realisation of the phase which can be considered as an additional deliverable of this Component. Consorzio Intermunicipale Tindari-Nebrodi also produced the deliverables for Phase 1 and Phase 2 (the second one according to the guidelines produced by Pembroke Local Council, the partner in charge for coordinating the phase), i.e. Territorial and Institutional Analyses. As regards Phase 3 material necessary for the production of the SWOT analysis was produced and sent to the partner in charge. The “Territorial and the Institutional SWOT Analysis” were drawn up in relation to the results obtained from the Territorial Analysis and the Institutional Analysis. All the deliverables were therefore realised. *(See attached presentation)*.

For *Teruel*, a short summary of the territorial diagnosis was presented together with the institutional framework *(See attached presentation)*. The foreseen deliverables were already completed in previous project periods and material to be used for the Diagnostic Report (Phase 3) sent to the partner in charge (PP4) in due time.

For *Malta* the territorial analysis and institutional analysis were presented in details, as during the last transnational meeting in Teruel last February they were not ready yet. Pembroke Local Council also presented the SWOT analyses which were sent to partner in charge for the realisation of the Phase 3 *(See attached presentations)*.

As for *Crete*, territorial and institutional analyses were already presented in past transnational meetings.

As concerns Phase 3 (where PP4 was in charge), guidelines for implementing SWOT Analysis were produced, with the help of the LP: another additional deliverable not originally foreseen. The SWOT analysis had the aim to identify, in relation to the results obtained from the analysis of the local context and of the institutional context, "Strengths" and "Weaknesses" of the territory analyzed and "Opportunities" and "Threats" affecting the local context but which stem from the outside.

CRES (PP4) presented C3-Ph3, i.e. the Diagnostic Report, comparing the 4 analyses of the regions. The objective of the Diagnostic Report was to assess and compare the characteristics of the four participating Mediterranean rural regions in terms of their territorial qualities and governance systems, with a view to identifying the factors encouraging or impeding the implementation of integrated sustainable development strategies. Moreover it had to diagnose the key issues assists in addressing them more effectively, resulting in improved governance methods and planning models oriented to sustainability.

The report is based on the auto-evaluation undertaken by the partners, of the territorial and institutional characteristics of their regions, using a "SWOT" methodology, based on agreed thematic areas and indicators (in line with the "Guidelines for Implementing the SWOT Analysis" – produced by CRES). Comparisons between 4 territorial and 4 institutional SWOT analyses undertaken by the partners were made, so as to identify the key issues to address and opportunities to target, in order to improve territorial development planning towards sustainability.

The territorial and institutional SWOT analyses were undertaken by the partners using agreed common "thematic areas" and specific "indicators" per thematic area. This was so as to present the results in a homogeneous way, reflecting a shared vision for the issues affecting rural territories. Based on the results of the above, identification of key considerations and evaluation of a strategy has been undertaken, for improving sustainable development planning in rural areas.

The results of the Diagnostic Report are included in the Attached presentation (*Crete Component 3 Ph3*).

Partners discussed about the importance of landscape which was an issue came out in each region. In particular the discussion on the development of the rural areas was connected to the inclusion of the landscape within the set of variables used for certifying local products.

At the end of the description of the deliverables of Component 3 by each region, Mrs. Zanna summarised to all the partners the duties of each one in order to complete the documentation to be sent to the Managing Authority together with the final report. The deliverables are all

produced, it is just a matter of make a printable version of them and upload them on the project website.

C4 - Participation component: strategic common vision

Sicily started with the presentation of the reached results, describing the participation process and its results in the Tindari-Nebrodi area (*See attached presentation*). In the Intermunicipal Consortium Tindari-Nebrodi, the Forum meetings, managed according to the EASW methodology, were organized by external experts and facilitators commissioned by Consortium Tindari-Nebrodi (LP) and by ANCI Sicilia (PP2). The organization of the participation process followed the instructions included in the "Guidelines for the organization of the participation process" realized by ANCI Sicily and the instructions included in the "EASW Guidance" realized by Archanon – Asterousion Municipality.

In the area it was organised: a first meeting with local partners, three meetings with the local stakeholders and then the six Forum meetings foreseen by the phase.

All the foreseen deliverables were produced.

Teruel presented the results of this Component at a longer term, compared to what it was presented during the last transnational meeting in February (*See attached presentation*). The topic selected was the Re-introduction of ranching activities - ovine/goats - in villages of Teruel where the activity has been important in the past but has now decreased or disappeared. Today, 9 months after, they have REAL results out of it in the territory: new entrepreneurs, new job options and new training options on the topic selected.

Crete concentrated the attention of the participation process on sustainable rural development. The process followed the agreed project methodology, as presented in the "Guidelines for the organisation of the participation process" and the "EASW Guidelines". Six Forum meetings took place between December 2011 to June 2012. Key local stakeholders attended: public and private sector representatives, scientific experts and citizens. Municipality personnel and CRES prepared and facilitated the meetings. The objective was to build a "shared vision" for the Sustainable Rural Development of the territory aimed at starting up a new model of governance. For the results of the Forum Meeting *See attached presentation*.

Malta presented the results of the participation process directly showing the report on it. For the organization of the participation process, Pembroke, in line with the other project partners, successfully carried out a number of consultations, activities and workshops, in order to identify and actively involve the four targeted categories of stakeholders (politicians and administrators, entrepreneurs, experts and technicians, civil society).

In Pembroke Local Council (Malta) the Forum meetings, carried out according to the guidelines published by the project partners (“Guidelines for the organization of the participation process” realized by ANCI Sicilia – PP2), were managed and organized in cooperation with commissioned external experts and facilitators. The meetings involved the four targeted categories of local representatives and stakeholders and were realised during March 2012. Around 30 people attended the Forums. The attendees included local politicians, public and private stakeholders, NGOs, farmers’ associations representatives, entrepreneurs who operates actively in the related fields (including tourism), employees of the managing and planning Authorities, experts and technicians (including engineers and architects).

For the results of the Forum Meeting *See attached presentation.*

At the end of the description of the deliverables of Component 4 by each region, Mrs. Zanna summarised to all the partners the duties of each one in order to complete the documentation to be sent to the Managing Authority together with the final report.

The working day was closed by the presentation, by the Expert Board of the “*Report on success cases*”. (*See attached presentation*).

Success Cases were searched and provided both by partners and experts. Case studies considered rules, procedures, methodologies or comprehensive experiences. They were new governance experiences undergone by authorities/institutions networks or local communities dealing with social, economic and environmental issues in the sustainability perspective.

During transnational meeting held in Crete in June 2011, the Expert Board already exposed some of the cases collected up to that moment; but most of them were finally rejected as long as they were good practices...but not true CASE STUDIES from a governance point of view. Finally 5 cases were reported:

1. Rural Multiservice Network Formula (Aragón)
2. Val di Cornia: a new experience of cultural and touristic services (Tuscany, Italy)
3. Regio Nord, a governance experience of public services (Emilia Romagna, Italy)
4. Increasing public participation and governance through access to information (Malta)
5. Energy savings and behavioural change of the citizens (Amaroussion, Greece)

In all the examined cases, the following conclusions were underlined:

- Relevant results have been achieved through the cooperation of local authorities and the engagement of local communities.
- Presence of a high level of cooperation, involvement of the different political levels in the territory and coordinated use of resources.
- Increase of efficiency at determinate fields as direct consequence of the intervention.
- Participation is a core element in all cases reported.

- A notable effort of approximation on the part of all groups and institutions involved can be seen in cases selected.
- Social co-responsibility of all agents involved in the experiences.
- Integrated and sustainable development has been brought forward through the implementation of all cases shown.
- All cases reported show- in different fields- difficulties faced and solutions adopted.
- Cases reported show the remarkable role of “the local” as the space where the application of all policies transversal to a given topic meet.
- Importance of the appropriate choice of a suitable organisational model to carry out any intervention.
- Specific solutions tailored to specific problems at local level but with a potential for transfer to other contexts.
- Not only experiences reported are transferable, but also the methods of cooperation used independently of topic.
- The implementation of actions reported caused changes in a diversity of target groups` ways of thinking and behaviour as well as changes in institutions attitudes.
- All case studies reported represent innovative experiences in the contexts where they were implemented.
- Governance issues- except for one case already explained- are the core element in all cases.
- All cases show efforts on the part of different groups in order to promote change oriented to improvement.

Tuesday, 13th November

Participants

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PP2 ANCI Sicilia (Italy)	Luciano DE CARO
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C5 – Strategic planning in MED rural areas

For Phase 1 and Phase 3 joint presentations by each region were made, as foreseen by the meeting agenda.

Teruel, for Phase 1, presented the structure of their Local Pilot Operative Plan (*See attached presentation*). *Teruel* Community contains many of the social, economic and environmental dimensions existing in the Mediterranean rural areas. Its weaknesses (depopulation, aging, economic structure, etc.) or even its strengths (such as its environmental quality, territorial subsidiary economy, etc.) are worth being researched.

Teruel provides a wide experience not only in the creation but in the implementation of several projects related to Planning Strategies. One of the most remarkable projects is the one dating 2007-2011 called *Plan Estratégico Comarca Comunidad de Teruel*.

The Local Operative Plan is formed by 1 Purpose, 4 Strategic Lines, 14 Objectives and 43 Procedures and it will be subjected to a continuous updating process.

Its first results were that:

- The Administration will be responsible for creating a Board to supervise the achievements about the new LPOP fulfilling.
- Local Regulations are exposed so as citizen participation establishments (such as Reglamento Comarcal) or the local forums settings (called Aragon Participa) could be observed.
- A 13 Participant Workshop known as “Un rebaño de oportunidades” (A Flock of Opportunities).
- Proceeding Guidelines and communicative resource for new livestock farmers.
- Welcoming and accommodation for 3 new livestock farmers.

For Phase 3 (*See attached presentation*), during participation process held in Teruel, 4 interventions out of many more determined were rated as “KEY INTERVENTIONS”:

1. Individual “face to face” tutorials with people interested on ranching activities in the territory today.
2. Demand to Department of Employment in Regional Government of an “Employment Workshop” for the immediate training of entrepreneurs interested on ranching.
3. Elaboration of a map of available resources in the territory for ranching uses: municipalities aiming at cooperating, pastures available, empty houses, vessels for livestock.
4. Handbook containing feasibility analysis for the setting up of an average ranching exploitation in Teruel today & synthesizing all information produced during the participation process.

The first 3 out of the 4 KEY INTERVENTIONS have been mainstreamed and assumed by local governments involved, while the 4th one is being finalised right now within the Medstrategy framework. The reason for carrying out this KEY INTERVENTION is that, after its completion, all stakeholders related to the ranching field in the province, will have an EASY TO FOLLOW GUIDE-HANDBOOK containing analysis and necessary information any entrepreneur in the ranching field in the province must know.

The handbook contains a feasibility analysis for average ranching businesses in Teruel today and a database of all financial, training, technical & governmental resources related available in Teruel. The handbook is being available in paper format but also will be uploaded in the webpages of organisations involved in the participation process and Local Pilot Operative Plan (LPOP).

Sicily (*See attached presentation*) presented also its LPOP. The interventions identified during the participation process, were synthesized and grouped in relation to the objectives to be achieved and to the strategies to be adopted, through the drawing up of the Local Pilot Operative Plan for the tourism and the promotion of the territory. The Local Pilot Operative Plan specifies the strategies to be adopted and the interventions to be implemented to ensure a

local development oriented to sustainability. The Local Pilot Operative Plan was submitted to the Forum evaluation and approved. It will be presented at the next meeting of the Board of Directors of the Consortium Tindari-Nebrodi, consisting of the mayors of 16 municipalities settled in the territory of the Consortium.

During the Fifth Forum of the participation process (on 17th April 2012), the participants analyzed and discussed the results of the evaluations made and in particular the interventions rated as "prior". The considerations derived from the discussion among the participants at the Forum, led to identify two key interventions:

1. Setting up of a "Permanent Forum for tourism and for the promotion of the territory", a place for the discussion and the coordination between the different public and private actors working in the sectors linked to the tourism development, in order to identify and achieve synergistic and shared actions oriented to the sustainable development.
2. Designing of the "tourist itineraries" (thematic and integrated: educational, religious, naturalistic, cultural, food and wine, traditional crafts etc..) addressed to specific users and aimed at ensuring the deseasonalization of tourist flows and the promotion and marketing of food, wine and traditional crafts.

Both the Operative Plan and the key interventions were accepted and absorbed by the Consorzio (through the official approval of the Consorzio's President and the President of the Mayors Assembly): it made at disposal an office, a computer, internet connection, telephone, and all the other tools which are considered necessary for the realisation of the permanent Forum activities. The second key intervention is for a new design of tourism routes.

Malta recalled the concepts applied to build up the operative plan. The list of the key actions is included in it but a choice on the key intervention to be described in details was still not made. It will be done and the description uploaded in the website. (*See attached presentation*).

For *Crete*, as said before, the Archanon-Asterousion Municipality, in collaboration with CRES, followed the MedStrategy methodology, with a particular focus on the agricultural sector which is of vital importance to the territory (*See attached presentations*). The LPOP is therefore based on the territorial and institutional analysis undertaken, and on the outcomes of the participation process and the involvement of all key local stakeholders. The Local Pilot Operative Plan was drawn for the planning of local development of the Archanon-Asterousion Municipality, oriented to sustainability in the agricultural sector.

The LPOP includes: the vision for the local development, focused on the agricultural sector; the key strategies through which this vision can be implemented; the target actions / interventions proposed in order to effectively realise the key strategies.

The LPOP and identified key interventions were discussed and approved by the participation process participants during the 6th forum meeting and the Archanon-Asterousion Municipality committed to taking the LPOP and the feasibility reports on the key interventions forward, and adopting the methodology implemented during the MedStrategy project, extending to a widely applied approach in its future development and evolution of territorial planning policies.

Within the Local Pilot Operative Plan, a set of key interventions (Component 5 – Phase 3) have been proposed, for planning the sustainable development of the territory. These were generated through the participation process forum meetings 3 and 4, and relate to the needs of the territory in relation to the agricultural sector, as expressed by the local stakeholders, citizens and policy makers, supported by the contribution of external experts that were involved in the process.

The area covered by Archanon-Asterousion Municipality, is a sheer agricultural area dependent mainly on the grape and olive production. As a result, the four key fields of intervention identified, demonstrated the following issues as being essential for the development of the territory:

- Actions to promote environmentally friendly technologies (energy saving technologies, renewable energy sources) for buildings and rural activities (e.g. develop pilot projects)
- Prepare an organised plan to improve the development and marketing of local agricultural products
- Explore the potential for the use of RES in agricultural activities

Following the identification of these key fields of intervention, the scientific experts that were involved in the participation process (appointed by the Municipality of Archanon-Asterousion and by CRES), were asked to produce a feasibility study report on each of the four proposed interventions, describing:

- the technical and administrative requirements for the implementation of each key intervention
- the financial and human resources required to realise each intervention

Upon completion, the feasibility study reports would be handed to the Municipality officials – policy makers, for evaluating and planning future actions.

The four identified key interventions were:

- ✓ Key Intervention 1 - Sustainable Development Action Plan for a rural community at Archanon-Asterousion Municipality;
- ✓ Key Intervention 2 - Creation of Soil Map for Decision Support in Agricultural Management;

- ✓ Key Intervention 3 - Research for Strategic Plan and Development in the Table Grapes Market of the Municipality of Archanon-Asterousion;
- ✓ Key Intervention 4 - Exploitation of biomass-type residues and by-products in the greater Archanon-Asterousion Municipality in an integrated plant and expected synergies.

This last one was selected as the one to be better developed within the MedStrategy project and described to the partners in details (*See attached presentation*). It focuses on the development of an Integrated Plant for the energy exploitation of by-products and residues derived from two of the region's most important agricultural activities, namely the olive oil producing sector (mainly), and the wine-making sector.

For the future, the Municipality committed to take the LPOP and the feasibility reports on the key interventions forward, and adopting the methodology implemented during the MedStrategy project, extending to a widely applied approach in its future development and evolution of territorial planning policies.

The discussion on Component 5 was completed with the presentation by the partner in charge (PP4) of the deliverable of Phase 2, the "Guidelines for the drawing up of an Integrated Strategic Plan for the sustainable development in Mediterranean rural areas", draw up by CRES (PP4) in collaboration with LP.

The guidelines serve as an operative handbook, with recommendations for policy makers in rural areas (public administration personnel, politicians, local/regional authorities), wishing to define, implement and manage local development integrated plans based on sustainability criteria. The Guidelines have been developed using a transnational methodology, on the basis of the experiences of the four rural regions that participated in the MedStrategy project. These Guidelines aim to provide advice on improving the planning process in rural regions by adopting "Integrated Strategic Plans for sustainable development". (*See attached presentation*).

The guidelines were developed using a transnational exchange of experiences between the four participating regions, who followed a commonly agreed methodology and developed Local Pilot Operative Plans.

Some key issues in implementing Integrated Strategic Plans for sustainable development, were determined:

- ✓ Local Authorities likely to face a number of challenges impeding the implementation of such plans.
- ✓ With careful consideration, they can take advantage of existing opportunities, to facilitate the process.
- ✓ Opportunities and challenges may be both external and internal.

- ✓ Partners have undergone a SWOT analysis of their territories and governance systems.
- ✓ In the “Diagnostic Report”, a comparative assessment was made, and key common challenges to address and opportunities to target have been identified, in the process of developing improved governance methods.
- ✓ The findings have been taken into consideration for the Guidelines.

A new Governance process needs the definition of new relationships / agreements between the institutions - the creation of a new entity which may govern the process may be necessary, or new tasks may need to be attributed to an already existing institution.

In literature two approaches can be found for starting a new Governance process: “top-down approach” and “bottom-up approach”. Both approaches have the same goal (to implement a new Governance process) but approach it through different routes.

“Top-down” approach: originating from the political leadership, most likely by people coming from different stakeholder organisations, not necessarily living in the territory. Based on looking at the economy and trying to forecast which economic sector will generate the best returns. Its benefits are: easier to transfer new ideas of governance / innovation, through “changing the paradigms”. Those living in the area are sometimes reluctant to new ideas and changes. Its drawbacks: new ideas are more difficult to apply than in the bottom-up approach, as a) they may not have the consent of the reference group and 2) they may not be necessarily appropriate for the territory.

“Bottom-up” approach: starting from the demands of the stakeholders. Based on the belief that only those living in the territory (citizens, industry associations etc.) can express their needs better than anyone else and decide the type of Governance to adopt. It’s an approach recommended by the EU. Its benefits are: higher chances of success, as changes are targeted, resulting from a direct knowledge of problems encountered. It must still be approved by political leadership and included within local development plans.

According to the Guidelines the Methodology for a new Governance system includes: a pre-audit to evaluate the baseline conditions before developing a new planning strategy and the developing of the detailed plan contents.

Pre-Audit steps will be:

Identify an internal reference responsible for coordination.

- ✓ Essential role - he needs to be familiar with the local territory’s issues and the way of operation and communications within public administrations. He needs to liaise with the working group.
- ✓ Identify working group for technical assistance.
- ✓ Define Road Map for the project.
- ✓ Write the Pre-Audit report.

Using all data/statistics available, the working group should gather information regarding existing conditions both in terms of territorial characteristics and institutional structure, tools and resources available

The Pre-audit should cover as a minimum:

- Socio-Economic framework
- Institutional and organisational aspects
- Territorial priorities
- Institutional and political priorities
- Schedule and programming activities
- Existing planning policies and tools
- Existing voluntary management and reporting tools
- Local projects in the environmental, social and economic field
- Integration with environmental plans or programs already in force
- Existing participation processes
- Human and financial resources

The Pre-audit report should then be used as a basis for setting the plan objectives and developing its detailed plan contents.

The final version of the Guidelines will be revised in relation to the discussion among the partners which followed the presentation of this first draft and then it will be uploaded on the project website (www.medstrategyproject.eu), as requested by JTS.

C2 – Management of the project

LP presented the current financial situation and the problems raised with the reporting/certification of the expenditures (*See attached presentation*).

Mrs. Karniadaki introduced the financial situation of the project and explained in details the structure of the final report. She remembered first of all to the partners that they still have a low spending amount as well as a low certified amount.

In particular, as it is possible to see by the schemes in the power point presentation, the partner who spent less is Province of Teruel. Another problematic situation is the one of Pembroke Local Council where the percentage spent is high but 0% of the expenses were certified. This situation affects the total project as the percentage of certified expenditures is low mainly due to these difficulties. The entire partnership spent about 54% of the budget

which is really worrying as we are at the middle of November and the project is coming to an end.

Mrs. Karniadaki explained in particular to Pembroke Local Council representatives that they have a very short time to certify the expenditures and this can be a huge problem as they have to certify ALL their expenditures in a very short time.

Mr. Borg asked to have a feedback by the LP on the last progress report sent by Maltase partner, which however was sent at the beginning of November and therefore not included in the last general progress report. At the end of the meeting LP and Pembroke representatives had a meeting in order to further clarify the next reporting steps.

Small problem arose also for Province of Teruel and FDS due to expenditures that were erroneously certified and validated: Mrs. Karniadaki explained to partners the procedure for cancelling these sums.

The exam was done partner by partner but also Component per Component. The lowest percentages of certified expenditures is mainly due to Component 1 (remaining amount 65%) and Component 5 (remaining amount 73%): those two components are implementing during the last 3 months so it's normal that the remaining percentage is so high. However partners were solicited to fasten their procedures and spend the remaining budget.

After having pushing the partners on the last duties to be done before the end of the project for solving these financial problems, Mrs. Karniadaki described in details the structure of the final report and gave the partners the deadlines to be respected.

The final report consists in the following files:

- Part 1. Final Implementation Report. This report will provide technical information allowing an insight in the project implementation. MED programme is interested to find out about the experiences our partnership could gain during project life. We can underline strong and weak points of the procedures set up, of the project management, communication and capitalisation. Our feedback aimed to improve procedures, methodologies and supporting tools for future projects and the next funding period of the programme.
- Part 2. Deliverables. The Med Programme will develop an online library as well as DVD collections of main results and outputs to be kept online after programme closure. This library shall guarantee all possible target groups have access to the final key products you produced, also after the end of the current funding period. The Lead Partner shall select 5-10 main deliverables to be presented in the library. As deliverable we can submit any item that can be offered in a digital form for download (books, reports, plans, brochures, flyers etc.).

- Part 3. Publishable Report. After project closure, the Med Programme will promote our project, its outputs and results by different communication means on transnational and national level (brochures, exhibitions etc.). For this reason, we have to provide project summaries and descriptions of outputs and results as well as publishable visual materials like pictures or illustrations etc.

These files will be drafted by the Lead partner and will be sent to partners for providing their contribution. It was highly recommend consulting the project partnership beforehand since project partners were involved in specific project tasks such as pilot components or communication. Furthermore this consultation shall allow the integration of experiences and perspectives of the whole partnership.

Next steps in the Expenditures reporting.

- Partners should engage, invoice and pay out the expenditures before the end of the activities (30/11/2012).
- According the fact sheet 1. Eligibility: Administrative expenditures related to the closure of the project (first level control and staff costs) may be engaged, invoiced and paid out within two months after project closure except for the projects that finish on 30th June 2015 for which this final date applies.
- As JTS officer specified: *in particular cases (previously justified) we can exceptionally accept “payments” in the subsequent days after the end of activities (Never engage and invoice).*
- However LP highly recommends partners to pay out all the expenditures within 30/11/2012.
- Expenditures should be validated within 21/12/2012 in order to have enough time for expenditures certification. After that day LP cannot ensure a quick check of the expenditures due to the Christmas holidays and the preparation of Final Report.

Timetable

When	What	Who
19/11/2012	LP send to partners the templates of Final report's files and the Factsheet N 22_RAPPORT FINAL	LP
19-30/11/2012	Partners send hard copies of all deliverable/material/products to LP	All Partners
01-15/12/2012	Partners fill their expenditures in Presage “New expenditures”), update the excel reporting file and sent it to the LP	All Partners
01-15/12/2012	Partners sent to LP their activities report	All Partners
01-21/12/2012	Resolution of validation problems or other	LP
11/01/2013	LP send the first draft of the Final report's files to the partners	LP
18/01/2013	Partners provide their contribution to the Final report's files	All Partners
25/01/2013	Partners sent to LP the certificates of expenditures	All Partners
30/01/2013	Final progress report sent to the JTS of MED Programme	LP

Steering Committee meeting

At the end of the day, the Steering Committee meeting took place. It worked on:

- Approval of general modalities for closing phases' implementation (according to what it was presented and decided during the meeting and according to the working plan).
- Approval of the minutes of the meeting.

Press conference

In the framework of the project meeting a press conference for the presentation of the results of the project and of the partners was held in Consorzio Intermunicipale Tindari Nebrodi.

Acronyms

LP or PP1	Lead Partner
PPs or Ps	Project partners
EB	Experts Board
SC	Steering Committee
MA	Management Authority of MED Programme
FLC	First Level Control
JTS	Joint Technical Secretariat
RoP	Responsible of the phase
PP1	Intermunicipal Consortium "Tindari-Nebrodi"
PP2	ANCI Sicilia - National Association of Sicilian Municipalities
PP3	Archanon Asterousion Municipality
PP4	CRES - Centre for Renewable Energy Sources and Saving
PP5	Province of Teruel
PP6	Pembroke Local Council
PP7	Foundation for the Social Development
LPOP	Local Pilot Operative Plan