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ARCHEOMEDSITES Project
Meeting of the Steering Committee
June the 26th – 27th, 2015

Report

Last June the 26th and 27th, 2015, in Tyre, the third meeting of the Steering Committee of the project ARCHEOMEDSITES - Safeguard, valorisation and management quality. Use of the management models for the archaeological sites and urban contexts was held.

The Lead Partner and the project partners were represented as follows (see **Annex 1**, signature sheets).

Lead Partner - MiBACT:	Maria Grazia Bellisario, Michele Colavito, Tina Ranieri, Giuseppe Ariano;
PP1:	Fatma Jabberi, Adnene Ben Nejma, Amen Allah Lassoued;
PP2:	Assaad Seif, Maya Hmeidan, Fadia Jardak, Rita Abdel Massih, Ali Badawi, Nader Siklawi;
PP3:	Antonfranco Temussi, Michele Guirguis;
PP4:	Claudio Bocci, Giuliana Tocco, Massimo Zucconi;
PP6:	Marco Edoardo Minoja, Giovanna Pietra;
PP9:	Mauro Esu;
PP10:	Arturo Parolini, Lanfranco Secco Suardo.

At the opening, the Director General of Antiquities of the Ministry of Culture of Lebanon, thanking all the partners for their participation, emphasizes the importance of the project Archeomedsites not only for the territory of Tyre and for its local community, but for the institutional relations between the Countries bordering the Mediterranean Basin. He also wishes for the continuation of cooperation between the three countries, even after the formal end of the project, through the development of new projects.

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Assaad Seif welcomes the participants in one of the venue of the Lebanese Ministry of Culture which is in the archaeological area of Tyre.

Maria Grazia Bellisario, representative of the Lead Partner, thanks the representatives of PP2 for the support in organizing the meeting and for their hospitality and for the opportunity given to partners to visit, on the afternoon of the 26th, the site of Tyre, giving the possibility to verify the information necessary to better define the technical and scientific activities.

The Lead Partner, explaining the agenda, resumes the main activities of the first half of 2015, following the second steering committee that was held in Tunis last January the 29th and 30th 2015. In particular, she confirms the final approval of the budget change, subject to a specific addendum to the grant contract signed between the JMA and MiBACT last May the 11th, 2015, and the definition of the first interim report, sent to the JMA / JTS last June the 23rd, in line with the deadlines of 45 days from the dispatch of the interim report package by the JTS.

Thanking all partners for the contribution given to reach both requirements, the Lead partner invites them to make every effort so that, as will be determined and planned in terms of activities during the two-days' meeting of the steering committee will be respected to allow the project to reach on time the objectives related to the implementation of activities and the achievement of the target of spending. She reaffirms that no extension of the project is allowed. However, the good performance and the important results achieved allow us to be optimistic and to be able to respect each commitments taken in the definition and approval of the Grant Contract.

Finally, the Lead partner presents some of the activities being developed with specific reference to the capitalization of the results and for the expansion of the partnership to other countries in the Mediterranean basin. In particular, the Italian Minister for Cultural Heritage and Activities and for Tourism has promoted an International Conference of the Ministers of culture of the more than 140 countries present in EXPO 2015 in Milan, to be held next July the 31st and August the 1st, concerning the protection of cultural heritage from natural risks and those caused by wars. The Lead Partner agrees to share with all partners the position paper specially prepared for this event. With specific reference, however, to the partnership in the Mediterranean, the Lead partner is going to organize an international conference to be held in early November in Palermo. About this conference she will provide more specific details in the coming days. The Lead partner is verifying the possibility to use appropriate financial resources, allowing for the participation of at least one representative per partner.

Before the start of the examination of the items on the agenda, the PM announced the absence, at the meeting of the steering committee, of three partners:

PP5: Superintendency of Campania;

PP7: Municipality of Siena;

PP8: Municipality of Florence.

They are committed to share the decisions that the committee will take. In particular, PP7 and PP8, in view of the meeting have respectively sent a summary of the activities and a proposal for training on UNESCO standards to be implemented in the second half of 2015. Both of these contributions was sent in advance by the PM to all partner, together with the other documents.

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Overall information about Project's progress and last accomplishment

Planning of the activities for the second half of 2015

The PM, Michele Colavito presents the activities carried out since the beginning of the project (see **Annex 2**), presenting, then, and by category, the activities to be planned and implemented during the second half of 2015.

In particular, the Committee examines the following proposals and subsequent decisions.

- a) Next steering committee will take place in Cagliari next October the 30th and 31st.
 - b) The content of the final publication, as prepared by the Lead Partner. PP4 – Federculture, together with the PM will propose a more precise structure to be approved by the Committee in the coming days.
 - c) As to the structure of the final conference, each partner should give its own advice by next July the 8th.
 - d) As to training and awareness activities (2.10; 4.2; 4.3; 4.4; 4.5; 4.7), the Lead partner will send to PP1 and PP2 a proposal for each issue, prepared by the experts involved.
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e) As to WP5, PP4 will prepare a proposal for its implementation.

Concerning the preliminary analysis for Lebanese and Tunisian sites:

- the PM will check with PP2 and PP10 the commitment of the experts involved;
- PP1 will deliver the final analysis by next July the 31st;
- PP4 will deliver the final version by next September the 15th.

The Committee approves the proposal made by PP6, Superintendency of Sardinia, concerning the participation of ARCHEOMEDSITES, to the so called “Archeolife: international archaeological documentary fest in the Mediterranean basin”, that will take place in Cagliari next October, from the 28th to the 31st. The Committee approves the proposal to nominate in the Scientific Committee of the festival three representative of ARCHEOMEDSITES’ partnership: Maria Grazia Bellisario, Assaad Seif, Fatma Jabberi, who, together with the other components, should propose items to discuss during the four round tables organized in the framework of the Festival.

As to indicators (activity 1.3), the representative of PP10, Arturo Parolini, referring to the presentation made by the monitoring expert, Andrea Stroppiana, during last Steering Committee in Tunis, underlines the importance to monitor the indicators for a good performance of the project. The PM, after the Steering Committee, will meet PP10 to verify the implementation of this activity by each partner.

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Updates about administrative and financial activities.

The FM, Tina Ranieri, illustrates the results of the activities that led to the transmission of the first interim report. The table below shows the total amount reported together with an estimate of the amount of the second pre-financing, which is subject to the outcome of the JTS:

Project Partner		1st Prefinancing	target quota for reported amount	1st Interim Report	Notes (overbudget and not eligible costs)	Total forecast next 12 months	2nd pre-financing
PP	Name						
Beneficiary	Ministero dei beni e delle attività culturali e del turismo – Segretariato generale	€173.609,64	€135.029,72	€195.916,16	€39,97	€266.265,55	€194.426,10
PP1	Institut National du Patrimoine (TUNISIA)	€216.705,82	€168.548,97	€134.982,83		€357.859,17	€162.437,33
PP2	Ministry of culture (LEBANON)	€170.535,74	€132.638,91	€130.478,66	€223,51	€245.464,91	€123.629,78
PP3	Università degli Studi di Sassari	€15.831,72	€12.313,56	€7.590,61		€39.746,19	€19.617,08
PP4	Federculture	€53.126,78	€41.320,83	€60.695,38	€1,00	€69.406,92	€51.472,04
PP5	Soprintendenza Archeologia Campania	€17.996,54	€13.997,31	€18.424,69		€33.550,55	€22.742,08
PP6	Soprintendenza Archeologia Sardegna	€17.996,54	€13.997,31	€6.544,56	€16,32	€41.065,37	€17.460,63
PP7	Comune di Siena	€36.979,20	€28.761,60	€40.430,30		€40.568,70	€28.617,53
PP8	Comune di Firenze	€6.633,14	€5.159,11	€2.165,99	€2,00	€7.369,71	€622,44
PP9	Comune di Carbonia	€9.799,49	€7.621,82	€6.456,34		€29.030,21	€16.912,97
PP10	Ricerca e Cooperazione	€79.150,90	€61.561,81	€66.301,34	€79,34	€173.447,30	€105.402,37
					€362,14	€1.303.774,58	€743.340,36
	Total eligible Costs	€798.365,52	€620.950,96	€669.986,86			

Normally, after the receipt of the interim package, the JTS has 45 days to complete its verification. The Lead partner announced that the project staff is in contact with the offices of the JMA to monitor the time and to speed up the access to the second pre-financing in time for an optimal implementation of activities.

The representative of the PP10, Arturo Parolini, reports the problems concerning the verification of the interim report of another ENPI project and asks the lead partner to outline an alternative solution in case of longer time for the second pre-financing. The lead partner is committed to do so.

In view of the upcoming accomplishments relating to administrative and accounting aspects, as well as taking into account the experience gained during the preparation of the first interim report, also in the relations with the three Auditors, the Lead partner proposes a timetable for the preparation and updating of

the list of expenses and subsequent sending of the same and related documentation to the three Auditors. Below, the timetable proposed by the Lead partner and shared by the Steering Committee:

Accomplishment/dead line	2015						2016	
	lug	ago	sett	ott	nov	dic	gen	Feb
1. preparation of the list of expenses at 30 th june 2015	■							
2. Documents to Auditors and communication to MiBACT	■							
3. preparation of the list of expenses at 30 th september 2015				■				
4. Documents to Auditors and communication to MiBACT				■				
5. preparation of the list of expenses at 31 st october 2015					■			
6. Documents to Auditors and communication to MiBACT					■			
7. preparation of the list of expenses at 30 th november 2015						■		
8. Documents to Auditors and communication to MiBACT						■		
9. preparation of the final list of expenses								■
10. Documents to Auditor and communication to MiBACT								■

Furthermore, based on the progress of expenditure as communicated with the interim report and subsequent updates at June the 30th, each partner will have to verify the savings (filling out an excel file) and to send to the Lead partners a proposal for reprogramming them, that will examine them. Each Partner should nevertheless take into account the following indications:

1. Same cost category;
2. Already existing budget line code;
3. Not exceeding the 15% (referred to the overall budget);
4. Needs for a better implementation of the activities.

The Lead partner reserves the right to authorize the allocation of economies in different cost categories.

As an example, the PM presents the excel file structure for expense tracking and verification of savings, different for Human resources and other cost categories:



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COMMITMENTS							PAYMENTS		PROG RESS	SAVINGS
BUDGET LINE CODE (1)	DESCRIPTION (2)	COST (3) (a)	HOLDER (4)	DURATION OF COMMITMENT P or E (5)	COMMITMENT'S AMOUNT (6) (b)	SAVINGS AFTER COMMITT MENT (7) (c=a-b)	DATE (8)	PAYMEN T'S AMOUNT d (9)	d/b (10)	TOTAL SAVINGS' AMOUNT b-d+c (11)
1.1.1	Project coordinator responsible for the Project (Applicant)	88.000,00	Michele Colavito	P	88.000,00	-	31/03/15	47.868,82	54%	40.131,18
1.1.6	Assistant to PMU – TS	19.200,00	Sandra Nisticò	P	19.200,00	-	31/03/15	6.449,31	34%	12.750,69
1.2.1	Financial manager responsible for the Project (Applicant)	65.000,00	Tina Ranieri	P	65.000,00	-	31/03/15	32.999,99	51%	32.000,01
1.3.1	Communication manager (Applicant)	50.000,00	Giuseppe Ariano	P	50.000,00	-	31/03/15	25.325,05	51%	24.674,95
1.3.1.1	Assistant to Communication manager – TS	21.600,00	Gaia Gallotta	P	21.600,00	-	31/03/15	8.595,43	40%	13.004,57
1.3.2.29	Coordinator (internal 35%)	9.360,00	Clara Graziano	E	3.360,00	6.000,00	31/03/15	3.360,00	100%	6.000,00
1.3.2.3	Experts of the awareness workshops about illegal traffic	1.880,00			-	1.880,00	31/03/15	-	#DIV/0! !	1.880,00
1.3.2.30	Administrative (Internal 15%)	4.800,00	Maria Teresa Soldo	E	1.500,00	3.300,00	31/03/15	1.500,00	100%	3.300,00
1.3.2.4	Trainers	4.500,00			-	4.500,00	31/03/15	-	#DIV/0! !	4.500,00
TOTAL					248.660,00	15.680,00		26.098,60		138.241,40



Instructions

N.	Description	Methodological notes to fill in the cells
1	Budget line code	It refers to the budget line code already filled in the budget as approved after the budget change's procedure
2	Description	It refers to the description of the budget line code already filled in the budget as approved after the budget change's procedure
3	Cost	Total amount as foreseen in the budget
4	Holder	It refers to the holder of the commitment
5	Duration of commitment	P stands for still in progress; E stands for ended
6	Commitment's amount	Total amount of the commitment.
7	Savings after commitment	It is the difference between budget line's cost and the commitment's amount. The cells contains a formula automatically calculated.
8	Date	It refers to the period of the list of expenses prepared and sent to BEN and to the auditor
9	Payment's amount	It refers to the total payments occurred at the same date of the list of expenses.
10	Progress	It's a percentage automatically calculated
11	Savings	Difference between payment and commitment. The cells contains a formula automatically calculated.

COMMITMENTS				PAYMENTS		PROGRESS	SAVINGS
BUDGET LINE CODE (1)	DESCRIPTION (2)	COST (3)	HOLDER (4)	DATE (5)	PAYMENT'S AMOUNT <i>b</i> (6)	b/a (7)	SAVINGS' AMOUNT <i>a-b</i> (8)
5.3.1	Stationary and postal costs specifically established and exclusively devoted for the PMU	1.230,44	MTS	31/03/2015	347,70	28%	882,74
TOTAL					347,70		882,74



Instructions

N.	Description	Methodological notes to fill in the cells
1	Budget line code	It refers to the budget line code already filled in the budget as approved after the budget change's procedure
2	Description	It refers to the description of the budget line code already filled in the budget as approved after the budget change's procedure
3	Cost	Total amount as foreseen in the budget
4	Holder	It refers to the holder of the commitment
5	Date	It refers to the period of the list of expenses prepared and sent to BEN and to the auditor
6	Payment's amount	It refers to the total payments occurred at the same date of the list of expenses.
7	Progress	It's a percentage automatically calculated
8	Savings	Difference between payment and commitment. The cells contains a formula automatically calculated.





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The above activities will be subject of a specific communication to all partners in the days after the Steering Committee.

Finally, the Lead partner focuses of all partners to respect the, regarding commitments and expenditures, confirming the support of project staff.

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The contents of the two round tables will be the subject of a report that will form an integral part of this report.

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Opening the second day of the Steering committee, after the events of June the 26th in Sousse, Tunisia, the representative of the Lead partner proposes the following declaration to be published, on behalf of the partnership, on the communication channels of the project:

The partnership of Archeomed sites condemn all forms of attacks against democracy and solidarity and peaceful coexistence between different cultures. We confirm our willingness to reaffirm these values through the reinforcement of the cooperation between our countries starting from cultural activities.

The Committee approves.

The meeting closes at 12.00 on 27 June.