



Green & Blue Futures - Kick-off Meeting

Date: 15th May 2012

Venue: British Waterways London Office, Sheridan Square, Paddington

Notes from the Meeting

Attendees were;

BW / Canal & River Trust (CRT)	UK	Glenn Millar
BW / Canal & River Trust (CRT)	UK	Chris Barnett
BW / Canal & River Trust (CRT)	UK	Chris Bailey
Province of West Flanders	BE	Jasper Dugardeyn
Province of West Flanders	BE	Pieter Bekaert
Province of Hainaut	BE	Stephane Ramu
Province of Hainaut	BE	Julia Bailly
Province of Hainaut	BE	Gil Dufraeu
Province of Hainaut	BE	Claudine Stuaert
South Tipperary County Council	IR	Labhaoise McKenna
South Tipperary County Council	IR	Ann Ryan
South Tipperary County Council	IR	Valerie Connelly
South Tipperary County Council	IR	Marie Phelan
Reuissir en Sambre	FR	Gerard Maton
Reuissir en Sambre	FR	Thierry Herbet
Reuissir en Sambre	FR	Lucille Vanlerberghe
Waterway Trust Scotland	UK	Karen Moore

Apologies received from British waterways Scotland were sent – BW/CRT staff would deliver messages from the meeting.

A PowerPoint presentation was made throughout the meeting and specific details referred to below will be included on this which will be distributed in pdf format to accompany these notes.

Partners had been sent an e-mail with all necessary documentation relevant to the project. This contained; the EU Regulations, FLC Appointment docs, the KO meeting presentation, NWE Guidance Notes, other Guidance notes and Fact Sheets, Project Summaries, the template partnership agreement, and the Approved Application.

Partner Project Management structure

Glenn Millar explained the way we propose managing the project. CBar will co-ordinate financial and claim reporting to the JTS takes place and we deliver the transnationality they require. GM manages the individual activities within the project ensure that the various Work Packages, Actions, and Outcomes are delivered as set out in the Application.

Partner pilot actions – short summary by each partner

Each partner introduced their Organisation, explaining their structure and objectives. They briefly outlined the activities they would be carrying out in their own partner areas and how these fitted in to the project overall.

CB showed a powerpoint presentation highlighting the issues and rules and regulations the JTS have in place. Discussions and a Q&A session followed this and CB/GM answered partners detailed questions.

A pdf copy of this will accompany these meeting notes – a summary of the items is;

- Overall project structure
- Pilot actions – short descriptions by partners
- Project management
- Budgets
- Audit & controls
- Project monitoring & reporting
- Communication
- Golden Rules revisit & Summary

Key items arising and clarified were;

- LP is ultimately responsible for the partners work/costs so has the right to question any aspects of concern. The Partnership agreement will cover this.
- Need to keep all activities linked to the Application. Any costs included in the payment claim have to be clearly linked
- CB explained that the project FLC has the right to over-rule partners FLC in the event he is not happy with the controls set. The FLC will attend the next partner meeting to explain in person his requirements and to feedback findings from the first claim due in October.
- Detailed question about eligibility of costs et were to be addressed individually outside of the meeting.
- The separation of Partner & Common Pot budgets was explained.
- The potential to adjust budget lines later on in the project was explained

Communications

The need to produce project level as well as local PR outputs was emphasised.

Discussions took place about the format and objective of the website as there was concern that we don't want to make it purely a repository of project information. The decision was that we should have a mixed site – part simply hosting project documentation (mainly relevant to partners only) with the other part more outward facing to host contemporary issues relevant to the G&BF themes of social involvement in green & blue infrastructures.

The production of a logo was discussed. Sambre would ask if their in-house design team would be able to produce some draft versions.

We discussed setting up of a Communications sub-group (to advise and input to the Communications Manager) STCC and Hainaut indicated they would like to be involved in this.

Future Meetings

GM explained that 6 monthly partner meetings were mandatory – and we may organise other promotional events at which partners or representatives would be expected to attend.

In addition to these though budget provision has been made to encourage meetings between partners/other Organisations to discuss topics of relevance to the project and the Work Packages they're involved with. These don't have to include all partners at all meetings – though reports are

expected to be produced for circulation or inclusion on the website to ensure findings from the meetings are expected to be disseminated

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The next meeting was set for Lichfield (UK) in Oct / Nov 2012

Oct / Nov 2012	BW/CRT

Site Visit

No formal site visit was held though partners were shown the Canal junction at Little Venice and saw the 'Business Boats' (floating offices) and wider regeneration around the Grand Union Canal in Paddington.