



Kick off-meeting progetto SIMIT-PO Italia
Malta 2007-2013.
Venerdì 09 agosto 2013
Casa Sanfilippo, Ente Parco Valle dei Templi,
Agrigento,



DETTAGLI DEL REPORT - REPORT DETAILS	
Report elaborato da <i>Report drawn up by</i>	Ing. Maurizio Costa
Report approvato da <i>Report endorsed by</i>	Ing Calogero Foti
Orario della riunione <i>Time</i>	09 Agosto 2013 ore 10.00
Lista delle abbreviazioni usate <i>Abbreviations used</i>	LP Lead partner DRPC: Dipartimento Regionale della protezione civile UNIPA: Università degli Studi di Palermo UNICT: Università degli Studi di Catania CPD: Civil Protection Department UM: University of Malta STC: Segretariato Tecnico Congiunto P.O. Italia Malta 2007-2013 ADG: Autorità dei Gestione del P.O. Italia Malta 2007-2013 PPCD: Planning & Priorities Coordination Department
Presenti <i>Attendees</i>	LP: Calogero Foti, Maurizio Costa, Paolo Francesco Blandino, Salvatore Trupia, Elio Sciaratta, Russotto M. Concetta, Alfano Carmelo PP2: Liborio Cavaleri, Ettore Castorina, Giuseppe Ciraoło PP3: Agata Di Stefano, Carmelo Monaco, Grazia Lombardo PP4: Sarah Grech, Peter Paul Coleiro; PP5: Pauline Galea, Sebastiano D'Amico, Agius Mattew, Borg Ruben Paul STC: Marco Sambataro

1. SINTESI DELL'INCONTRO - SUMMARY		
Principali temi affrontati <i>Main issues discussed</i>	Azioni richieste in fase di follow up <i>Follow up actions required</i>	Responsabile delle azioni di follow up <i>Responsible for follow up's</i>
Avanzamento economico, fisico e procedurale del progetto <i>Project Status based on facts and procedures</i>	Avviare tempestivamente tutte le procedure di spese. Il PP2, PP3 e PP5 devono consegnare una prima bozza dei report previsti nell'ambito del WP 2.1 entro dicembre 2013. <i>Promptly start all expenditures procedures. PP2, PP3 and PP5 to deliver a first draft of required reports within WP2.1 by December 2013</i>	Tutti i partner <i>All partners</i>
	Il PP2 deve garantire un impegno maggiore <i>PP2 needs to deliver a higher level of</i>	PP2



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	<i>engagement</i>	
	<p>Costituire il Working Group amministrativo e realizzare un seminario formativo per i responsabili amministrativi</p> <p><i>Form the admin Working Group and organize a training for the people in charge</i></p>	LP
	<p>Creare sul sito internet di progetto un file contenente le indicazioni fornite dall'Autorità di controllo.</p> <p><i>Create on the project web site a file with the guidelines given by the Control Authority</i></p>	LP
	<p>Condivisione linea grafica di progetto</p>	LP
	<p>Trasmissione del presente verbale approvato da tutti i partner e dal STC al PPCD</p> <p><i>Sharing of the present protocol previously approved by all the partners as well as by STC and PPCD</i></p>	PP4 e PP5
	<p>Coordinare le attività del PP2 PP3 e PP5</p> <p>Porre in essere quanto riportato nel verbale del meeting svoltosi il 17 Maggio a Catania</p> <p><i>Coordination of activities of PP2, PP3 and PP5.</i></p> <p><i>Implement Action Items as per protocol of the meeting held on May 17th in Catania</i></p>	PP2 PP3 PP5
	<p>Il PP4 deve inviare al LP una scheda dettagliata relativo al sistema di telecomunicazioni.</p> <p>Il LP deve inviare al PP4 una scheda relativa alla SOTIP</p> <p><i>PP4 to send to LP a detailed report on the telecommunication system. LP to send to PP4 a report on SOTIP</i></p>	PP4 LP



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2. DETTAGLIO DELLE DECISIONI ASSUNTE *REPORT ON PROCEEDINGS OF MEETING*

Coordination of the works, Mr. Calogero Foti, General Director of the the Civil Protection Department of the Regione Sicilia.

10.20 AM, Director General of the DRPC starts the meeting.

Having thanked the participants for their presence Mr. Foti notes that the call of the Kick off meeting before the summer holidays is due to enable each partner to start timely their own tasks.

Also announces that the project funding Decree for SIMIT is made public and that, therefore, all the partners are in a position to comply with the requirements as per the application form.

The works of the day will allow, therefore, to clarify who should do what in the perspective of the mutual cooperation as it is necessary that the progress of the project SIMIT is characterized by a joint action and a shared approach among all beneficiaries.

The Manager points out that it is necessary in the interests of the partnership to catch up the delay and, therefore, calls for a prompt start of all expenditure procedures while urging the scientific partners greater effort and commitment to deliver a first draft of the report foreseen in the WP 2.1 by December 2013.

Finally, considering the monitoring by the Lead Partner, asks the PP2 more efforts since it appears that the formation of the internal project staff has not been executed and highlights the need to bring order into the communication process inviting to better responsiveness which should eventually be a common note for all the partners.

He concludes by stating that the Lead Partner has made available all necessary acts for the start of the project: Contracts between the partners, 50% down payment, Regulation of the Steering Committee.

It then gives the word to Dr. Giuseppe Parello, director of the Valle dei Templi Archaeological Park. After having welcomed at its own location the participants, Mr. Parello expresses the interest of the Institution he manages for the project SIMIT. In fact even within the park archaeological Valley of the Temples there is an active seismic monitoring system which can be useful for SIMIT data processing.

Dr. Giuseppe Parello concludes his speech by giving maximum availability to SIMIT partnership with the aim of developing together monitoring and research activities and give the word to dr. M. Sambataro, representer of the Joint Technical Secretariat of OP Italy Malta.

Dr. Sambataro brings to the attendees the greetings of dr. V. Falgares, Director General of the Department of the programming as well as those of the Manager of the Service V, dr. A. Piceno.

Dr. Sambataro describes the steps of the approval process of the SIMIT project: despite having been deemed admissible, the project was originally not declared as financeable because resources available on Axis II were inadequate. Subsequently ADG initiated the procedures for changes to the PO by requiring the responsible offices in Brussels the move of resources from Axis I to Axis II which obviously determined delay in the project approval time.

As already mentioned by the Director, Dr. Sambataro calls on the partners for a more effective commitment to ensure the progress of the expenditures. Invites everyone to respect the rules of the program and to follow the instructions given by the Lead Partner as well as those of the ADG, those of the STC and those of the responsible controlling authorities. Dr. Sambataro reiterates the availability of the STC to support the Lead and the other Partners in the continuation of the activities. Hence, Sarah Grech of the CPD (PP4), asks for clarification about the spending targets to be reached by September 25. Dr Grech make the attendees aware that the PPCD sent a note to the Maltese partners stating that the CPD must spend € 55.000, 00 by September 25, otherwise funds shall be cancelled. So professor Pauline Galea of UM (PP5) intervenes pointing out that with reference to the



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indications of the PPCD, PP5 has to spend by the same date € 200,000.00.

Dr. Sambataro notes that the ADG has never communicated to the PPCD these spending targets and never gave the PPCD such indications. Being clear that all partners should equally strive for the progress of the expenditures and that the OP Italy Malta is subject to the automatic cancellation of the funds, still it should be noted that the ADG, in the eventuality of funds cancellation, will take into account the start date of SIMIT project as well as other strategic projects approved after the re-modulation of the P.O. and that these will be the last to be subject to cancellation. In addition, Dr Grech points out that although the Lead Partner has sent to all Partners the application form updated as per start of project activities, the PPCD considers as start of the timeframe the one in the approved application form.

Dr. Sambataro adds that the project was not even initiated in 2012 and thus the start date should be March 25th, 2013 as agreed between the Partners and the Lead Partner and communicated to the ADG. Therefore, the activities planned for 2012 should logically be realized in 2013.

The word goes then to the individual Partners who proceed with the presentation of their activities: the reports presented are integral and constitutive part of these minutes.

In particular:

- Prof. Liborio Cavaleri: summarizes the activities of the PP2 and announces that letters of appointment for internal staff have been signed by the Dean of the University of Palermo. Also highlights the difficulties of PP2 because only after notification of the funding decree, the procedures of his institution allow the competent Board of Directors to approve the financing and the subsequent entry of the expenditure in the balance sheet of the University. Therefore prof Cavaleri highlights the difficulty in handing over the first draft report by December 2013, considering that the spending procedure can only be started by the end of September.
- Prof. Agata di Stefano, Carmelo Monaco and Grace Lombardo state that they have already initiated the administrative tasks and have already completed the procedures for the 'award of a research grant and describe in detail the activities that the PP3 want to achieve
- Dr. Peter Paul Coleiro presents in a comprehensive manner the activities of PP4 highlighting the importance of a common language of civil protection based on international standards. He also presents in detail the telecommunications system adopted.
- Prof. Pauline Galea: PP5 presents works already undertaken and points out that PP5 will adjust the seismic station already present in Malta and I will set up a new one in Gozo. He also make aware that activities for the selection of external staff have already begun.

The General Director, after having heard all the partners' presentations, agrees on the path outlined by all, asks for additional effort to work quickly and in mutual cooperation. With regard to the activities of PP4, points out that these must be implemented in synergy with the LP and, therefore, he reserves the right to send a feedback report on the proposed activities. He also agrees on what has been said by dr. Peter Paul Coleiro and points out the necessity of creating an intervention model taking into account the international language of civil protection which can also be extended to the countries of North Africa. The LP also shows great interest in the telecommunications system proposed by PP4 and requests a data sheet. Dr. Blandino, member of the LP, proposes as a model of SOTIP the same used by DRPC within ordinary forest fires monitoring activities. The LP agrees to send to PP4 a detailed data sheet.

At 13.30 pm the meeting is suspended.



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At 2:15 PM works resume.

The Director asks the Partners if there are questions for dr Sambataro.

Prof. Cavaleri asks information about budget amendments. Dr. Sambataro clarifies that the procedures for budget amendments can be of three types:

- 1) deviations -impacting expenditure items of one or more partners- from what indicated in the AF up to a limit of 10% of total eligible costs of the project
- 2) deviations -impacting expenditure items of one or more partners- from what indicated in the AF up to a limit of 20% of total eligible costs of the project
- 3) deviations -impacting expenditure items of one or more partners- from what indicated in the AF exceeding 20% of total eligible costs of the project

The first procedure is approved by the Steering Committee of the project and can be executed only once during the life of the project, the second must be approved by the Managing Authority and the third by the Steering Committee of the program. On the Italy-Malta website the relevant forms are available.

The Director asks the partners if there are any special needs requiring urgent changes to budget or if budget amendments can be deferred to year 2014 so that, if it is necessary to request a change below 10%, this can be initiated in the closing phase of the project. The partners share and approve the proposal unanimously and on the spot.

The Director also points out that any undertaken activity is not to be considered an initiative of a given individual partner but belong to the entire project. Therefore invites all to submit questions to the LP who will forward them to the competent offices of the 'ADG. He concludes by saying that in case a description of an expense item is requested to be changed, it is possible to do so by asking approval during the first meeting of the Steering Committee.

Dr. Sambataro reiterates that any expenditure should be initiated respecting the public tender rules which are strict and must be respected otherwise funds will be cancelled.

The LP at PP5 Dr. D'Amico's request commits to store on the website project a file containing the information provided by the Control Authority.

Dr. Sambataro points out that the rules of the program are common to Italy and Malta but as far as control procedures are concerned national rules apply

The Lead Partner commits to hold by September 30 a training seminar for administrative managers in which monitoring and accounting files and rules of the OP Italy - Malta. will be described in detail.

In relation to the debate on travel expenses it is pointed out that cumulative receipts are not valid. The Lead Partner commits to forward to Italian Partners the message on rules and limit of expenses already sent by the Control Authority to the beneficiaries of ordinary projects.

In addition, Dr. Sambataro invites everyone to strictly adhere to the rules related to the communication of results. The LP agrees to send to all partners the template to be used for project activities.

Project Manager of the Lead Partner ing. Maurizio Costa closes at 3.30 PM the kick off meeting of the project SIMIT, thanks all those present for their active participation and invites everyone to respect the rules. He also announces that he will travel soon to Lampedusa to start on-site activities having already initiated a dialogue with the mayor of the island, who showed high availability.



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2. COMMENTI E/O NOTE *COMMENTS-REMARKS*

Si allegano al presente verbale le presentazioni (ppt) singole partner
Attached deck of the individual partners