



EUROPEAN UNION
EUROPEAN REGIONAL
DEVELOPMENT FUND

HERMAN: management of cultural heritage in the Central Europe area

Kick-off meeting

30 September - 2 October 2012
Eger, Hungary

Minutes

All partners were represented at the kick-off meeting of the HERMAN project, except Municipality of Kosice, which partner unfortunately has already signed the withdrawal letter (see below under the Partnership Agreement). Altogether there were 23 participants. Three persons from external company contracted to draft the application also participated on behalf of the LP, especially in order to facilitate the workshop on the project content. See the attendance sheet attached.

The chairman was Mr. Botond Rázsi, Deputy Mayor, Project Manager of HERMAN.

The supporting documents (presentations, quiz and questionnaires of different workshops, detailed Implementation Plan, Section 3 of the approved Application Form, draft Partnership Agreement, draft Rules of Procedures of the Steering Group, draft Management and Financial Handbook) have been handed over to partners in paper format and sent by email as well. The kick-off meeting consisted of presentations and several small workshops as well.

The present minutes contain only those issues where partners have defined concrete tasks, decided deadlines and made decisions. All partners have to read the most important – above mentioned - project documents.

I. Partner changes:

1. **National Office of Cultural Heritage** has changed its name based on a recent decision by the Hungarian Government. The whole institution is in the process of re-organisation and re-structuring, but it does not influence its participation in the project (same tasks, same budget), except the name. The new name of the partner: **Gyula Forster National Centre for Cultural Heritage Management (Forster Centre)**

Tasks: LP informs the JTS within the Start-up Report.

2. **Municipality of Kosice** steps out from the project because they cannot implement a pilot project (investment). In the preparation phase it was explained to them many times that the requested pilot is not in line with the project's theme, but they have not changed anything. Finally the JTS cancelled this pilot, and the partner does not want to stay in the partnership anymore. The withdrawal letter has been already sent to the LP.

Based on several discussions, the LP proposed the next steps for the partnership in order to replace Kosice: 1. **2013 European Cultural Capital Office of Kosice**; 2. city of **Pilsen**; 3. city of **Regensburg**. These options meet the programme requirements as well, since the HERMAN project does not have any other partners from Slovakia, Czech Republic or Germany. Partners also made some proposals: 4. city of **Brno**; 5. **Business and Innovation Centre of Bratislava**. Partners approved that these organisations could be good and relevant partners in the HERMAN project, and also that the above

order is based on the relevance of the different partners (e.g. if only Plzen and Brno give positive answer, LP contacts Plzen automatically).

Task	Responsible	Deadline
Since they have contacts, Maribor checks informally the 2013 European Cultural Capital Office of Kosice, whether they are willing to be a partner or not.	Maribor	15 October 2012
Based on Maribor's feedback LP contacts 2013 Office, if relevant.	LP	16 October 2012
LP checks informally city of Plzen, whether they are willing to be a partner or not	LP	15 October 2012
Since they have contacts, Lublin checks informally the city of Regensburg, whether they are willing to be a partner or not (<i>NOTE: the representative of Forster Centre met the representatives of Regensburg on 3 October in a conference, so the request was communicated</i>).	Lublin (Forster Centre)	15 October 2012
Based on Forster Centre/Lublin's feedback LP contacts Regensburg, if relevant.	LP	16 October 2012
Since they have contacts, IRM checks informally the city of Brno, whether they are willing to be a partner or not.	IRM	15 October 2012
Based on IRM's feedback LP contacts Brno, if relevant.	LP	16 October 2012
Since they have contacts, Marco Polo checks informally the Business and Innovation Centre of Bratislava, whether they are willing to be a partner or not.	Marco Polo	15 October 2012
Based on Marco Polo's feedback LP contacts the organisation, if relevant.	LP	16 October 2012
LP informs partners about the results as soon as possible and launches the administrative process	LP	asap

II. Next meeting:

HERMAN partners decided, based on Lublin's and Forster Centre's proposals, to hold **the "thematic part" of the Launching event on 27-28-29 November, 2012** in Eger (HU), i.e. the **three Work Package Coordination Meetings** led by the appropriate WP leaders in order to finalise the methodologies and start with content-related activities in due time. The Launching conference will be held in the beginning of 2013, but prior to start WP2 in general, the partnership has to find a new partner.

As for the WP Coordination Meetings: partners should arrive on the 27th of November to Eger; 28 November is a full working day, and 29 November is about getting home.

III. Most important upcoming tasks in WP1

Task	Responsible	Deadline
LP sends the signed Subsidy Contract to the partnership	LP	as soon as the JTS sends it back
Partners check the Rules of Procedures of the Steering Group and send their comments as well as the necessary data to the LP.	all partners	15 October, 2012

Based on the comments, LP finalizes and signs the Rules of Procedures of the Steering Group .	LP	1 November, 2012
Partners check the Partnership Agreement and send their comments as well as the necessary data to the LP.	all partners	15 October, 2012
Based on the comments, LP finalizes the Partnership Agreement and starts the bilateral signature processes.	LP	15 November, 2012
Partners check the draft Management and Financial Handbook and send their comments as well as the necessary data to the LP.	all partners	15 October, 2012
Based on the comments, LP finalizes the Management and Financial Handbook .	LP	1 November, 2012
Manage public procurement procedure for the selection of external expertise necessary for project implementation (see Table 7 of the AF: specification of external expertise)	all partners	December 2012
Set up management structures on local level (project manager, financial manager, communication manager, content manager, etc.)	all partners	1 November, 2012
Collecting/providing inputs, submission of the Start-up Report	inputs: from all partners, submission: LP	31 December, 2012
Contact the FLC – Italian partners having decentralized system have to select their FLC and have it approbated by the Central Body	all partners especially Italian partners	1 December 2012

IV. Most important upcoming tasks in WP3

Since the methodologies elaborated in WP3 and WP4 are closely interconnected, they will have to be elaborated in coordination among the related partners. Therefore Partners inform and consult each other about work in progress.

Task	Responsible	Deadline
Marco Polo sends out the draft Methodology for Management Stakeholder Platforms for partners.	Marco Polo	31 October, 2012
Partners check the Methodology for Management Stakeholder Platforms and send their comments to Marco Polo.	All partners	15 November, 2012
Finalisation of the Methodology for Management Stakeholder Platforms – WP Coordination Meeting in Eger, 28 November	Marco Polo	28 November, 2012
Lublin sends out the draft Methodology for State of the Play Reports for partners.	Lublin	31 October, 2012
Partners check the Methodology for State of the Play Reports and send their comments to Lublin.	All partners	15 November, 2012
Finalisation of the Methodology for State of the Play Reports – WP Coordination Meeting in Eger, 28 November	Lublin	28 November, 2012
Partners identify stakeholders based on the methodology and organize the 1 st MSP meeting	7 public administration partners	December, 2012 – January, 2013

Preparation of the public procurement regarding the elaboration of the State of the Play Report	Eger	1 December, 2012
Elaboration of the SoP Reports	7 public administration partners	January-February, 2013
Preparation of the public procurement related to the European Benchmark Analysis	Eger	1 December, 2012

V. Most important upcoming tasks in WP4

Task	Responsible	Deadline
Foster Centre sends out questions for elaborating the Methodology for Portfolio Stakeholder Platforms for partners.	Forster Centre	15 October, 2012
Partners respond by 20 October 2012.	All partners	20 October, 2012
Forster Centre sends out the draft Methodology for Portfolio Stakeholder Platforms for partners.	Forster Centre	31 October, 2012
Partners check the Methodology for Portfolio Stakeholder Platforms and send their comments to Forster Centre.	All partners	15 November, 2012
Finalisation of the Methodology for Portfolio Stakeholder Platforms – WP Coordination Meeting in Eger, 28 November	Forster Centre	28 November, 2012
IRM sends out the draft Methodology for Portfolio Analysis for partners.	IRM	31 October, 2012
Partners check the Methodology for Portfolio Analysis and send their comments to IRM.	All partners	15 November, 2012
Finalisation of the Methodology for Portfolio Analysis – WP Coordination Meeting in Eger, 28 November	IRM	28 November, 2012
Partners identify stakeholders based on the methodology and organize the 1 st PSP meeting	7 public administration partners	December, 2012 – January, 2013
Elaboration of the Portfolio Analysis of Cultural Heritage Assets	7 public administration partners	January-February, 2013
Preparation of the public procurement related to the European Benchmark Analysis	Eger	1 December, 2012

VI. Most important upcoming tasks in WP5

Task	Responsible	Deadline
Ravenna indicates a deadline for setting up Cultural Heritage Coordination Units	Ravenna	31 October, 2012
7 public administration partners check their budget related to the exact number of CHCU	7 public administration partners	31 October, 2012
Ravenna sends out the draft Methodology for Assessment of Capacities for partners.	Ravenna	10 November, 2012
Partners check the Methodology for Assessment of Capacities and send their comments to Ravenna.	All partners	15 November, 2012
Finalisation of the Methodology for Assessment of Capacities – WP Coordination Meeting in Eger, 28 November	Ravenna	28 November, 2012

Based on the methodology public administration partners assess the capacities and training needs of CH coordinators.	7 public administration partners	31 December, 2012
Based on the assessments Ravenna drafts a report regarding the training needs	Ravenna	February, 2013

Regarding WP5 partners highlighted a contradiction in the AF: based on Section 3 (Work Plan) of the AF, P10 (Treviso) is responsible for act. 5.3.4 (cultural management course 4), however it is budgeted for Province of Ferrara (see Table 7.). On the other hand it is not budgeted for Ferrara in the detailed budget, but for Maribor yes. This has to be discussed during the next meeting in Eger. Then LP will inform the JTS accordingly.

VII. Partnership Agreement:

LP sent out the model PA prior to the kick-off meeting. During the meeting the most important questions were discussed. **Partners supported LP's proposal to sign the Partnership Agreement bilaterally.** Partners check the model PA and send their comments and necessary info to the LP until 15 October.