



***To the Watercycle project partners:***

LPI ERM ITALIA, EMILIA-ROMAGNA, PROVINCE OF FERRARA  
PI MAR 1 ITALIA, MARCHE, MUNICIPALITY OF PESARO  
PI MOL 1 ITALIA, MOLISE, MUNICIPALITY OF CAMPOBASSO  
PI PUG 1 ITALIA, PUGLIA, PROVINCE OF BRINDISI  
LPE CRO CROAZIA, COUNTY OF SISAK-MOSLAVINA  
PE CRO 1 CROAZIA, TOWN OF KOPRIVNICA  
PE CRO 2 CROAZIA, TOWN OF VELIKA GORICA  
PE CRO 3 CROAZIA, MUNICIPALITY OF PLETERNICA  
LPE ALB ALBANIA, MUNICIPALITY OF SHKODER

**Watercycle Project Meeting**

**June 26<sup>th</sup> – 27<sup>th</sup>, 2007**

***S. Giorgio Palace (headquarters of the Town Hall)  
Piazza Vittorio Emanuele 29 - Campobasso***

**Minute of the Meeting**

**Date:** June 26<sup>th</sup>-27<sup>th</sup>, 2007

**Location:** S. Giorgio Palace, Piazza Vittorio Emanuele 29, Campobasso

**Tuesday, June 26<sup>th</sup>**

The meeting starts at 9.30 am and the following issues are discussed:

1. Presentation of the objects and expected results.
2. Presentation and signature of partnership agreements.
3. Definition of the steering committee meetings and thematic work groups.
4. Future stages of the project, management of the network, communication protocols and related tools.
5. Presentation of the project logo and image.
6. Accounting rules for the Italian partners.
7. Accomplishments and controls related to the project management, implementation of best practice concerning control policies.

The meeting starts at 9.30am as planned.

The Mayor of Campobasso Giuseppe di Fabio greets, thanks the participants and states the importance for his city to cooperate with countries on the other side of the Adriatic sea and with the other involved Italian regions, dealing with an important theme such as water management.

Dr Villani, ex councillor and promoter of the project for the Municipality of Campobasso, expresses his will to carry on the management of the project as far as the technical side is concerned, for its importance and heavy value.



### 1. Objectives and expected results of the meeting

Eng. Paola Magri – Ferrara District, Lead Partner in the project - opens the meeting reminding the agenda and showing the project activities, objectives and expected results of the meeting.

### 2. Signature of partnership agreements with the Italian partners

Monia Barca – Province of Ferrara – presents the partnership agreements to be signed with the Italian partners. The adopted form is the one suggested by AUG, with no particular alterations.

The Municipality of Campobasso and the Municipality of Pesaro attend the meeting with the people in charge to sign the agreement, therefore they sign. The Province of Brindisi will receive a copy of the agreement by mail and will send back a signed copy to the Province of Ferrara.

### 3. Definition of the steering committee meetings and thematic work groups

Giulio Campana – Area Europa srl - suggests to settle in the management and monitoring units of the project, particularly the project management committee and the three work groups with their coordinators.

We move on the approval of the project management committee and the members of the work groups.

Mr Campana reads the roles of each partner within the different groups for the following approval.

The Province of Ferrara will be the coordinator of the management committee and will take part to each of the three work groups.

The Municipality of Pesaro will take part to group #2 and will be a member of the management committee.

The Province of Brindisi will take part to group #1 and will be a member of the management committee.

The Municipality of Campobasso will take part to group #3 and will be a member of the management committee.

The County of Sisak-Moslavina will take part to groups #1 and #2 and will be a member of the management committee.

The Municipality of Koprivnica will take part to group #3 and will be a member of the management committee.

The Municipality of Velika Gorica will take part to group #3 and will be a member of the management committee.

The Municipality of Shkoder will take part to group #1 and will be a member of the management committee.

From now on, the management committee has settled in to coordinate the project.

The work groups have settled in as well. The partners have confirmed the list of the participants in the project, establishing the members of the steering committee in charge of the monitoring and coordination of the project activities, and the members of the thematic work groups.

Therefore the steering committee has been officially established and the thematic work groups have officially settled in. The members of the work groups are confirmed and the Province of Ferrara takes part in each of the three groups.



Giulio Campana – Area Europa – coordinator of the network, reminds the partners that we have 11 effective months to finalize all the project actions. The project must be closed, including the accounting part, within June 2008.

The dates for the next meetings are agreed on, both for the steering committee and the thematic work groups.

In order to optimize both time and work force, the steering committee will meet twice (November 27<sup>th</sup>, 2007 and May 2008) together with the thematic work groups.

Mina Piazza - Brindisi District– suggests that the thematic work groups meet in March 2008 for the World Water Day (March 22<sup>nd</sup>, 2008), for which the Province of Brindisi, together with the Region of Puglia, wishes to organize the general state of water in Puglia. This would obviously offer wide visibility to the project. All the partners agree on this point.

Besides the management committee meetings, Villani suggests that the technical groups meet in order to evaluate the state of art.

Campana agrees on the planning of the technical meetings for instance in Croatia, in order to better evaluate and interact with the choices taken by the PAO partners.

Pesaro suggests the actuation, as soon as possible, of the exchange of best practice and documents, even on-line, among the partners, in order to be ready in advance for the technical meetings. In order to optimize the time, the meetings could even last two days.

Campana suggests dates and locations for the future meetings of the management committee together with the work groups. On November 27<sup>th</sup> there will be a meeting in Croatia. In March 2008, the date is to be discussed, (may be on the 22<sup>nd</sup>, coincidentally with the World Water Day), the meeting will be in Brindisi. In May 2008 the last meeting of the Committee and the Groups will be in Pesaro.



Roundup chart of the future meetings:

<b>WHEN</b>	<b>WHERE</b>	<b>WHAT</b>
November 27th, 2007	Koprivnica – CROATA	Steering committee and Thematic Working Groups
March 20th-22nd, 2008	Brindisi – ITALY	Event concerning water management and Thematic Working Groups
May 19th-21st 2008 to be discussed	Pesaro – ITALY	Steering Committee and Thematic Working Groups

#### 4. Network management, communication protocols and related tools

All the partners agree on the actuation of proper common communication tools.

Giulio Campana suggests the creation of a blog, as in an open web site where any allowed person, can write comments, exchange and share documents and information. This choice is mostly based on flexibility in the input of contents and low budget. A blog does not need qualified personnel and it is an easy and fast tool for information exchange.

After a long discussion with the partners concerning the effectiveness of a blog rather than an actual web site and the suggestion of the Province of Brindisi to host the Watercycle web site in the water management portal, Paola Magri suggests to activate the blog within a month in order to meet everybody's needs in a fast and cheap way; the evaluation about the opening of a real web site is postponed.

Dr Carano - Municipality of Campobasso – requests the inclusion of a private area to be used by partners only, for the input of specific private material and documents concerning the project; and an area where anyone can log in and download whatever they are interested in.

The partners are asked to supply the material within two weeks, or else the blog stays an empty box. Within a month the partners will be showed a draft of the blog.

Giulio Campana also suggests a monthly newsletter, to be written with the effort of every partner. A specific timing is needed. The newsletter will report the state of the art of the project. Therefore the blog editor must have all the necessary information on a regular basis. The partners agreed on every two weeks.

Campana then shows a short simulation in order to demonstrate the blog functions compared to those of a regular web site.

The monthly newsletter consists in a simple email. There is also the suggestion to produce an electronic version not so frequently (every other 2 or 3 months).

#### 5. Presentation of the project logo and coordinated image.

Monia Barca presents to the partners the chosen logo for the coordinated image of the project. The logo is showed and explained and it will have to appear in each paper product (roll papers, brochures, publications, reports, ...) and electronic product (power point presentations, video, CDs, DVDs, floppy discs, .....). A CD-ROM with the logo will be supplied to each partner.



It is very important that each partner remembers to edit the Watercycle project logo, the Adriatic Interreg logo (as far as Italian partners are concerned), the Phare-Cards logo (as far as PAO partners are concerned) on each product related to the project. Partners are also required to edit the following caption: "this project is co-funded by the European Fund for regional development".

Besides the programs logos, the partners logos are required. Monia Barca requests the partners to supply the Province of Ferrara with all their logos; she will then provide the partners with all the needed logos (including the mandatory ones).

## 6. The control guidelines

Giulio Campana shows the importance for control guidelines for the correct project management, also aiming to second level checks. The control guidelines foresee four basic stages:

- 1) filing;
- 2) information flow within the organization chart of the authority;
- 3) information and decisions flow based on the authority regulation;
- 4) temporary and logic flow of the project actions.

5.30pm: ending of today's session and visit to the municipal depuration plant in the village of Scarafone, guided by the operators of the enterprise DONDI, responsible for the management of depuration plants within the municipality area of Campobasso.

## Wednesday, June 27th

The work session starts at 9.00am and it focuses on the project thematic work groups; it is agreed that the three work groups now work together, and not separately any longer, as previously decided.

A meetings calendar is structured, in order to have meetings at the same time as the steering committee.

Work group n. 1, coordinated by Mina Piazza from Brindisi and whose activities are mostly decided by Ferrara and Brindisi, verifies timing and results.

Ferrara: in November, the first results of the building process of a mathematic model for water cycle management will be provided; they will then become available for partners.

Brindisi: for Brindisi as well, November will be the target time for the take off of the structuring procedure of water management on a regional level.

Sisak and Pleternica take part to work group n. 1 in order to collect useful data for their own territorial realities and then check the applicability on site.

Work Group n. 2, coordinated by Pesaro with Antonio Mezzino, foresees the activation of an executive pilot project, related to the revival of Foglia river, within November 2007; during the meeting, Andrea Cozzini from the town planning department of the Municipality of Pesaro, shows, with the support of slides and data, the detailed state of the art of the local action of Watercycle foreseen on the territory. The representative of Pleternica, Dijana Ferkovic, suggests that Pesaro presentation becomes the guideline to be followed for all future presentations for local actions in each Work Group during the next sessions.



From September to November 2007 we will proceed to edit the documentation and the various material on the Watercycle blog, in order to have them available for all partners. Sisak will do the same, following the same timing for the proceeding of material and sharing of it; whereas Ferrara will take part to the Work Group in order to have a general overview of the project actions.

Work Group n. 3, coordinated by Campobasso with Giuliana Carano, focuses on having the first data, concerning the different actions, by November including the feasibility checks of different infrastructural interventions (state of properties, technical and legal feasibility) related to Watercycle actions. Within this frame, Velika Gorica must provide the reconstruction of the depuration plant; on the other side Koprivnica has started the building of a new depuration plant capable for 100.000 inhabitants, which mud, thanks to new technology treatment plants, will become building material.

At the end of Work Groups sessions, therefore of the meeting, the next appointment is planned on November 27th, 2007 in Koprivnica, Croatia with the steering committee and the Work Groups.

It is also decided that, within November, the Leader should provide the Work Groups with a unified form in order to collect the partner's data, actions, objectives of the project, expected results and the information about the territory.

At 12.30 pm the meeting is officially closed.