

## Minutes

### from the First Steering Committee (SC) meeting on Bornholm 2002-08-19

#### Participants:

Mr N. C. Andersen DK, Ms A-C Andersson SE, Mr U. Andersson SE, Mr V. Bagalin RU, Ms C. Blom SE, Mr H. Brynielsson SE, Mr Z. Czepulkowski PL, Ms E Dargiewicz PL, Ms A-K Erlandsson SE, Ms C. Gunnarsson SE, Ms J. Holm DK (Interpreter), Mr B. Johansson SE, Mr B. Johnsson SE, Mr R. A. Karlson SE, Mr V. Koshelev RU, Mr PG Lindencrona SE, Mr N. Niedols LV, Mr Z. Olszewski PL, Ms L. Riezniece LV, Mr W. Samulowski PL, Mr H. Slonina PL, Ms G. Strele LV, Ms S. M. Westerberg SE, Mr Wojtasiak PL (Interpreter), Ms K Wroblewska PL

#### 1. Opening of the meeting and presentations of the participants

The chairman, Mr Brynielsson opened the meeting. A presentation of all participants was made.

#### 2. Run through of the project contents

Mr Karlson made a summary presentation of the project. He underlined that the main objective is to develop a long-term strategy and work out a Joint Transnational Development Programme (JTDP) for the ERB. The JTDP is planned to contain central cornerstones and investment proposals of highest interest for the best development of the region as a whole.

A range of issues essential for a positive development of the whole ERB – environment, innovative centres, and rural development – have been selected for deeper studies within the project. Mr Karlson recommended the participants to read through the summary paper of the project (distributed as Annex I to the meeting agenda), which gives a good overview of the objectives, ideas behind, implementing methods and contents of the project.

Mr Karlson informed that an information brochure about the project would be produced as soon as possible in English and Russian. It was recommended that this brochure would be translated into all languages of the member regions.

Ms Wroblewska asked for an article to be written about the project for publishing in the BSSSC Newsletter. The project secretariat promised to write such an article within two weeks.

Ms Wroblewska also suggested that one should inform about the project at the 10<sup>th</sup> BSSSC Conference at Lillehammer in Norway, which the steering group agreed with.

The steering group was also positive to a proposal of presenting the project at the ERBR-meeting in Gothenburg, Sweden on the 17-18 October 2002.

#### 3. Approval of the project application and the Reply of the Request for clarification

The project application was approved by the Steering Committee of the BSR IR IIIB programme under conditions that some clarifications have to be done. The Approval

letter/Request for clarifications and the Reply of the request had been distributed to the SC members and other meeting participants together with the meeting agenda. The papers were commented. Reactions to the reply to the Interreg secretariat in Rostock will come in the first week of September.

#### **4. Brief information from the lead partner meeting for approved projects in Rostock in June**

The SC of the BSR IR IIIB programme approved in May 21 projects. A meeting for the lead partners of those 21 projects was held in Rostock in the end of June. The meeting concentrated very much on contractual and administrative/economic issues concerning project implementation.

A Subsidy contract will be signed between the Rostock programme secretariat and the Seagull lead partner as soon as the abovementioned clarifications are sorted out. The Rostock secretariat recommended strongly the lead partners to sign sub contracts with all other project partners.

#### **5. Distribution of responsibilities for implementation of the project. Forms of work for the SC**

The steering group will consist of chief executives from all ERB member regions. The distribution of responsibilities between the ERB Council and Board, the SC and the project management were discussed. The project management will prepare a paper of this distribution that will be further handled and decided upon by the ERB decision bodies.

It was strongly underlined that all project partners are responsible for the success of the project.

It was decided that the ERB website will be used as the main instrument for information about the Seagull project and its progress and results.

#### **6. The need of sub-contracts between the lead partner and all other project partners**

Sub contracts will be written and signed between the Seagull lead partner and all other Interreg partners. Such contracts will also be considered between the lead partner and the Phare and Tacis project partners.

The advantage with sub contracts is that they clearly state what every part is obliged to do.

#### **7. Preparation of PHARE and Tacis applications – current situation and plans**

The latest information is that there will be a new PHARE application round announced very soon with deadline or deadlines for the different countries in October this year (possibly later in some cases), and approval decisions of projects (hopefully) in March next year. A new Tacis round is not planned until spring 2003 (deadline possibly in March).

As a result of last year's preparations for the Seagull Interreg application, most of the budget and project descriptions are already made for Phare and Tacis applications.

Ms Wroblewska informed that the Polish partners are heading for one common Phare application, but she warned that the competition would be hard in Poland between different regions. She discussed various other options if a Phare application would not be accepted.

Ms Strele informed that the Latvian partner has prepared a proposal, but it would be hard to handle this application at the moment. The Latvian party will therefore aim for the 2003 spring call for applications.

Mr Koshelev said that the Russian partner is aiming for a Tacis Small Project Facility proposal next spring. He though reminded of the Tacis Micro Facility that is continuously open for proposals (no deadlines).

## **8. Activities to carry through during milestone 1**

The five project leaders for the work packages within the project presented the planned activities during milestone 1 of the project (August 2002 – February 2003).

The need of appointing contact persons as soon as possible (experts) from all regions was stressed.

Besides the information brochure, an exhibition stand would be created for the project.

It was recommended that as soon as possible make a schedule for the coming project meetings.

## **9. Economic and administrative issues**

The so called Lead Partner Pool Model will be applied for payments and other economic flows within the project. Therefore all invoices have to be in original and sent directly to the secretariat in Kalmar for payment.

## **10. List of Project officials**

A list of Project officials had been distributed to the meeting participants. There are still some missing names on the list (see *Annex 5*) that should be filled in as soon as possible. The list will be a “living document” that will be continuously amended.

## **11. Coming SC meetings**

It was decided that SC meetings would be held normally four times per year. Due to the general lack of time and money, the meetings will be held, for the most part, in direct connection with ERB Board and Council meetings.

The next SC meeting will be combined with a study visit to a Euroregion with long time experience of cooperation activities of interest for ERB and the implementation of the Seagull project. It was decided to plan for carrying through this activity 7-10 of November 2002.

The second next SC meeting will be held in connection with the ERB Board meeting on the 27-28 of January 2003.

## **12. Closing of the meeting**

Mr Brynielsson thanked all participants for their constructive contributions, and closed the meeting.