



**Blue Tech**  
 II° Steering Committee  
 ConCentro  
 Corso Vittorio Emanuele II, 56  
 33170 Pordenone  
 18<sup>th</sup> July 2016

**MINUTES**

| 18.07.2016  |  |
|-------------|--|
| 13.00-13.45 | Lunch Buffet and registration  |
| 13.45-14.00 | Welcome<br><i>(LB, ConCentro)</i>  |
| 14.00-15.00 | Status of the project implementation and administrative and financial issues by LB.<br>The LB will highlighted the first project progress report and forecast of the expenditures within September 2016<br><i>(LB)</i>   |
| 15.00-15.30 | WP 2 - status of the project activities by IDA<br>Ida's overview about communication plan, branding image brochure and organisation of networking meeting<br><i>(IDA)</i>  |
| 15.30-17.00 | WP3 - status of the project activities <ul style="list-style-type: none"> <li>- ConCentro's overview about feasibility study concerning technological, policy and cluster level and focus on WP 3.2 - green shipbuilding technology analysis</li> <li>- REZ's overview about feasibility study concerning WP 3.1 - policies topic</li> <li>- Pesaro &amp; Urbino Province's overview about feasibility study concerning WP3.3 - cluster analysis topic</li> <li>- Friuli Innovazione's overview about WP3.4 topic - database and web platform</li> </ul> <i>(ConCentro, REZ, Provincia di Pesaro e Urbino, Friuli Innovazione)</i> |
| 17.00-18.00 | Definition of the next steps within September 2016 and further projects deadlines (Networking meetings, etc.)<br><i>(LB)</i>   |
|             | Conclusions  |

**Attending Partners:**

1. Lazzari Roberta - UNIONCAMERE DEL VENETO - EUROSPOTELLO
2. Pavanato Luca - UNIONCAMERE DEL VENETO - EUROSPOTELLO
3. Penna Luca - CONCENTRO
4. Veronese Marica - CONCENTRO
5. Frulla Davide - PROVINCIA PESARO - URBINO
6. Citossi Laura - FRIULI INNOVAZIONE
7. Surza Francesca - FRIULI INNOVAZIONE

8. Kesic Kenan - REZ - REGIONAL DEVELOPMENT AGENCY
9. Kistic Maja - REZ - REGIONAL DEVELOPMENT AGENCY
10. Sabatti Boris - IDA
11. Cetina Edo - IDA

Welcoming Greetings by Luca Penna from CONCENTRO and Roberta Lazzari - Unioncamere del Veneto, Eurosportello Veneto.

**14.00 - Roberta Lazzari (UCV) starts the Kick of Meeting describing the WP1 - Project Management and Coordination** and giving all information regarding deadline for the administrative and financial procedures.

Roberta Lazzari explained in detail the status of expenditure for each partner in order to maintain the forecast expenditures. A detailed expenditures summary, with all PPs situation was released and distribute, underlining that within July 2016 the all partnership is obliged to spend their preview % of total budget for the period.

The LB speech was followed by a description of the documents to be included in the portal for progress report and the relevant procedures and deadlines to be followed:

**Activity Report: (31.07.2016 - deadline for the I reporting activities)**

- Activities related of the period (May - June - July 2016): highlight the state of the project implementation, description of the activities, outputs and results achieved according to the work plan;
- Before to submit the Activity Report must be sent previously (also by e-mail) to the LB which must sign and stamp the activity report;
- The signed activity Report by the LB must be returned to the FB;
- LB has then to upload the Activity Report, signed, stamped both by the legal representative of its institutions and of the LB's institution, into M.I.S

**Financial Report:** related to the expenditure incurred during the concerned period of reporting, per budget lines and WP **must be filled in directly into the MIS**. Each expenditures or revenue should be listed according to the related WP and budget line to which refers. Please check that the total amounts indicated in Financial Report must be **identical** to the ones declared in the Activity report, otherwise will be not validated by the FLCO.

Progress Report must be supported by documents proving the eligibility of expenditures. FB has to provide the **Contract award declaration** on the JTS template by uploading the declaration into MIS when submitting the documents.

The last important document will be the **Declaration on Validation of Expenditure (DVE)** which proves that the expenditures have been validated and composed by four parts.

The end of the Roberta Lazzari speech described the next steps:

II accounting of the expenditures: August 2016

III accounting of the expenditures: October 2016

Project Progress Report - October 2016 by the LB with the support of all FBs

PPs questions:

Friuli Innovazione: budget modification limit

IDA: will try to respect the deadline as they have several public procedures from to comply with and require exact timing

### **15.00 - WP2 - Communication and Dissemination - Responsible Partner: IDA**

Edo Cetina of Istrian Development Agency IDA, described the situation of the communication and dissemination activities.

All tasks has been completed and the dissemination materials has been produced and distributed to al PPs:

- 1000 brochures;
- 20 posters;
- 300 pens.

The discussion continued with the identification of hypothetical dates of the next meetings:

- Fano (08 or 09 sept. 2016)
- BiH (23 sept. 2016)
- Final Conference in Pola (28 or 31 oct. 2016)

### **15.30 - WP3 - Technical Implementation and 16.00 - policies topic and cluster analysis topic**

CONCENTRO: the feasibility study implementation will be conducted by MARE FVG - Maritime Technology Cluster of Friuli Venezia-Giulia Region.

Luca Penna also described the study table contents as follow:

1. policies analysis
2. technology
3. cluster
4. governance
5. final

A format of Survey for stakeholders in shipbuilding technology sector has been presented and all PPs agree that the questionnaires should be sent and filled out before the next networking events and then by the end of August or early September (questionnaires will involve a complex process of identifying stakeholders).

### **16.30 - Database and webplatform presentation by Firuli Innovazione**

Friuli Innovazione has described the database which will be constantly updated by all PPs contributions and the structure will be composed by different section inside the website of the project Cluster Club.

Before to create the web platform, the LB, Unioncamere del Veneto will proceed to the identification of a professional expert for the implementation of all web aspect of the project.

The meeting ends at 17.30

Annexes:

- Agenda
- Presence List
- PPs presentation