«Decentralized domestic wastewater treatment and sanitation via constructed Wetlands, DOMUS_CW »
BMP1/2.2/2564/2017

1st Project Meeting

FORTH/ICEHT
16 October 2017
Patras, Greece

List of Participants

	Project Partner	Participants
LP	Institute of Chemical Engineering Sciences	Gerasimos Lyberatos Vasilis Drakopoulos Ioanna Ntaikou Georgia Antonopoulou Stefapnos Dailianis
PP2	Municipality of Anrichaina/Krestena	John Dagaris Eftichia Papadopoulou Fani Tryfonopoulou
PP3	Cyprus University of Technology	Ioannis Vyrides
PP4	Regional Development Agency Paphos Aphrodite LTD	Marios Ioannou
PP5	Agricultural University of Tirana	Fatos Harizai Perparim Laze

Kick off meeting Minutes

Representatives of all PPs attended the meeting, whereas Dr. Maria Zachariou Dodou (OP) was not able to attend (attendance sheet in ANNEX I)

The meeting started according to the schedule with the 10 min presentations of LP and each PP and subsequently the **overall project approach (WPs)**, the objectives and the outputs of the project were presented by the LP (*presentation: Kick off_DOMUS_CW_October 16th_WorkPlan*). The main tasks and the key role of each partner in each WP, throughout the project duration, were also presented and discussed thoroughly.

According to the work plan, and taking into account that the start of the project was 1/9/2017 *according to the SUBSIDY CONTRACT*, the deliverables that have to start or have to be completed into the next 6 months are listed below:

No of Deliverable		Description	Timeframe
1.	1.	Internal communication of partners	01/09/2017- 31/08/2019
1.	2.	Periodic and final reports	01/09/2017- 31/08/2019
2.	1.	Communication & Dissemination strategy	01/09/2017- 31/08/2019
2.	2.	DOMUS_CW website available to the public	01/09/2017- 31/01/2018
3.	1.	Completion of actions for upgrading and operation the of CW of Ploutochori	01/09/2018- 31/03/2019
3.	2.	Completion of actions for upgrading and operation the of CW of Choletria	01/09/2018- 31/03/2019

The Deliverables (D) 1.1, 1.2, 2.1 and 2.2 concern the management and communication actions that were discussed later. Regarding the technical actions and the D3.1 and D3.2 the main actions that should be done, are as following:

- ✓ Small scale *construction and plumping works* (partitioning the main tank, replacement of piping, addition of extra piping for recirculation, repair/ extension of the septic tank etc.) (Until 28/2/2018) and the role of each partner is described in the table below:

Tasks/Roles of partners		Required actions
PP2 & PP4 :	Upgrading of CW1 and CW2, respectively, monitoring of the operational parameters, sampling and metrological data collection.	<u>Launching of tenders:</u> ➢ Subcontracting for works ➢ Purchase of equipment ➢ Subcontracting for external experts

PP2 and PP4 briefly described the current status regarding the CWs at Ploutochori and Choletria respectively as well as the administrative actions that have been made so far. Discussion was made regarding the required frequency and type/methodology of the sampling according to which the type of works that need to be made in each CW would be defined and as such the respective tender to be launched. The basic outline was proposed, whereas the LP suggested to prepare, aided by PP3 and PP5, and circulate the relevant protocols.

PP2 committed to proceed with the above listed tenders no later than early November, whereas PP4 expressed their worries about the feasibility of meeting the same timeframe. The reason for the expected delay is that in order for the tender for Works to be launched a techno-economical study has to be conducted by an external expert, the cost of which will be covered by the budget of PP3, a procedure which might be time consuming. As such, it was concluded that the CW of Choletria will most probably be upgraded and started up with some delay compared to the CW of Ploutochori. It was noted by the LP that such delay is not expected to affect the Workplan taking into account that at one CW will be ready to operate on time.

Following the discussion on the implementation of the WPs 3,5 and 6 in which all PPs have significant roles the implementation of different activities, as well as the implication of each partner in them were reconsidered. As all partners agreed that there is a need for minor modifications of the approved budget. Specifically,

- No changes are needed by LP and PP2 for the moment
- But, changes required by PP3, PP4 and PP5

The LP was committed to conduct the MA and ask instruction on how to proceed with the above.

Subsequently, the LP presented thoroughly the structure of WP2 concerning the Communication and Publicity of the project (*presentation: Kick off_DOMUS_CW_October 16th_Communication and Publicity*).

The **Dissemination Committee** of DOMUS_CW was defined, comprising by the following:

Partner	Name
LP	Prof. Lyberatos, Dr. Ntaikou, Dr. Antonopoulou
PP2	Dionisios Balioukos
PP3	Dr. Vyrides
PP4	Marios Ioannou
PP5	Prof. Fatos Harizaj, Prof. Prerparim Laze
OP	Dr Maria Zachariou-Dodou

Subsequently, discussion on the organization and timing of the **Workshops** and the Summer **School**, was made. The Workshops were initially planned to be held in Tirana at M12 by PP5 (Wshp1), in Paphos on M15 by PP4 (Wshp2), and in Olympia in M18 (Wshp3), by PP2. PP5 and PP4 agreed on the place and timing, whereas PP2 suggested that Wshp3 should preferably be held in

Krestena together with the Summer School, since Olympia belongs to another administrative district. Regarding the timing of both events it was agreed by all PPs that the most convenient date for the Wshp3 and The Summer School is M20, i.e April 2019 instead of M18 i.e February 2019, since students that will attend the Summer School will be occupied with their examination periods at the latter dates. Alternatively, the option of June 2019 was also proposed. Those issues will be further discussed and finalized during the 6th month meeting that will be held in Lemasol on March 2018.

Regarding the **Communication Plan** that is required to be defined, the LP distributed notes with an outline for each preparation. Discussion was made and all PPs committed to submit their approach to the LB. LP will then arrange Skype meetings with each PP in order to finalize the Plan.

Then the LP notified the PPS about their obligations regarding the use of LOGOS which were prepared by the LP and have been sent to all PPs before the meeting, the mention of funding and the preparation of posters and were needed the use of stickers.

As it regards the **website of the project**, a brief presentation of the Official Site was made via on line navigation, whereas it also agreed by all PPs at that social media will also be used for publicity reasons and more specifically, Facebook and Research Gate. The LP was committed to initialize the relevant processes whereas all partners will have direct access in order to upload relevant information of interest. As such, it was concluded and agreed by all PPs that most probably there will not be needed an extra website of the project to be created as initially proposed in the Workplan.

Subsequently, the LP presented the plan for implementation of Management activities and rules (*presentation: Kick off_DOMUS_CW_October 16th_Managment*). The **Steering Committee** was defined, comprising by the following:

Partner	Name
LP	Prof. Lyberatos
PP2	Dr Eftichia Papadopoulou
PP3	Dr. Vyrides
PP4	Marios Ioannou
PP5	Prof. Fatos Harizaj

The timing and places where Physical Meeting were verified and it was also agreed a common Dropbox file to be created where common documentation will be uploaded. Subsequently, the establishment of audit trail system for all PPs was discussed thoroughly and the Procurement Plans of PPs were also discussed and revised. PPs were committed to provide the revised versions of Procurement Plans to the LB, in order to be further forwarded to the MA.

Discussion was also made about rules concerning modifications of budget, and it then asked from the PPs to revise their budget and notify the LP about any requested changes.

Open discussion followed concerning administrative and financial issues mainly, whereas the separate conversation were also made among PPs and the LP.

The project meeting ended at 16.30.

ANNEXES

ANNEX I:	Attendance sheet
ANNEX II:	List of presentations made during the meeting.
ANNEX II:	Meeting agenda

ANNEX I

KICK OFF MEETING
PATRAS 16.10.2017

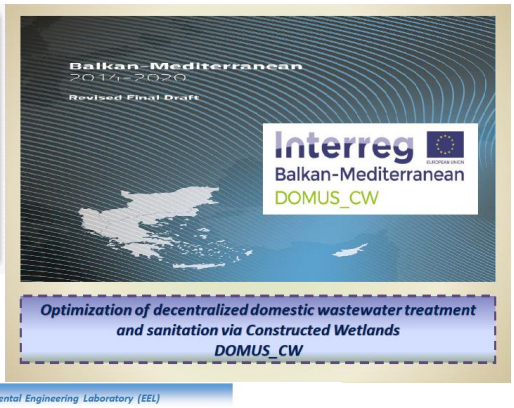
Interreg
EUROPEAN UNION
Balkan-Mediterranean
DOMUS_CW

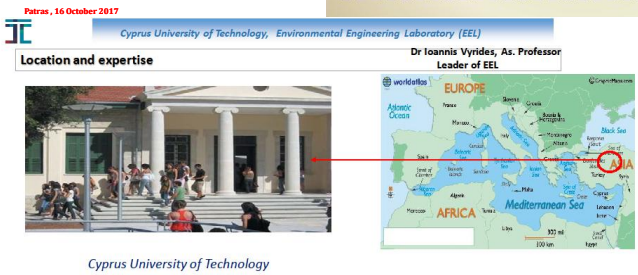
NAME	INSTITUTION	SIGNATURE
Ioanna Ntanou	ICEHT	
Georgia Antonopoulou	ICE-HT	
Ioannis Vyrides	Cyprus University of Technology	
Dagkaris John	Deputy Mayor Kreteva-Andrichaina Municipality	
Papadopoulou Efthimia	Kreteva-Andrichaina Municipality	
Tryfonopoulou Fani	-11-	
Marios [illegible]	anetpa@cytanet.com.cy	
Fatos Haxhiraj	Agricultural University TIRANA	
Peparim Saxe	Agricultural University of Tirana	
Gerasimos Lyberatos	ICEHT	
Stefanos Dailianis	ICEHT	
Vassilis Dratopoulos	ICEHT	

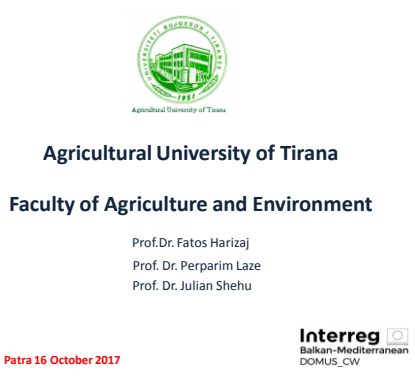
ANNEX II

Presentations of partners

LP:	LP_Kick off_16.10.2017.pptx_FORTH
PP2:	Presentation PP2 16 10 2017
PP3:	CUT_Kick off_16.10.2017
PP5:	AUT_Kick off_16.10.2017
OP:	Kick off_16.10.2017

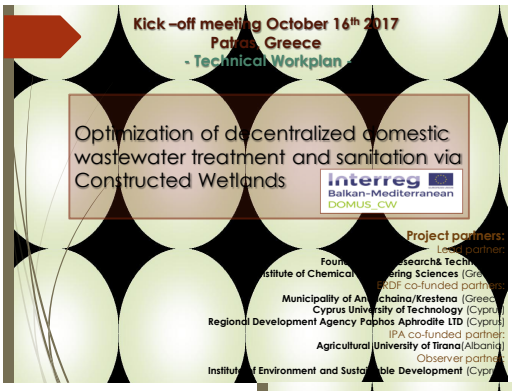






Implementation of the project

WorkPlan :	Kick off_DOMUS_CW_October 16th_WorkPlan
Communication and Publicity:	Kick off_DOMUS_CW_October 16th_ Communication and Publicity
Managment :	Kick off_DOMUS_CW_October 16th_ Management


Kick –off meeting October 16th 2017
Patras, Greece
- Technical Workplan -
Optimization of decentralized domestic wastewater treatment and sanitation via Constructed Wetlands
Interreg
Balkan-Mediterranean
DOMUS_CW
Project partners:
Municipality of Ano Achaina/Krestena (Greece)
Cyprus University of Technology (Cyprus)
Regional Development Agency Paphos Aphrodite LTD (Cyprus)
IPA co-funded partner:
Agricultural University of Tirana (Albania)

Kick –off meeting October 16th 2017
Patras, Greece
- Communication & Dissemination -
Optimization of decentralized domestic wastewater treatment and sanitation via Constructed Wetlands
Interreg
Balkan-Mediterranean
DOMUS_CW
Project partners:
Municipality of Ano Achaina/Krestena (Greece)
Cyprus University of Technology (Cyprus)
Regional Development Agency Paphos Aphrodite LTD (Cyprus)
IPA co-funded partner:
Agricultural University of Tirana (Albania)

Kick – off meeting, October 16th 2017
Patras, Greece
- Management & Coordination -
Optimization of decentralized domestic wastewater treatment and sanitation via Constructed Wetlands
Interreg
Balkan-Mediterranean
DOMUS_CW
Project partners:
Municipality of Ano Achaina/Krestena (Greece)
Cyprus University of Technology (Cyprus)
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Agricultural University of Tirana (Albania)

ANNEX III

Interreg Balkan-Mediterranean DOMUS_CW

DOMUS_CW

«Decentralized domestic wastewater treatment and sanitation via constructed Wetlands, DOMUS_CW »

Meeting Agenda

Type of Meeting	:	Kick off meeting
Date	:	16 October 2017
Place	:	FORTH/ICEHT Stadiou Str., Platani, GR-26504 Patras, Greece
Participants	:	**Institute of Chemical Engineering Sciences (ICEHT, LP)** Prof. Gerasimos Lyberatos Dr. Ioanna Ntaikou Dr. Georgia Antonopoulou Dr. Stefanos Dailianis Dr. Vasilis Drakopoulos **Municipality of Andrichaina/Krestena (MAK, PP2)** Mr. Dionisios Mpalioukos Dr. Eftichia Papadopoulou Mrs. Fani Tryphonopoulou **Cyprus University of Technology (CUT, PP3)** Dr. Ioannis Vyrides **Regional Development Agency Paphos (ANETPA, PP4)** Mr. Marios Ioannou **Agricultural University of Tirana (AUT, PP5)** Prof. Julian Shehu Prof. Fatos Harizaj Prof. Perparim Laze **Institute of Environment and Sustainable Development (OP)** Dr. Maria Zachariou Dodou

Monday October 16th 2017

09.00'	Welcome & coffee
09.15'	Presentation of Partners : all partners (LP, PP2, PP3, PP4, PP5, OP)
10.15'	Presentation of DOMUS_CW Workplan by the LP: project goals, activities and expected results
10.45'	Brief presentation of current status of works: all partners LP, PP2, PP3, PP4, PP5
11.00'	Coffee break
11.30'	Planning of the activities for the next 6 months : Technical activities, Publicity
12.30'	Set up of the Communication Plan
13.30'	Administrative issues : Set up of Steering Committee, Audit trail system, Procurements
14.00'	Lunch break
15.30'	Open discussion – planning for 6 month meeting
17.00'	End of meeting