

## LIST OF PARTICIPANTS

Name	Organization	Role in the project
Yusuf Ziya YILMAZ	Municipality of Samsun	Mayor of Samsun- Political Responsible/Decision Maker
Konstantinos SIMITSIS	Municipality of Kavala	Mayor of Kavala - Political Responsible/Decision Maker
Christodoulos MICHALAKIS	Municipality of Kavala	Deputy Mayor of Kavala - Political Responsible/Decision Maker
Menelaos CHATZIAPOSTOLIDIS	Municipality of Kavala	Project Partner Coordinator
Klimis KARASAVVAS	Municipality of Kavala	Project Partner Team Member
Efstratios MANOS	Municipality of Kavala	Project Partner Team Member
George GAIDAJIS	Democritus University of Thrace	Project Partner Coordinator
Costel Hanta	Municipality of Galati	Project Partner Coordinator
Irina ISAC	Municipality of Galati	Project Partner Team Member
Viorel POPA	"Dunarea de Jos" University of Galati	Project Partner Coordinator
Gelu GURGUIATU.	"Dunarea de Jos" University of Galati	Project Partner Coordinator
Alen AMIRKHANIAN	American University of Armenia	Project Partner Team Member
Hrant Ter-GABRIELIAN	R2E2 Fund	Project Partner Team Member
Anatolie NEBUNU	Municipality of Cahul	Project Partner Coordinator
Elena BABA	Municipality of Cahul	Project Partner Team Member
Hakan SEZGIN	Samsun Metropolitan Municipality	Project Partner Coordinator
Ramazan AYDIN	Samsun Metropolitan Municipality	Project Partner Team Member
Volkan ARSLAN	Samsun Metropolitan Municipality	Project Partner Team Member
Ozlem HONCA	Samsun Metropolitan Municipality	Project Partner Team Member
Kadir GURKAN	Samsun Metropolitan Municipality	Project Partner Team Member
Aykut BILGIC	Municipality of Tekirdag	Project Partner Coordinator
Mehtap CİHAN MİÇONUNOĞLU AKKUŞ	Municipality of Tekirdag	Project Partner Team Member

## BSBEEP Kick-Off meeting minutes

The First BSBEEP meeting (kick-off meeting) was held in Samsun, Turkey 5-6/8/2013. The venue was Anemon Hotel.

Preparation started in mid-May, after the completion of the contracting phase.

In the two months that preceded the Kick Off Meeting, the Lead Applicant (LA), the Municipality of Kavala (MoK) carried out a number of preparatory activities that included

- ❑ Creating a DROPBOX, where all relevant BSB JOP and BSBEEP project Documents was uploaded while all Partners were invited in order to enable them to have instant access all the time. The project Dropbox has since become a key tool for communication amongst PP, with about 40 people visiting it regularly.
- ❑ Asking the Partners to confirm or name new Contact Persons
- ❑ Securing the receipt of the transfer of the 1<sup>st</sup> instalment and then proceeded with its transfer to Partners

Following the nomination of a new Contact Person by the Municipality of Samsun, the LA announced the Kick Off Meeting to all Partners one month ahead.

In the period that followed the announcement ppt templates were created and distributed in order to ensure that information provided was relevant and valuable to the project.

The objectives of first meeting were the following:

- To establish a personal, real contact amongst PP representatives, foster a multi-level, multi-disciplinary cooperation, build a strong team that will help carry out joint activities and achieve common goals
- To present PP profiles and experiences.
- To present PP specific needs and forge common approaches for the implementation of the project.
- To put in light BSBEEP project's critical issues and to help PP's administrative and managerial capacities.

The LA informed PP that PP 7, the Municipality of Mykolayiv, decided to cancel its participation through a phone call, the day before, on Sunday August 4, because, as the Contact Person of the Municipality of Mykolayiv affirmed, they were to receive an UEFA delegation and discuss the possibility of major sports infrastructure investments.

On **Monday August 5**, the Meeting was opened by the speeches of the Mayor of Samsun, Mr Yusuf Ziya YILMAZ, the Mayor of Kavala, Mr. Konstantinos SIMITSIS, who underlined their commitment to the activities and goals of the BSBEEP project.

The interest and value of the BSBEEP Project in particular and of Territorial Cooperation in general, was the main theme of the discussion that the 2 Mayors, together with the Deputy Mayor of Kavala, Christodoulos MICHALAKIS, had with the journalists during the ensuing Press Conference.

After that the LA presented a Project Overview, explaining objectives, challenges, strengths and weaknesses as well as its linkage to the 2014-2020 Programming period.

Deliverables: One Press Conference, One presentation.

The second part of first day works, included presentations of BSBEPP Partners. Partners were invited to introduce their organizations according to the Template provided by the Lead Partner, about a month ago. All nine partners presented their institutions' profiles and experiences. The presentations demonstrated the link and relevance of the project to the needs of the Partner.

Deliverables: Nine presentations, discussion.

The third session included presentations covering the theme "Operational planning for project implementation". Group of Activities' Leaders presented a short and operative description of their work packages and led a discussion. Themes included allocation of specific responsibilities for each task, review of budget allocation and a draft activity forecast for the next 6 months. The aim was to end up with clear plan and expected tasks per PP. Issues that were discussed in the first day included:

- Project Activity Planning/ Timeline, Deliverables and Partner Activities

Representatives from Municipality of Kavala, presented an overview of the project, underline the opportunities could emerge from this project in the framework of current and next programming period. Also presented, challenges for each partner as also some potential risks than can threaten the project.

- Group of Activities 1 – Knowledge and information collection and Dissemination – Analysis of external current situation

DUTH representative made an analytical description of the tasks that PP needs to perform, starting with a Questionnaire that will depict the baseline and would need to be completed until October 2013. He underlined the importance of a sound knowledge and data base in order to achieve a high level of outputs.

- Group of Activities 2 – Preparation for Implementation – Analysis of internal current situation

Municipality of Galati representatives made an analytical description of the tasks that PP need to perform under this GA, strengthening the roles and tasks of each partner. They emphasised over the importance of capacity building for local authorities and the emerging importance of energy efficiency for local development.

The Session ended with a summary by the Project Head Coordinator, Menelaos CHATZIAPOSTOLIDIS.

In the **second day** of the meeting on **Tuesday, August 6**, the presentations continued with the remaining GA,

- Group of Activities 3 – Integrated planning processes and approaches – Planning, Implementation and training

Representatives from American University of Armenia made a concise presentation of activities underlying the interwoven structure of activities under this GA. They underlined the role of planning and the need for adopting integrated policies mainly on the urgent issue of energy consumption and energy management.

- Group of Activities 4 – Visibility of the Action

Municipality of Samsun representatives presented their approach for the implementation of this GA. They presented the possibilities that project already has and they correlate visibility actions with capacity building efforts on local authorities.

- Group of Activities 5 – Management and Coordination of the Action

The Municipality of Kavala representative made an extensive presentation about the General Conditions, the Special Conditions the Partnership Agreements and the Grant Application Form. Detailed explanations were provided about all issues related to project implementation such as the requirement for each PP to have a dedicated bank account, financial and technical reporting responsibilities, procurement procedures, eligibility of costs, expenditure verification and auditing and visibility requirements.

The LA made an in-depth presentation about the procedures related to amending the budget by a Notification or an Addendum. The PP reiterated their unanimous agreement to endorse the request of the LA to proceed immediately with budget amendment by Notification and to discuss in the next Meeting the possibility to prepare another budget Amendment through an Addendum.

At the end of this Session all PP representatives confirmed

- That a common understanding of the project goals, activities and expected results had been reached
- that their organizations had each one set up a project team with each Member being assigned specific tasks
- that all required administrative arrangements, such as the opening of dedicated bank accounts, had been completed.

Furthermore all PP agreed

- to upload their presentations and all other material relevant to the Meeting in the Project Dropbox, which will be used also in order to share material relevant to the implementation of project activities
- to intensify contact with BSB JOP NCP as well as control authorities and auditing entities and
- to a set of internal communication procedures

Deliverables: Three presentations, discussion.

In the second half of the day all PP representatives participated in the Team-Building Field Trip, during which they had the opportunity to visit the sites of recently completed projects by the Municipality of Samsun.

Deliverables: One Team-Building Field Trip.

## Decisions and Tasks assignments

### A. Management

1. Next BSBEPP project meeting will take place in **Yerevan**, Armenia, if possible by the end of this year.
2. Expand and intensify the use of Dropbox folders for better coordination of activities.
3. Intensify use Skype for better coordination among partners
4. Consolidate and motivate internal working groups in each PP organisation
5. Identify, consolidate and motivate Stakeholders? in each PP area
6. LA was asked to take the necessary steps in order that the Municipality of Mykolayiv complies with requirements.

7. Launch and/or accelerate procurement procedures and complete human resources recruitment
8. LA was mandated to prepare Notifications for minor budget modifications and all Partners must be ready until the next Meeting to submit their request relative to budget or other modifications before the Yerevan Meeting.
9. Preparing PP's working groups for the first progress narrative report,
10. The LA will prepare a Project Overview document, in order to reorganise basic information from signed contract in a consolidated form, till end of August.
11. For the preparation of BSBEEP project first progress narrative report, the LA, will send the template for the Progress Narrative Report and its Financial Annex until 1/10/213 and PP will send them back with the required information and data until 10/10/2013.

#### **B. Per technical GA's**

12. For the preparation of BSBEEP project GA1 studies, responsible partner (DUTH), will send 5 templates for each sub-activity (GA1.1-GA1.5) and one doc with general guidelines, until September 4, setting a deadline to partners till 9/9/2013, for finalising the specifications for all relevant studies. After that, the PP in charge will send final versions of these templates, setting October 10 as the deadline for all PP.
13. In GA4, the LA will prepare a questionnaire and PP will reply by providing the required data and information.