

## ARCHEOMEDSITES Project

Kick off meeting  
3<sup>rd</sup> – 4<sup>th</sup> April 2014

### *Report*

On April the 3<sup>rd</sup> and 4<sup>th</sup> 2014 at Paestum National Archaeological Museum (SA), the kick off meeting of ARCHEOMEDSITES - Safeguard, valorisation and management quality. Use of the management models for the archaeological sites and urban contexts, was held.

The Beneficiary and the Project's partners were represented as follows (see also annex 1 "Signature sheets").

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| Beneficiary - MiBACT: | Maria Grazia Bellisario, Clara Graziano, Sandra Tucci,<br>Michele Colavito, Tina Ranieri, Giuseppe Ariano; |
| PP1:                  | Adnan Louihichi, Ridha Boussoffara;  |
| PP2:                  | Assaad Seif, Maya Hmeidan;   |
| PP3:                  | Michele Guirguis, Antonfranco Temussi;   |
| PP4:                  | Claudio Bocci, Silvia D'Annibale, Giuliana Tocco;  |
| PP5:                  | Adele Campanelli, Maria Boffa, Riccardo Capuano,<br>Riccardo Montefusco, Trinità Jungano;                  |
| PP6:                  | Giovanna Pietra;   |
| PP7:                  | Rolando Valentini;   |
| PP8:                  | Antonella Chiti;   |
| PP9:                  | Mauro Esu;   |
| PP10:                 | Arturo Parolini , Lanfranco Secco Suardo .   |

At the beginning, the Project Manager (PM) reads the agenda items to be discussed during the two days (see Annex 2) and he illustrates the documentation delivered to each partner:

1. Approval of the composition and establishment of the Steering Committee;
2. Approval of the Rules of procedures of the Steering Committee;
3. Approval of the Action Plan;
4. Approval of the composition and establishment of the cross-border Scientific Committee;
5. Presentation of the communication plan;
6. Presentation of the web site.

The representative of the Beneficiary illustrates the documentation delivered to each partner:

- Agenda;
- Summary of the project;
- Customized budget;
- Annex II and IV of the Grant Contract.

Following the description of sites involved in the project by the representatives of PP 1, 2, 5, 6 and 9, the PM outlines the main aims of the project together with the strategy for the development of the activities (see Annex 3).

The Partners agree to anticipate the presentation of the Project officer - JTS and the Financial Manager (FM) of the project, in order to allow the examination of the administrative and financial aspects (see annexes 4 and 5).

The representative of the JTS , explains in particular:

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- the obligations under the Grant Contract (through the outline of the contents of the Annexes, already sent to the partners);
- the process for the amendments to the budget (minor and major changes);
- the deadlines for reporting and monitoring.

The FM illustrates the structure of the budget explaining the spending targets planned for the first year, the joint costs by category of expenditure, the specific cost associated to each partner in the implementation of activities. The FM draws attention to the summary tables of the budget, drawn up to highlight an immediate view of the allocation of financial resources by categories of expenditure, WP and year. The FM asks the partners to analyze the structure of the budget approved taking into account the activities to be implemented and to report - as soon as possible - any adjustments necessary to achieve the objectives of the project. The presentation of the budget ends with information about the eligibility costs for categories of expenditure provided for in the budget. The FM finally ends the presentation by informing the Partners about the technical seminar organized by the JMA for the Beneficiaries of the second call (to be held next 9<sup>th</sup> and 10<sup>th</sup> of April 2014 ), that enable the acquisition of more detailed information for the management of the Project. Updates and insights useful to the fulfillment of the project will be sent to Partners as a result of the same seminar.

The representative of the Beneficiary invites each partner to communicate, in time for the beginning of the activities:

- the names of the staff of the project (legal representative, responsible for administrative and financial activities, responsible for the implementation of project activities; communication manager), filling in the attached format (see annex 6). If necessary functions can be grouped together;
- any necessary proposal about the budget.

The representative of the Beneficiary also invites the partners to read all the documentation necessary for the implementation of the project, available on the website of the Program and provided by the Grant Contract and its annexes and by the Partnership Agreement.

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The PM then goes on with the examination of the items on the agenda.

### **1. Approval of the composition and establishment of the Steering Committee**

### **2 . Approval of the Rules of procedures of the Steering Committee**

The Beneficiary informs that his act will be formalized with the establishment of the Steering Committee, in which each partner will be represented by a component and one deputy member. This will include, in law, the members of the PMU.

The representative of PP2 underlines that the Lebanese Ministry for culture needs to have two representative in the SC, the MOC representative and the project coordinator, in order to take fast decisions that sometimes cannot be taken by the project coordinator solo.

The Committee agrees.

Regarding the Rules of Procedure of the Steering Committee (Annex 7).

In relation to art. 3 - Documentation to be sent to group members, the representative of PP2, taking into account the necessary paperwork to travel abroad, proposes the following reformulation:

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### Article 3

#### Documentation to be sent to group members

1. The secretariat shall send the invitation to the meeting to the Committee members no later than thirty calendar days before the date of the meeting.
2. The secretariat shall send the draft agenda of the meeting to the Committee members no later than fourteen calendar days before the date of the meeting
3. The secretariat shall send documents on which the Committee is consulted to the group members no later than fourteen calendar days before the date of the meeting.
4. In urgent or exceptional cases, the time limits for sending the documentation mentioned in 1 and 2 may be reduced to five calendar days before the date of the meeting.

The Committee approves .

The representative of PP10, in relation to art. 4, asks if the issues concerning changes to the budget of a single partner, must be submitted for approval by the SC. The PM specifies that, subject to the procedures provided for in the Program Implementation Manual, as well as the Grant Contract and its Annexes, issues relating to the budget, in terms of substantive changes (major change) and / or critical aspects, will be subject to evaluation and approval by the SC, which will operate in full compliance with the requirements of each partner and the interest of the aims of the project ARCHEOMEDSITES.

In relation to the meetings of the Steering Committee, the representative of the Beneficiary, pointing out that for the implementation of the project only three meetings are expected, and in particular, two in the first year (including the kick off meeting) and one in the second year, proposes to provide a further meeting in the second year, to be held in Sardinia, where there are two target sites.

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### 3. Approval of the Action Plan

The PM communicates that in the coming days, the Beneficiary must provide the JTS the action plan of the Project, for the implementation of the monitoring system. Therefore, partners are asked to approve the activities as set out in the annex to the draft timetable .

The representative of the PP3 proposes to postpone the training activities (2.6) in the second year to allow a better planning.

The Committee agrees.

The representative of PP4 proposes to provide part of the activities referred to in section 3.2 even in the first year, in order to allow the insertion of an initiative, shared by the Steering Committee, as part of Ravello Lab, an important event in national and the international level, that takes place every year in the second half of October. This event, organized by PP4, will be the occasion to present to higher stakeholders, with the support of partners, content and purpose of the project ARCHEOMEDSITES.

The Committee approves.

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The Committee approves the Action Plan, confirming the time schedule of the other activities.

The PM remembers the deadlines of the partners during the first year of activity, in particular:

- immediate start of procedures for the acquisition of supplies and services required for the implementation of project activities in the first year and in line with the rules of the program;
- the preparation of the Six month report (report about the activities and expenses referred to the period January-June 2014) for which it is not intended for certification of expenditure;
- the preparation of the First Interim Report, necessary for obtaining the second tranche of financial resources, which is scheduled for the certification of expenditure.

Detailed information on these requirements will be announced in time.

The representative of the Beneficiary informs the partners about the activities achieved to obtain the first pre-financing (80% of the budget for the first year) that will be transferred to the partners according to the Partnership Agreement. In this regard, the necessary condition to obtain the pre-financing is the identification of the Auditor and the filling of the Financial Identification Form - FIF (see annex 8) containing information about financial accreditation.

The Beneficiary has identified the Auditor for the Italian partners (KOMPUTA S.p.A.).

The Beneficiary will establish a monitoring system of technical activities, administrative and financial profit for the implementation of the project activities and related formalities.

In relation to the second tranche of funding, the PM highlighted the necessary condition for its achievement, that is the achievement of the target of spending 70 % of the ENPI, in relation to the budget for the first year.

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#### **4 . Approval of the composition and establishment of the cross-border Scientific Committee**

As to the Scientific Committee, the Beneficiary announced that in the coming days, based on the information acquired during the kick off meeting, it will send guidelines, about the purpose and composition of the SC to which the partners will adhere to the proposed names to be included in the Committee itself.

The PM finally specifies that no expenditure items is expected in the budget for the activities of the Scientific Committee. However - if necessary - the partners will be able to foresee them in their specific budget through any adjustments and amendments, giving notice to the Beneficiary as soon as possible.

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#### **5 . Presentation of the communication plan**

#### **6 . Presentation of the web site**

The Communication Manager of the project explains key elements of the communication plan which will be formally presented by the JMA on May 5<sup>th</sup>. In the coming days , it will send a proposal to the objectives and actions to be shared within the steering committee .

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The PM , at the conclusion of the work of the kick off meeting , invite the partner University of Sassari, Federculture and Ricerca e Cooperazione to prepare an action plan for the activities

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envisaged by the action plan, containing timing and procedures to be shared with the Beneficiary and interested partners.

The Beneficiary wishes to thank all the participants in the KOM for collaborative work , hoping for a constructive and fruitful joint work.