

Transnational Steering Group Meeting & Work Package Meetings

15th & 16th January 2013

09.00 hrs – 12.00hrs

Utrecht - Netherlands

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Attendees:

P1	1. Ryan Barry	Merthyr Tydfil County Borough Council (UK)
	2. Alex Stephens	Merthyr Tydfil County Borough Council (UK)
	3. Paul Gray	Tydfil Training (UK)
P2	4. Tim Cambourne	National Trust (UK)
P3	5. Irma Koster	Province of Gelderland (NL)
P3	6. Jos van de Zande	Province of Gelderland (NL)
	7. Yolande Holthuijzen	Province of Gelderland (NL)
P4	8. Peter Ros	New Dutch Waterline (NL) (28th only)
P4	9. Etienne van der Leur	New Dutch Waterline (NL) (28th only)
P4	10. Ester Brenninkmeyer	New Dutch Waterline (NL)
P5	11. Guillaume Foucault	Conseil Général d'Ille et Vilaine (FR)
P5	12. Jerome.Jacopin	Conseil Général d'Ille et Vilaine (FR)
P6	13. Leen Cannaearts	Kempens Landschap (BE)
P6	14. Griet Limet	Kempens Landschap (BE)
	15. Andrew Gray	ERA ²¹ Ltd. (Facilitator)

Apologies:

AGENDA

Tuesday 15th January Fortress Werk aan het Spoel - Goilberdingerdijk 40

4106 LC Culemborg 0345-779900

09:00– 09:05	1.	Welcome – Lead Partner		5 min
09:05 – 09:20	2.	Project Finance		15 min
	2.1	Feedback on Audit Report . Claim 1 (paper attached)	Andrew Gray	
	2.2	Update on requirements for Claim 2		
	2.3	Overall Finance Review and Update (presentation)		
	2.4	Shared Costs . Review & Update (presentation)		
	2.5	Supplementary Finance Records - Review		
09.20– 09.30	3.	Progress Reports		10min
	3.1	Feedback on Progress Report . Claim 1	Ryan Barry	
	3.2	Update on Progress Report requirements for Claim 2	Ryan Barry.	
	3.3	Criteria for counting indicators	ERA ²¹ Ltd.	
09:30– 09:50	4.	Communication & PR – including press releases etc		20 min
	4.1	Communication Strategy	ERA ²¹ Ltd	
	4.2	Social Media Site update	Ryan Barry	
	4.3	Web Site update	Ryan Barry	
	4.4	Planned Activities	All partners	
	4.5	Publicity and press articles updates	Partners	
	4.6	Plans for next Transnational Exchange Meeting	Leen Cannaearts	
	4.7	Newsletter	Ryan Barry	

Note from the JTS...

Please note that increasing attention is given to the **EU messages** of projects. The general public should be addressed whenever possible and it is expected that you promote achievements of your project within this group. Among the main

messages please communicate: %The project contributes to a more cohesive EU society as it derives from a cooperation of people from different countries working on common issues that touch the lives of EU-citizens+.

09:50 – 10:00		Grab a Coffee/Tea		10min
10.00 – 10.55	5.	Work Package Progress on Actions and Outputs – Chaired by Ryan Barry		
	3.1	Feedback on Work Package 1	All partners	10min
	3.2	Feedback on Work Package 2	All partners	10min
	3.3	Feedback on Work Package 3 . Timeline on Investemetns	All partners	15min
	3.4	Feedback on Work Package 4	All partners	10min
	3.5	Feedback on Work Package 5	All partners	10min
10.55 – 11.00		Roles and Responsibilities	Ryan Barry	5min

END OF TRANSNATIONAL STEERING GROUP MEETING

11.00 – 12.00		Explanation two pilots by Sander Booms of Municipality of Culemborg	Sander Booms	60min
12.30 – 13.30		Lunch		60min
13.30 – 14.00		Transport to Fortress Vechten		30min

WORK PACKAGE MEETING

14:00 – 15:00	1.	Work Package 1: WORK PACKAGE 1: RAISE AWARENESS AND APPRECIATION		
		Presentation by Conseil Général Ille-et-Vilaine on: %Initiatives to link communities with their local rural culture & heritage+	Conseil Général Ille- et-Vilaine	15min
		Workshop to compare partner initiatives	Facilitated by Andrew Gray	45min
15:00 – 16:00	2.	Work Package 2: INCREASE SKILLS RELATED TO SAFEGUARDING RURAL HERITAGE AND CULTURE	National Trust	
		Workshop on: %eedback on the Merthyr Pilot Heritage Skills Passport Scheme+	MTCBC	20min
		Workshop on: %update on the draft passport scheme++	NT	40min
16.00 – 16.30		Presentation by fortress Vechten on Care Patient Pilot		30min
16.30 – 19.00		New year drinks with the Foundation (result of COLLABOR8) 70 people are joining		
19.00 -		Dinner		

DAY 2

Wednesday 16th January Foundation Herstelling in Amsterdam

09:00 – 12:30		Visiting sites of foundation including lunch		
12:30– 13.30	3.	Work Package 3: RESTORING HERITAGE Presentation by Gelderland on: “joint action plan to encourage volunteers to undertake restoration works in other partner regions through the European Heritage Skills Passport Scheme.+” Workshop to discuss and plan opportunities	Gelderland Facilitated by Gelderland	15min 45min
13:30– 14:30	4.	Work Package 4: - SUSTAINABLE CONSERVATION: JOINING FORCES TO SAFEGUARD CULTURE & HERITAGE Presentation by New Dutch Waterline on: “joint transnational strategy to create networks between partner regions+” Workshop to discuss and plan opportunities:	NDW Facilitated by NDW	15min 45min
14:30– 15:00		Contingency		
15.00		Close		

PARTNER VALUES

The following values were produced as a result of the partner workshop held during the Kick-off meeting:

Partners' values for delivering the SHARE Project	
Internally – as a partnership	Externally – for the benefit of stakeholders
Maintain an open, transparent and honest partnership that shares both good and bad practice	Deliver worthwhile experiences to all stakeholders
Ensure claims, reports and work are delivered efficiently on time, to quality, and within budget	Communicate well and often through direct links with stakeholders and the media
Communicate within the partnership through agreed channels and claim/reporting frameworks	Deliver through involvement and sharing . don't just talk!
Regularly communicate best practice, stories and progress	Create a passion for local projects and partnerships
Create a supportive environment to learn new things and experiences from each other, and share challenges	Ensure there is an awareness of regulations, both locally, regionally and on a European level
Always be aware of the overall project's goals	Engage stakeholders in project & promote the European dimension (Flywheel effect by transnational cooperation)
Participate in joint working, and draw on broader networks	Maximise the use of social media