



MINUTE

INTHERWASTE Project Kick-off Meeting 27th and 28th April 2016, Córdoba (Spain)

Partnership:

<i>Sanitation Córdoba, SADECO (Spain)</i>	
<i>Association of Cities and Regions for Recycling and Sustainable Resource Management, ACR+, (Belgium)</i>	
<i>Municipality of Porto (Portugal)</i>	
<i>Municipality of Syracuse (Italy)</i>	 Comune di Siracusa
<i>Municipality of Krakow (Poland)</i>	
<i>Municipality of Tallinn (Estonia)</i>	



Participants	
Beneficiary SADECO	Javier QUIJADA, director of SADECO
	Jesús DIZ, project coordinator
	Juan REVILLA, staff SADECO
	Cristóbal ARAGÓN, staff SADECO
	Antonio EXPOSITO, staff SADECO
	Marisa SEBASTIAN, external assistance
	Gema QUILEZ, external assistance
P2.- ACR+	Angeliki KOULOURI, project manager
	Maeva VOLTZ, project and communication officer
P3.- Municipality of Porto	Rui QUINTELA, chief of Municipal Division for Urban Cleaning
	Helder CLARO, staff of Municipal Division for Urban Cleaning
P4.- Municipality of Syracuse	Emma SCHEMBARI, Municipality of Syracuse expert for environmental policy and sustainable development.
	Emilia ARRABITO, external assistance
P5.- Municipality of Krakow	Katarzyna KALWA, staff of Municipal Services Department
	Dariusz NIEWITALA, staff of Municipal Services Department
P6.- Municipality of Tallinn	Kristjan MARK, head of Maintenance and Waste Management Division
	Liis RAAK, chief Specialist of Maintenance and Waste Management Division
Other participants	José Manuel MOREIRA, Representative of Regional Government of Andalusia, managing authority for ROP Andalusia 2014-2020.



Minute of the meeting

Wednesday, 27th April 2016
SADECO Headquarters

Welcome
Opening Ceremony

9:00 h

Welcome by Pedro García, Deputy Major of the Municipality of Córdoba and President of SADECO.

During the opening speech partners from the different countries are welcomed. Also the history and tradition of the city of Cordoba are reviewed and highlighted and offered to visitors so that they can enjoy the work here but also the city.

Also, it is highlighted the excellent chance of 5 world-wide known Heritage Cities sharing their experiences and policies for waste management in their heritage areas, which precisely due to this condition show special difficulties, bringing together the importance of an efficient waste management but also the preservation of the huge legacy for future generations also.

Undoubtedly this cooperation through INTHERWASTE can bring expertise and new possibilities for Tallinn (Estonia), Krakow (Poland), Syracuse (Sicily), Porto (Portugal) and Cordoba (Spain) but also for the rest of Heritage Cities in Europe as well as for those simply aiming at excellent preservation of their heritage while providing excellent services to their citizens.

It is remarked the fact that this is one of the most interesting seasons in Cordoba as we are celebrating the Festivity of Los Patios (UNESCO Heritage) and also Cruces de Mayo which is a very popular folklore celebration in the streets. Partners are invited to fully know in detail and enjoy both.





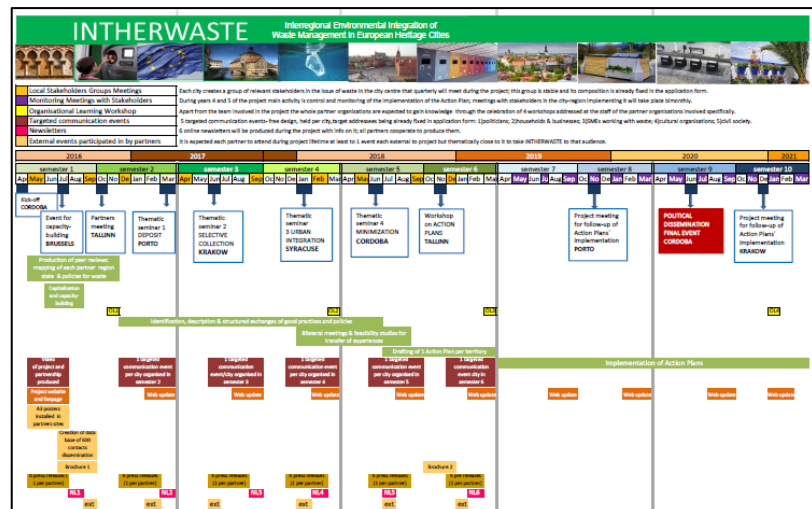
<p>Interviews with media & coffee 9:30- 10:00</p>	
<p>(I) Plenary Session</p> <ul style="list-style-type: none"> - Objectives of INTHERWASTE cooperation - Project review - Case Study - Q&A <p>10:00- 10:30</p>	<ul style="list-style-type: none"> - The objective of this session was refreshing and reviewing the specific aims of Interreg Europe cooperation. - It was deemed necessary to remind partners that main aim of this cooperation is 1) the exchange of experiences and 2) policy improvements in our cities and regions. - Some concepts to be re-clarified were the following: <ul style="list-style-type: none"> • What a “policy instrument” is for Interreg Europe. • Which is the role of policy makers in projects • Which is the role of the stakeholders groups in projects • How a policy improvement is made effective, with practical examples of different types of policy improvements. - It was also emphasized the notion that all Interreg projects have two levels: 1) the level of activities; and 2) the level of results which comprise both “policy improvement” and “territorial impact”. - We used as case study in the sessions the very same case study we as project coordinators participated in in Rotterdam Lead Partners Seminar (imaginary example of reporting on policy improvement for Operational Programme Andalucía addressed).



- Partners actively participated in case study doing interesting findings and observations about the exercise. It was helpful to clarify important concepts conditioning project success.
- After the case study a new section started, focused on our project: INTHERWASTE.
- Project work plan (2 phases), types of activities (3), main actors and their roles and indicators were revised.
- Partners were given in an A-3 visual chart with the detailed schedule of project activities so that we jointly reviewed. This chart is kind of a graphic representation of the application form produced by Lead Partner.
- They were also given in a chart with detailed updated partnership contacts also.

**(I)
Plenary Session**

- Objectives of INTHERWASTE cooperation
 - Project review
 - Case Study
 - Q&A
- 10:00- 10:30



INTHERWASTE- INTERREG EUROPE						
Nº P	COUNTRY	CITY	ENTITY	CONTACT PEOPLE	MAIL	POLICY ADDRESSED
P1	SPAIN	Cordoba	SADECO Sanitation Cordoba	Jesús Diz Cristóbal Aragón Marisa Sebastián Gema Quilez	jdiz@sadeco.es caragon@sadeco.es msebastianponce@sadeco.es gquilez@sadeco.es	Regional Operational Programme Andalucía 2014-2020 Thematic Objective 5.- to preserve and protect the environment and promote resource efficiency
P2	BELGIUM	Brussels	ACR+	Angeliki Koulouri Maëva Voltz	ak@acrplus.org mv@acrplus.org	
P3	PORTUGAL	Porto	Municipality of Porto	Helder Claro Rui Quintela	helderclaro@cm-porto.pt ruiquintela@cm-porto.pt	Regional Operational Programme NORTE 2014-2020 Priority Axis 5- Urban System; Thematic Objective 6.- preservation and protection of the environment and promotion of resource efficiency
P4	ITALY	Syracuse	Municipality of Syracuse	Emma Schembari	avv.e.schembari@gmail.com	Regional Operational Programme SICILY 2014-2020 priority 6a –investing in the waste sector
P5	POLAND	Krakow	Municipality of Krakow	Katarzyna Kalwa Grzegorz Grzybczyk Dariusz Niewitala Angelika Salapa	katarzyna.kalwa@um.krakow.pl grzegorz.grzybczyk@um.krakow.pl dariusz.niewitala@um.krakow.pl angelika.salapa@um.krakow.pl	Regional Operational Programme Malopolskie 2014-2020 Priority Axis 5- Environmental Protection
P6	ESTONIA	Tallinn	Municipality of Tallinn	Gennadi Gramberg Kristjan Mark Liis Raak	gennadi.gramberg@tallinnlv.ee kristjan.mark@tallinnlv.ee liis.raak@tallinnlv.ee	Waste Management Plan of the City of Tallinn



- Finally, some hints for effective and attractive communication were launched to partners, to be reminded for rest of project lifetime (ex. use catchy headlines- simple and comprehensive, avoid technical terms and acronyms, break up long complex sentences, use everyday words, make readers want to find out more...).

(II)

Partners presentations

10:30- 11:30

- Partners were invited to make a presentation each (10 minutes presentation) summarising some key points:
 - Presentation of the institution/organization and the potential regional/national bodies supporting the project.
 - The policy instrument addressed in project.
 - Waste-expertise in city centres/heritage areas: current defies.
 - Stakeholders groups constituted in each city/region for the project lifetime.

Order of interventions;

- 1) Municipality of Tallinn
- 2) Municipality of Krakow
- 3) Municipality of Syracuse
- 4) Municipality of Porto
- 5) ACR+
- 6) Sanitation Cordoba

Partners presentations served for initial mutual knowledge and also to make first questions among partners knowing different realities to emerge:

- different ratios per city
- different fractions
- different systems



- existence or inexistence of municipal companies for waste
- percentages of separated collection
- percentages of landfilling
- cultural events in the medium term with an incidence on the waste state of the art- Canoa Polo World Cup in 2016 in Syracuse, Tallinn candidate for European Capital 2018, Krakow candidate for Green City 2018, Porto defies in Ribeira area, etc....)
- power of the different stakeholders groups to be influential



(II)

Partners presentations

10:30- 11:30





<p style="text-align: center;">(II)</p> <p style="text-align: center;">Partners presentations</p> <p style="text-align: center;">10:30- 11:30</p>	 
<p style="text-align: center;">(III)</p> <p style="text-align: center;">Plenary Session</p> <ul style="list-style-type: none"> - Managing Finances - Reporting Financial Activities <p style="text-align: center;">11:30 -13:00</p>	<ul style="list-style-type: none"> - Partners are informed about the main norms concerning budget, procurements to be launched and financial reporting. - The different cost categories are reviewed: staff, external expertise, travelling, equipment, administrative costs. - The procurement rules are also clarified. - As it is the technical and political staff from each partner organisation that have attended the meeting- financial representatives of the different partners not present in meeting- it is agreed that, apart from transference of information to their colleagues, the celebration of individual skype meetings between Lead Partner financial representative Marisa Sebastian and the financial representatives of ACR+, Tallinn, Porto, Krakow and Syracuse during the rest of May. - Conditions and timing for reporting is also reviewed during the session. - Questions and answers were launched and answered.
<p style="text-align: center;">13:30</p>	<p style="text-align: center;"><i>Lunch</i></p>



(IV)



**Study Visit
to Córdoba
World Heritage
Old Town.**

*“Deposit and Collection
Systems in Córdoba
Old Town”*


16:00

- During the study visit to Córdoba Old Town it called the attention the fact that many emblematic places in the city centre had no visible waste or even visible deposit and collection devices. This was considered difficult indeed as Córdoba is a very touristic city with lots of economic activity what should lead to significant amounts of waste.
- The study visit allowed partners to know the current waste deposit and collection devices in old town Córdoba being in force, their placement and how they are being managed. Lots of questions were posed to representatives of SADECO on the part of their homologous colleagues in Tallinn, Krakow, Porto and Syracuse. It is mainly the system so-called “Ecopoints” that called the attention the most, as it makes possible to have streets free of waste and containers also. Besides several different Ecopoints we also visited sites for aesthetic containers and underground containers also.



19:00	Dinner
Thursday, 28th April 2016	
<p>(V)</p> <p>Study Visit Cordoba Environmental Complex</p> <p>9:00</p>	<p>- Recycling and Composting: systems for waste treatment in Cordoba.</p>   <p>At the end of the study visit to the environmental complex many questions were posed by partners about ratios and conditions for several of the fractions and systems reviewed during the study visit.</p>
11:00	Coffee back in SADECO headquarters
<p>(VI)</p> <p>Steering & Technical Committees</p> <p>11:30 – 13:00</p>	<p>Last part of the kick-off meeting consisted of the celebration of the Steering and Technical Committee I which consisted of:</p> <ol style="list-style-type: none"> 1. Critical assessment of the meeting: positive and unsatisfactory aspects. 2. Summary of tasks and deadlines for next works to accomplish (see chart attached). 3. Dates for next meeting for capacity-building in Brussels and next partners´ meeting in Tallinn. <p>Main aspects discussed are the following:</p> <ul style="list-style-type: none"> ✓ The time devoted to meeting has been deemed enough, enough time assigned for thorough indoor sessions and also for study visits of interest in the partnership.



<p style="text-align: center;">(VI) Steering & Technical Committees 11:30 – 13:00</p>	<ul style="list-style-type: none"> ✓ We decided to revise for every meeting how long it should take as for some meetings one day might be enough (it is the case of the next capacity building event in Brussels) for others one day and a half is enough (kick-off) but others with more contents might require a 2 full days meeting. We will decide on a one-by-one case. ✓ Study visits were considered through, interesting and very illustrative of possibilities to transfer. ✓ It is agreed for next meetings, a time will be devoted to celebrate individual tutorials of Lead Partner and ACR+ with the rest of partners to cross-checked individually technical aspects, financial aspects and communication aspects as these individual be-to-be tutorials are considered a very useful mechanism complementing plenary sessions. ✓ It is agreed always after each meeting both minute and presentations used will be provided to the partners. ✓ It is also agreed to produce agendas of meetings one month in advance to the meeting days so that better prices can be obtained and meetings and agendas of participants can be appropriately organised. ✓ Having agendas in advance makes also possible identification of suitable stakeholders of the groups participating in each meeting, on the basis of the contents to be dealt with. ✓ It is also agreed that for next projects meetings all partners addressing their regional operational programme through the project will bring their regional representative to meetings as the involvement of these people in the project is key to achieve the policy improvements expected. ✓ ACR+ as INTHERWASTE advisory partner organises a training session for all project partners to know the main tools produced through waste projects during last years. This capacity –building session is agreed to be held in Brussels in ACR+ headquarters the Thursday 30th June 2016. ✓ Agenda for Capacity-Building event in Brussels will be provided by ACR+ to the rest of partners by the end of May. ✓ Next partners´ meeting is decided to be celebrated in Tallinn the days 21st and 22dn September 2016. ✓ Deadlines for every action to be accomplished during semester 1 is jointly agreed and summarised in the chart closing this minute.
<p style="text-align: center;">13:00</p>	<p><i>Lunch</i> <i>Closure of the meeting</i></p>
	



INTHERWASTE Project- semester 1

TASKS AND DEADLINES Córdoba, <i>kick-off meeting</i>	
TASKS	DEADLINES
EXCHANGE OF EXPERIENCES	
Guidelines for situational analyses, good practices collection and ruling of stakeholders groups produced by SADECO and ACR+ in collaboration and provided to partners	31st May 2016
Each partner city produces its situational analysis following guidelines	5 th September 2016
First meeting of the “Local Stakeholder Group” in each city: they are involved into project and provide knowledge and opinions to be included in situational analyses. Their next meeting will be in September before analyses are finished	May/June
COMMUNICATION AND DISSEMINATION	
Communication seminar attended by Communication coordinator	September 2016
Communication manager in each local team reads and saves INTERREG EUROPE Graphic Book	May 2016
Website created by Interreg and fanpage created by ACR+	31st May 2016
All PPs provide fanpage with contents and friends and All PPs provide ACR+ with their presentations for the web	30th June 2016
Data base of strategic contacts started: All PPs send 100 contacts of interest for project to ACR+	15th September 2016
Brochure 1 of project designed by ACR+ All PPs provide contents, translate it and disseminate it	15th September 2016
Newsletter 1 produced by ACR+ All PPs provide requested contents for it to ACR+	30th September 2016
All PPs produce and publish 1 press release	15th September 2016
Each partner city produces and installs 3 posters ACR+ produces and installs 1	31st July 2016
PROJECT MANAGEMENT	
Subsidy contract between SADECO and Interreg Europe signed	31st July 2016
Partnership Agreement between partners signed	31st July 2016
Individual Progress Reports sent to LP SADECO by each partner	30th November 2016
NEXT MEETINGS.	
Capacity- building meeting in Brussels: Thursday 30th June (1 full day) Partners meeting in Tallinn: Wednesday and Thursday 21st and 22nd September (2 full days)	