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HERMAN: management of cultural heritage in the Central Europe area

Minutes of the 1st Steering Group meeting

28 November 2012 - Eger, Hungary

After a preparatory Steering Group meeting held in the frame of the kick-off meeting on 1 October, 2012 in Eger in order to discuss mainly the question of the partner change, the first formal SG meeting was held on 28 November, 2012 in Eger, in the frame of the 1st WG Coordination Meeting.

All nominated SG members were represented at the 1st SG meeting of the HERMAN project, except Gregorio Olivetti. On behalf of him, Nicola Camatti represented the Marco Polo System EEIG.

This report provides a summary of the key issues raised during the operative meeting which are of relevance to the further development of the HERMAN project and its partner network. The SG members discussed and agreed on the following topics during the meeting:

AGENDA

- Agenda item 1: Approval of the Rules of Procedures of the Steering Group
- Agenda item 2: Approval of Partnership Agreement
- Agenda item 3: Approval of the new partner, City of Regensburg
- Agenda item 4: Approval of the Project and Financial Management Handbook
- Agenda item 5: Discussion of the following reporting tasks (Start-Up Report, Preparation Cost Report, 1st FLC report & joint Progress Report).

Agenda item 1: Approval of the Rules of Procedures of the Steering Group

The draft Rules of the Procedures was discussed during the kick-off meeting. The representative of the Lead Partner informed SG members in detail about the feedbacks arrived from HERMAN partners after the kick-off meeting. Major changes are:

- If no consensus can be reached, 2/3 majority (7 SG members) voting is used (*instead of 50%+1, which was mentioned originally*).
- The Agenda should include all issues that require decision making and should be sent together with all related documents 8 working days before the meetings to all SG members. Any member may propose additional

agenda items 3 working days before the meetings (*8 working days instead of 10 and the second sentence is a new proposal*).

- The topics of the meetings and the contents of the minutes – which is sent no later than 10 working days after the meeting - as well as the decisions are treated confidentially by all participants (*deadline for sending out the minutes is a new proposal*).
- If an SG member is not replying by the given deadline, the LP ensures that the SG member is reminded by phone first. If still no reply can be received, the SG member's silence will be taken as 'not present' as for physical meetings (*'not present' is a new proposal, instead of noting the absence vote as 'yes'*).

HERMAN SG members approved all changes, thus the Rules of Procedures has been finalised. LP sends out the signed document to partners.

Agenda item 2: Approval of the Partnership Agreement

The Partnership Agreement was discussed during the kick-off meeting. After the kick-off meeting the LP collected the necessary information and data from partners, and finalised the document. Prior to the 1st WP Coordination Meeting, most of the partners mentioned that they need the original, signed Partnership Agreement at the WP Coordination Meeting, however the official deadline for the finalisation of the PA is 31 December, 2012 (submission of the Start-up Report to the JTS). Thus partners signed the PA before the meeting and brought signed pages to the meeting. Maribor had problems with getting the signature in time, thus these pages will be sent later and partners make master copy at home.

Conclusion and actions to be taken:

- **Maribor sends both electronically and by post the signed pages as soon as possible to the LP.**
- **LP creates a master copy to be sent by e-mail in scanned version and sends the original pages from Slovenia to other partners.**
- **Partners create a master copy.**

Agenda item 3: Approval of the new partner, City of Regensburg

During the kick-off meeting partners set up the necessary steps to find a suitable partner replacing of City of Kosice. The LP coordinated this process, supported by relevant partners (see further details in the minutes of the kick-off meeting). City of Regensburg gave a positive answer to the LP and participated in the 1st WP Coordination Meeting as well. All SG members support the idea to involve Regensburg as a partner into the HERMAN project.

Conclusion and actions to be taken:

- **Regensburg is the replacing partner in the HERMAN project, taking all roles of the previous partner, City of Kosice.**
- **The LP checks the budget reallocation proposal of Regensburg and they prepare the necessary documents (request for change, letter of intent and partner profile, withdrawal letter by Kosice, state-aid declaration, co-financing statement, modified AF) to the JTS. The deadline for submission of these files to the JTS: 3 December, 2012.**

Agenda item 4: Approval of the Project and Financial Management Handbook

The draft Project and Financial Management Handbook was discussed during the kick-off meeting. The representative of the Lead Partner informed SG members in detail about the feedbacks arrived from HERMAN partners after the kick-off meeting. Major changes are at the different reporting deadlines:

- Project Partners and Lead Partner: at the end of each 6-month-period Partners send their Partner level reports to the appropriate FLC body for control as soon as possible, but possibly no later than 10 days after the end of the reporting period (*the text has been changed*).
- Project Partners: send internal partner level progress reports (on activities) to PMT as soon as possible but no later than 30 days after the end of the reporting period (*deadline has been changed*).

HERMAN SG members approved all changes, thus the Project and Financial Management Handbook has been finalised. LP sends out the finalised document to partners.

Agenda item 5: Upcoming reporting tasks

The representative of the Lead Partner informed SG members about the upcoming reporting tasks as the following:

- The Subsidy Contract was signed by the MA on 24 September, 2012, thus the deadline for submitting the Start-up Report to the JTS (together with the signed PA) is 31 December, 2012. Due to Christmas holidays the LP will ask necessary inputs from partners before 10 December, and tries to submit the document until 20 December.

- Reporting preparation costs (costs related to the preparatory partner meeting in Budapest) is possibly only once during the project lifetime, in the frame of the first report (partner reports to be sent to the FLC possibly until 10 January; deadline for the 1st Progress report: 1 March, 2013).