



International Activity

The future of European Union’s urban policy

Models of Governance of the Metropolitan cities and the European Urban Agenda

within the framework of the project

**Metropolitan Europeans in Active Network, Inducing Novelties in Governance
MEANING**

3rd February 2017, Milan
10.00 – 12.30

REPORT COORDINATION MEETING

Participants: Aldo Xhani (Coordinator), Mario De Donatis, Città Metropolitana di Bari, Francesca Pietroforte, Città Metropolitana di Bari, Pedro Figueiredo, Área Metropolitana do Porto, José Paulo Queiroz, , Área Metropolitana do Porto, Sara Lobão, Área Metropolitana do Porto, Elena Argelich, Àrea Metropolitana de Barcelona, Jelena Markovic, City of Zagreb, Marinko Cindric, City of Zagreb, Rafal Gajewski, Metropolitan Area Gdansk-Gdynia-Sopot, Magdalena Markiewicz, Metropolitan Area Gdansk-Gdynia-Sopot, Ieva Kalnina, Riga City Council

1. Welcome by Chair: Aldo Xhani, ALDA

Aldo welcomed participants and outlined the purpose of the meeting:

- develop a common understanding of the project
- agree on the management toolkit
- plan the second international activity in Porto

2. The project aims at involving citizens throughout its process, both at the transnational and local level. Involving citizens at the transnational level is key to give them ownership of the



project and be more active in the development of the local process. Participants agreed that involving ordinary citizens is not easy, for administrative reasons and in terms of capacity. The following decisions were adopted:

- Partners will inform about the project via their communication channels and invite, in primis, civil society associations (CSOs) interested in participating in the transnational activities and in contributing to the development of the local activity. Partners’ delegations in the international activities should be composed of both representatives of the city and other stakeholders (CSOs, academia, experts, etc.) that have something to say about the topic to be discussed
- Travel costs related to the participation of “non direct representatives” of the city will be covered directly by ALDA in order to reduce the burden of administrative procedures
- Partners are requested to participate in the transnational activities with the number of participants expected by the Partnership Agreement. The number of people is necessary in order to reach both the total number of participants in the activity and maintain the requested 30% of international participants in the whole project cycle. If Partners cannot participate with the number of people planned, they are requested to inform both the organizing partner and ALDA in advance in order to favour the participation of a wider delegation from other partners

3. The topic of the international activity in Porto in “The key role of Metropolitan Areas as International Brands” in the Document Presentation of the Project.

4. The activity 2 requires the development and distribution of a questionnaire. The objective of the questionnaire is to collect data about citizens’ level of knowledge of EU institutions and the governance model at metropolitan level. The questionnaire aims at measuring the impact of the activities (both local and transnational) of the project in increasing the level. Therefore, Partners are required to submit the questionnaire twice, before and after the activity or, in alternative, in two different moments of the project so as to record how the participation in the activity and in the project influenced the aforementioned level of knowledge.

The first draft of the questionnaire has been developed by ALDA. Partners agreed to provide feedback on the document by 2 March.

5. The Monitoring and Evaluation Plan as well as the Communication Plan have been drafted by ALDA. Partners agreed to send comments and feedback by 2 March.

6. The internal communication will be managed via email exchange. No facebook group will be created to facilitate the exchange.

7. A standardized model of agendas and list of participants will be adopted in all activities. ALDA developed the draft template. Partners agreed to change the format and in particular the logos and a revised template will be resubmitted by ALDA.



8. Aldo informed the partners that no financial report is required at the end of the project. Partners will only be required to contribute to the narrative report and to upload onto their website the Annex D of the Partnership Agreement. The Annex D will be filled in collectively under the coordination of ALDA and will be shared with all partners.

9. ALDA will send the Management Toolkit in electronic form, with the following documents:

- Communication package
 - Communication and Dissemination Plan
 - Document_Communicate your activity. The document shall be filled after the local activity or another activity presenting MEANING and sent to ALDA within 7 days. The objective of the document is to share with the consortium's partners the local activities and promote the multiplication of the visibility. ALDA will support partners in disseminating their activities within its network.
 - Reporting_Dissemination_MEANING. The document supports the Partners in registering a dissemination activity (press release, newsletter, webpage, social media, etc.) in a progressive way. The objective is to reduce the burden at the end of the project in collecting all dissemination actions. The risk to miss some actions when collecting them at the very end of the project for the reporting phase is high
- Monitoring and evaluation package. The objective is to collect data according to some indicators in order to monitor the progress of the project.
- Reimbursement Claim for travels
 - reimbursement claim template
 - guidelines to submit the reimbursement claim
 - template for translation

10. Aldo informed partners about the correct preparation of the reimbursement claim. The detailed steps are highlighted in the Guidelines. He stressed the importance of:

- submit the form both electronically (via email to Aldo) and the hard copies to ALDA's financial office in Vicenza
- pay particular importance on the correctness of the IBAN and SWIFT
- follow the rule "who pays, claims the money back"
- copies of invoices are also accepted, Partners can keep the originals
- when taking the car for transport, tolls are NOT included in the 0.22/km and can therefore be claimed as additional cost
- the template for translation is required to be accompanied to each invoice for invoices not issued in English, French or Italian

11. The second international activity in Porto is planned on 26-28 June. Dates are indicative and will be confirmed by Porto by 15 February. Porto will send a first draft of agenda to inform partners about the general structure of the programme.

<p>Organised by</p>  <p>Città metropolitana di Milano</p>	<p>In</p>  <p>ALDA European Association for Local Democracy Association européenne pour la démocratie locale</p> <p>partnership with</p>	<p>Co-funded by</p>  <p>Europe for Citizens</p>
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12. Partners agreed on having one “physical” steering committee on the occasion of each transnational activity, as in Milan, and an online meeting in between two transnational activities to better prepare the upcoming one.

13. The next online steering committee is set on 7 April at 11h00 Brussels time. ALDA will put at the disposal of the consortium the GotoMeeting platform.

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