

## STEERING COMMITTEE AND PILOT COMMITTEE MEETING

PLACE: UPV, VALENCIA (SPAIN)

DATA: 21<sup>st</sup> March, 2013

### Meeting attendees

Name	Project partner/Organisation
Ignacio Escuder Bueno	LP-UPVLC-IIAMA
Ignacio Andres Doménech	LP-UPVLC-IIAMA
Sara Perales Momparler	LP-UPVLC-IIAMA
Adrian Morales Torres	LP-UPVLC-IIAMA
Angel Pérez Navarro	LP-UPVLC-IIE
Elisa Peñalvo	LP-UPVLC-IIE
David Alfonso	LP-UPVLC-IIE
Nuria Mignone	P2-GMVMC
EmanuelaDutto	P2-GMVMC
Pedro Pablo Peris	P3-MoB
Anna Dorangricchia	P4-MoP
Jimmy Magro	P5-LCA
MaureenAzzopardi	P5-LCA
EmmanouilMichelekakis	P6-MoH
ZachariasDoxastakis	P6-MoH
Chris Jefferies	P7-UAD
RebeccaWade	P7-UAD
Neil Berwick	P7-UAD
NikolaVeljovic	P8-ORCC
NikolaRadunovic	P8-ORCC
Marijan Maras	P9-CoZ
NikolaPetkovic	P9-CoZ
Barbara Anton	ICLEI

### Work Session 2: Project Management

Firstly, the main parts of the Management Manual have been reviewed: project structure, project management structure, functions of each Committee, justification of expenditures, project planning and guidelines for documentation.

The Steering Committee, which deals with administrative and communication issues, has been created. It is formed by one member of each partner, plus the Project Coordinator who will coordinate the Steering Committee. Its members are:

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Member	E-mail	Project partner
Ignacio Escuder Bueno	iescuder@hma.upv.es	PC-UPVLC-IIAMA
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Pedro Pablo PerisGarcía	pedropablo@benaguasil.com	P3-MoB
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Rebecca Wade	r.wade@abertay.ac.uk	P7-UAD
Nikola Veljovic	nikola.veljovic@cetinje.me	P8-ORCC
Marijan Maras	marijan.maras@zagreb.hr	P9-CoZ

The Pilot Committee, which deals with the technical implementation of the project, has also been created. It is formed by 1 member of each partner. Its members are:

Member	E-mail	Project partner
Sara Perales Momparler	sapemom@doctor.upv.es	LP-UPVLC-IIAMA
Elisa Peñalvo López	elpealpe@upvnet.upv.es	LP-UPVLC-IIE
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The process for justification of expenditures and its guidelines have been reviewed in detail. This process is based on MED Programme Factsheets (<http://www.programmemed.eu/en/download-area/implementation-documents.html>). It has been decided that each project partners must send to the Lead Partner copy of the certifications of expenditures within 1 month maximum by the end of each semester. Justification of expenditures must follow the rules included in the MED Programme Factsheets and the rules of the First Level Controller of each partner. The main issues discussed are:

- Budget reallocations between partners are not feasible.
- Changes under 10% are allowed without a written procedure to the JTS.
- Changes between 10-30% are only allowed with a written procedure to the JTS.
- Changes can be made maximum two times during the project duration. First changes can be concentrated in the 1<sup>st</sup> semester if necessary.
- It can be hard to justify an increment of staff costs, since these costs are a high percentage of the total budget.
- The justification of the expenditures corresponding to the project proposal preparation (2012) will be included in the justification of the first semester of 2013.

Some minor changes have been proposed in the Management Manual and they have been approved.

Secondly, the dates of the next Opendays have been decided. The Openday in Cetinje will take place on 6<sup>th</sup>-7<sup>th</sup> June 2013 and the Openday in Pisa will take place during the first week of October 2013, concurring with the international festival for the environment and ecology of Pisa. It has also been proposed to change the date of the Openday in Hersonissos, which is currently set at the end of March 2014. This change will be discussed in the following Steering Committee meeting.

It has also been suggested to include some training activities about Sustainable Drainage Systems (SuDS) in each Openday for the Pilot Committee members and/or municipality staff. The Lead Partner and University of Abertay Dundee will make a proposal about these activities.

Thirdly, some communication and dissemination issues were discussed. Project Partner 2 (GMVMC) will coordinate this part of the project. The main ideas and guidelines of the Communication and Dissemination Plan have been presented. This plan includes a logo, templates for all documents and a website. This website will include a public and a private area. In the next Steering Committee meeting, this Plan will be discussed and approved.

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Ignacio Andrés Domenech (UPV-VLC) will manage the internal communication about management and communication issues. E-mails about these topics must be sent to him. If necessary, he will distribute them in the Steering Committee list. In the same way, Sara PeralesMomparder (UPV-VLC) will manage the internal communication about technical issues. E-mails with technical questions must be sent to her.

#### Work Session3: Technical Meeting

Firstly, Barbara Anton (ICLEI) has presented the SWITCH project, which aims to find and promote more sustainable alternatives to the conventional ways of managing urban water. This project provides a road map for using transitioning tools (i.e. the SWITCH Transition Manual) to integrate improved water management techniques into cities. E<sup>2</sup>STORMED will use the principles and methods developed in SWITCH to showcase the impact on energy efficiency of innovative systems in drainage and stormwater management in Mediterranean cities.

Secondly, Lead Partner has presented the main issues regarding the project technical implementation. The main deadlines of this project are:

- September 2013: Initial report on energy consumption (WP3.A), stormwater management (WP3.B.) and decision support tools (WP3.C).
- September 2013: Draft version of Decision Support Tool (DST).
- October 2013: Selection of part of urban area where DST will be applied.
- February 2014: Comparison of different drainage options in the study area using the draft DST.
- March 2014: Report to UPVLC on limits, insufficiencies and failures detected after applying the draft DST.
- September 2014: Final report on energy consumption (WP3.A), stormwater management (WP3.B.) and decision support tools (WP3.C).
- September 2014: Ordinance Model and Transition Manual.
- October 2014: Final version of Decision Support Tool (DST).
- December 2014: Final report on DST application.
- January 2015: Application of Ordinance Model to Pilot Cities.
- March 2015: Application of Transition Manual to Pilot Cities.

Furthermore, six Regional Working Groups on Energy Efficiency (RGWEE) shall be created (one in each Pilot City), allowing the participation of the main actors related to energy, water and urban development. RWGEE main objective is to set a platform to share knowledge from their own experiences on energy efficiency related to the urban water cycle and stormwater management. It is

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expected that each RWGEE meets 6 times over the length of the project. The Lead Partner will send instructions to all the project partners on how to select RWGEE members by April. Topics that must be dealt in the first meeting will also be provided.

GMVMC has asked to implement the developed tool in its region too, since Pilot Cities are not located in this area. It has been proposed to use towns of Grana and Maira Valleys Mountain Community for the tool verification, at the end of the project. This topic will be further discussed and decided in the following Steering Committee meeting.