



SHARE Transnational Steering Group Meeting
Thursday 20 March 2013 – 13:00 hrs
Merksplas Colony School, Belgium

MINUTES

ATTENDEES

Ryan Barry	MTCBC	Jan Joris van Kampen	PG
Alex Stephens	MTCBC	Jos van de Zande	PG
Tim Cambourne	NT	Yolande Holtzhuizen	PG
Paula Clarke	NT	Jeroen Bootsma	NDW
Guillaume Foucault	CG dØ et V	Andrew Gray	ERA ²¹ Ltd.
Leen Cannaerts	KL	Claire Gray	ERA ²¹ Ltd.
Philippe De Backer	KL		

APOLOGIES

Karen Rees	MTCBC	Chris Long	MTCBC
Jerome Jacopin	CG dØ et V	Paul Thissen	PG
Peter Ros	NDW		

Chair: Ryan Barry

Clerk: Claire Gray

1.1	Welcome by Lead Partner	
	Ryan Barry thanked Kempens Landschap for their hospitality for the 2 days.	
2.1	Project Finance	
	Ryan Barry led on the following:	
2.2	Feedback on Claim 2	
	Final date for spend was 31 Jan All docs were due to be uploaded to online by 28 Feb ó only 2 were submitted on time! Ryan stressed the need to adhere to timescales and deadlines. If partners are unable to meet the deadlines please inform the Lead Partner of issues in good time ó MTCBC may need to refer back to the terms of the Partnership Agreement if necessary if partners consistently make late submissions.	
2.3	Overall Finance Review and Update (presentation)	
	Ryan showed a presentation that included a graph of spend related to budget as at Claim 1. All partners are behind on project spend ó It is imperative to bring spend back in line with the budget ó no option to extend the project, and need to spend the whole budget by the end of the project (Final spend date: 30 April 2015 - project end date 31 July 2015).	

2.4	Shared costs – review and update	
	<p>In line with budget to date. (Total to Claim 2: €77,384 to Dec 2012 against a planned spend of €105,565). Please ensure payments are made promptly (quarterly invoices).</p>	
2.5	Supplementary Finance Records - Review	
	<p>The European Commission may claw back money if the expenditure has not been adequately justified and evidenced. Claire Gray stressed the necessity for each partner to keep sufficient supporting evidence to justify the invoices of financial claims in a supplementary financial evidence file where they can be easily found should an auditor ask questions or wish to see them in the future.</p> <p>Each partner should be prepared for a 2nd or even 3rd level audit. These are very thorough and may occur at short notice up to several years after the project has been completed, by which time current staff are likely to have moved on or forgotten where the evidence is held, unless it is well documented in files and clearly cross referenced with the respective financial claim references. They should also be electronically backed up.</p> <p>Claire explained that the supplementary financial evidence is different from the Actions and Outputs evidence. Some of the evidence will appear in both files but carrying a different coding.</p> <p>Claire gave examples of what this should consist of: e.g.</p> <ul style="list-style-type: none"> • for hire costs of meeting rooms, catering costs, etc. - agendas, sign-in sheets and minutes could provide the supplementary evidence. • for publicity invoices - copies of original publications, or photos if too large, and correct use of the logo demonstrated. <p>She brought a sample file and offered to go through this after the meeting, and to explain the requirements in more detail to anyone present.</p> <p>Ryan explained that he may visit partners in future to check their overall record-keeping.</p>	
	<p>Note if partners wish, they may want to keep low value invoices for later in the project if this causes problems with finding the evidence for the invoices.</p>	
2.6	Formal Request for Change	
	<p>3 requests for changes are allowed during the project period (none have yet made by the SHARE project) The last request has to be within the final 6 months of the project. Changes may include:</p> <ul style="list-style-type: none"> • More than 20% shifts between budget categories across the partnership • Change of sub-partners 	

	<ul style="list-style-type: none"> • Name/address changes of organisations • Alteration of project deliverables <p>Under a Request for Change, partners are not allowed to request additional money to their original project, (this could only be achieved through trading with other partners within the current budget).</p> <p>Andrew notified the meeting, however, that he had heard informally that the JTS may be under-spent in their budgets and may therefore be prepared to offer more money within the project timeframe as long as partners have spent at least 50% of the partnership's original budget (a challenge, looking at current expenditure rates) and suitable justification for what this is needed for ó possible timing in order to spend additional money could be circa Oct 2013. (This would not be a Request for Change).</p>	
	<p>Partners were asked to outline their current wishes for inclusion in a formal Request for Change:</p> <p>Merthyr Tydfil County Borough Council wish to:</p> <ul style="list-style-type: none"> • Add a new additional sub-partner (3 instead of 2) • External experts transfer budget to travel. <p>No hurry to do this at this stage of the project</p> <p>New Dutch Waterline No Requests for Change at this stage.</p> <p>Kempens Landschap No Requests for Change at this stage.</p> <p>Conseil Générale d'Ille et Villaine wish to:</p> <ul style="list-style-type: none"> • Add a sub-partner - City of Louvigne would like to be involved in the project to do additional things. The City would bring 150,000 Euros match-funding ó therefore total additional budget of 300,000 Euros (to buy building, plus staff costs, materials etc.) Political decision will be made on whether or not to include them before this summer. (Andrew Gray suggested that it would be worth asking the JTS informally, but due to the additional funding required, would be unlikely to be approved) • Move 25,000 from External experts to Staff Costs. <p>National Trust</p> <ul style="list-style-type: none"> • Unlikely to request - may wish to move some staff costs to external experts. <p>Province of Gelderland</p> <ul style="list-style-type: none"> • Currently 4 sub-partners ó all being replaced by 3 other sub-partners. 	

	<p>Also may wish to add a 4th one. (Need to give good reasons for the change) (Timeframe ó asap).</p> <ul style="list-style-type: none"> • Staff costs to Travel and Accommodation to enable volunteers to visit other projects. (no urgency). 	
	All partners to notify Karen and Anna of proposals, and provide information to Lead Partner of their rationale to justify their requests.	All
	Lead Partner to start putting in a Request for Change following this meeting), Ryan to ask JTS for the appropriate forms and will then request the necessary information from partners.	RB
	<p>This first official Request would go through in mid-April ó partnership should hear the decision of the JTS by July 2013.</p> <p>After the budget changes have been approved future 20% deviations from the budget are measured against the approved new budget categories.</p>	
	Ryan will contact Johanna from the JTS to ask for a request for change form and then work with Karen, Anna and ERA21 and with the partners to prepare the request for change.	RB
3.1	Progress Reports	
	See below.	
3.2	Feedback from A&O Reports for Claim 2	
	<p>Ryan Barry reported that all PR2 reports have been received by Ryan Barry ó thanks.</p> <p>He explained how these are collated, showing partner activities against each action, and how used as a monitoring tool to evaluate progress against planned timelines.</p>	
3.3	Example of MTCBC Report / Evidence File	
	<p>Ryan showed an example of how MTCBC record and file their evidence: Actions and Outputs report entries and related evidence files saved as pdfs and named with appropriate codes.</p> <p>Ryan stated that although most partners have sent evidence to him, this is often not in the correct format or correctly coded.</p>	
	Ryan to contact partners who have not yet sent through their evidence in the correct format (pdf format, correctly named with the respective evidence codes) and ask them to resend their evidence for PR2 by 1 April 2013. Those partners to send them through to him electronically using Big Files Transfer or a CD / DVD of the electronic files.	Ryan + identified partners
3.4	Feedback on Indicator Reports for Claim 2	
	Generally partners have sent it reasonably good information related to their	

	indicators. He will review this and track progress against targets, referring to partners where necessary.	
3.5	Update on JTS Report	
	Ryan aims to get the PR2 Long Progress Report to the JTS as soon as possible in April. Ryan outlined the format of the JTS report, which he has to write, based on information provided via partners' Actions and Outputs reports. He requested that partners provide additional information to ensure that there is a comprehensive report.	
	All partners to keep him as up-to-date on their activities as possible, through their reports and day-to-day communications.	All
4.1	Communications and PR	
	Thanks to those partners who have sent photos etc for the website. Ryan will shortly have the main framework ready and will send this to partners, together with requests for them to add send more information about their organisation and also images to complete the opening website	
	All partners to send the requested information to Ryan for the main framework design Once launched, partners will be able, after login, to complete sections of the website with material of their own.	All
	Jeroen requested a forum for volunteers to be able to communicate with one another ó Ryan stated that this would need to be checked regularly to filter any undesirable messages left through misuse, and that therefore the social media site would be a more suitable vehicle for this.	
4.2	Website Update	
	End May – Ryan to request info on events etc from partners.	RB
4.3	Social Media	
	To be used as a forum for staff and volunteers to be able to communicate with one another.	
4.4	Newsletters	
	All partners to send information for the newsletter to the Lead Partner in May & June for publication by Lead Partner end of July 2013.	All
4.5	Press releases	
	All partners to keep producing press releases and to remember to acknowledge the NWE funding – all articles or links to them to be sent to Ryan, irrespective of language.	All

4.6	Planned Activities	
	Please keep Lead Partner informed before and after planned activities.	All

END

Feedback from Previous Meeting

- Successful workshops were held in January 2013
- Tim Cambourne and Alex Stephens to work together on the Passport Scheme.
- Jeroen Bootsma stressed the value of working together during transnational exchanges and requested that more time be allocated during transnational exchange meetings for workshops and discussions.

Proposal for Utrecht Meeting

Dates: 10-13 September 2013 to allow for a 4-day meeting that would focus on the work packages and workshops, and would also incorporate a participatory volunteer programme and a day for the project's Mid Term Review.

Programme:

It may be possible to run parallel programmes, whereby the Mid Term Review and Steering Group meetings could be held between staff whilst volunteers are concurrently participating in a volunteer programme (preferably at nearby locations to maximize integration of project staff with volunteer activities). The dates have been chosen to coincide with the World Heritage Volunteer Programme (2 weeks of volunteer activities worldwide).

N.B. During September the Treaty of Utrecht will be being celebrated, therefore related activities will also be happening at the time of the transnational meeting.

The participative volunteer programme will need forward planning by all in order to invite the right people from partner areas, and for NDW to organize appropriate volunteering experiences for them.

Lead Partner to draft the Mid Term Review agenda and then decide, in dialogue with partners, whether 3 days or 4 are needed.

Work Package 1

National Trust wish to interview people who built Castle Drogo and people who have worked on the castle. New Dutch Waterline wish to interview people involved in the New Dutch Waterline, both former soldiers and people involved in the landscape. Kempens Landschap have interviewed and had a book written on former vagrants. Merthyr Tydfil wish to collate archives on their history and to use volunteers (trained) to assist with archiving. MTCBC wish to interview different groups to capture oral history. Gelderland to focus on Klaarenbeek and old workers involved in roof restoration to get the stories from the past and to make a workshop on roof restoration

Conseil Générale d'Ille et Vilaine wish to host a workshop in June on archiving and on oral history in Rennes in June 2013.

March 2014 Transnational Exchange Meeting

Proposed to hold the Transnational Exchange meeting in the UK during the week of the 10th March 2014 at Castle Drogo. The proposed activities include a visit to the castle and a walk through the gorge plus restoration work. This restoration work will tie in workshops with other partner elements, i.e. granite workshops and a visitors welcome training. The New Dutch Waterline also asked if there could be a workshop on how to organise volunteers. The ranger team will be available to show what they do. The National Trust also offered training on using volunteers for looking after collections.

The programme will be suitable to bring along volunteers. The National Trust will give a detailed programme in September 2013.