

Cooperation Programme: INTERREG Balkan-Mediterranean 2014-2020
 Project full name: Interregional cultural heritage management e-system
 Project acronym: IRC-HERMES
 Project code: 2321
 Subsidy Contract No.: BMP1/2.1/2321/2018
 Budget: 1.162.000,00

KICK-OFF MEETING MINUTES

Date: 9 March 2018

Location: Senate room, Cyprus University of Technology, Archiepiskopou Kyprianou 31, Limassol 3036, Cyprus

These minutes concerns the whole **IRC-HERMES consortium**:

Full name	Abbreviation
Cyprus University of Technology	CUT
Athena – Research and Innovation Center in Information, Communication, and Knowledge Technologies	ATHENA RC
Municipality of Samos	MoS
Municipality of Corfu	MoC
Municipality of Gjirokaster	MoG
Municipality of Ohrid	MoO
Elliniki Etairia – Society for the Environment and Culture	ELET

These minutes are evidence of the successful implementation of the **deliverables**:

- **D1.1.1** (CUT), **D1.3.1** (MoS), **D1.6.1** (MoO), **D1.7.1** (MoO) – project management and coordination
- **D1.3.1** (MoS), **D1.6.1** (MoO), **D1.7.1** (MoO) – travel cost, accommodation, and daily allowance for participation to project kick-off meeting in Cyprus
- **D2.1.3** (CUT) – Organisation of kick-off event at month 2

Attending:

Full name	Role
Kyriacos Kalli (KK)	Project Coordinator, CUT
Sotirios Chatzis (SC)	Project Coordinator, CUT
Andreas Pospori (AP)	Project Manager, CUT
Antonio Baleski (AB)	Project Manager, MoO
Gjiorgji Trpeski (GT)	Financial Manager, MoO
Miltiades Lazoglou (ML)	Project Manager, ELET
Mirsini Zavoudaki (MZ)	Project Manager, MoS
Pavlos Chatzigrigoriou (PC)	Advisor

The signed **attendance list** has been attached to these minutes.

Agenda:

Note: times refer to actual times and may differ from the timings foreseen in the original agenda

Time	Activity	Name of speaker/ Representative	Comments
10:30 – 10:40	Welcome, Agenda Overview	KK	Welcoming guests, introduction and role of each participated person
10:40 – 10:50	Introduction of Project	SC	General introduction of project
10:50 – 11:30	Introduction of Partners	SC for CUT, AP for MoC, PC for ATHENA RC, MZ for MoS, AB for MoO, ML for ELET	Five minutes presentation from each partner to inform the consortium who they are and what is their role in the project
11:30 – 12:50	Project Management	AP	Guidelines for Successful Project Management: communication, procurement procedures, expenditures and reporting Group discussion related with the project management
12:50 – 13:40	Project Implementation	PC	Objectives of IRC-HERMES, review of partner roles, work plans and upcoming activities of project
13:40 – 15:00	Lunch	all	Lunch at Sykaminia restaurant
15:00 – 15:40	Group Discussion	all	See Discussion Topics and Decisions and Actions
15:40 – 15:45	Any Other Business	all	Attendance list has been signed

The originally planned **Agenda** and the given **presentations** have been attached to these minutes.

Discussion, decisions and actions:

Communicated / Discussed / Decided	Action
All partners have sent a presentation exempt of MoG. It has been noticed by the project consortium that MoG delays to respond in email communications.	MoG: Send a presentation of 4-5 slides to inform the consortium who you are and your role in the project. A more active role of MoG is expected by IRC-HERMES consortium. The coordinators of project suggest accelerating the procurement process for hiring the project manager of MoG.
Procurement plan of each partner needs a revision	ALL Partners: Revise your procurement plan by 19/3/2018
The participants decided that a project modification is needed to guarantee the successful implementation of project. Modifications on budget and project content has been requested by partners to the lead partner. For example, some amount should be transferred from the “travel cost” budget line to the “external services” budget line, in order the external experts to be able to perform the essential travelling activities. In addition, MoO is planning some modification related to the management (staff and external management) that is correlated with their domestic legislation.	ALL Partners: Review your Specification of Budget and Application Form, and officially inform the Lead Partner what you need to change in the project budget and content. You will receive further instructions regarding this matter by AP .
All project partners need passwords to have access to Management Information System (MIS), which is a web-based system for the management and control activities within the Programme. So far, only CUT and MoO have obtained passwords.	ATHENA RC, MoS, MoC, MoG, ELET: Complete the procedure for user password request by 23/3/2018. An email with instructions will be send by AP .
MoO raised a financial issue of project partners with Instrument for Pre-Accession Assistance (IPA) funds (MoO and MoG). MoO noted that verifying and claiming expenditures quickly is essential for their financial surviving in this project. IPA partners must always have available budget for the next upcoming activities.	MoO: Inform the IRC-HERMES consortium in a written way (e.g. email) about the situation and if possible propose measures/actions to overcome this obstacle.
The project partners requested from AP to share with the absent partners the presented guidelines for a successful project management and implementation (communication, procurement, expenditure, and reporting procedures)	AP: Send email to all partners to provide the guidelines for a successful project management and implementation.
The steering committee has been formed, which will provide guidance, direction and control to the project. The members of the Steering Committee are listed in these minutes.	ATHENA RC, MoC, MoG: Confirm who will be your representative in the Steering Committee.

Steering Committee:

Full name	Project Partner	Role
Sotirios Chatzis	CUT	Chairman
Kyriacos Kalli	CUT	Vice-chairman
Spiros Athanasiou	ATHENA RC	Member
Mirsini Zavoudaki	MoS	Member
Effie Koulouri	MoC	Member
Loena Bakuli	MoG	Member
Antonio Baleski	MoO	Member
Miltiades Lazoglou	ELET	Member

Acknowledgement:

IRC-HERMES project has been co-funded by the European Union and National Funds of the participating countries under the INTERREG Balkan-Mediterranean 2014-2020 cooperation programme - Subsidy Contract No. BMP1/2.1/2321/2018.

