

ASSET ORGANISING GROUP – LISBON 30.03.07

REPORT of ASSET Chairman, PRESIDENT ECOVAST

Phil Turner

AKTIVNOSTI - voditelj projekta ASSET , nakon sastanka OG u Briselu, Septembar 2006

Promocija ASSETa, kroz pisane materijale i umrežavanje tijekom dosadašnjih skupova :

Action for Market Towns Pershore UK 29.09.06
European Commission Simplifying CAP Conference Brussels 3.10.06
Bratislava Conference of ECOVAST –paper and presentation 16.10.06
EC Rural Development Advisory Cttee 18.12.06
Polish ECOVAST conference– papers and presentations 5.01.07
Promotion at Council of Europe – paper and presentation 31.01.07

Sastanci

Action in Rural Sussex (AirS) - about Accountable Body Role 29.11.06

North West Europe Stakeholders Forum for London and the South East England 15 December 2006

COSLA Scotland – about research 5.12.06
CRC I&DEA Symposium on European Best Practice in Rural Development London 23-24 January 2007

Handover meeting Trevor Kearley 18.01.07
Meeting Global Village partners of COST proposal in Austria 24.02.07
Meeting Mayors in Croatia - in preparation for Oct 07 Small Towns Conference 1&2.03.07
Meeting with University of Gloucestershire - about COST Grantholder, and ASSET Accountable Body Roles 20.03.07

Agenda Item 4 (i) PARTNERI

Poziv Partnerima je upućen 15. February 2007.

Yorkshire Forward (UK) organizacija prihvatila je financijski prilog od 2000 euro za svaku od 3 godine trajanja projekta I time postaje Partner Organizacijske grupe (OG).

Hubert Trauner iz Regionalnog vijeća Niederösterreich, Austrija, odgovorio je izražavajući jak interes za project.

Zamjenik gradonačelnika Balint Torok of Gherla, Rumunjska, nije u mogućnosti sudjelovati I ne može u ovom trenutku imenovati drugu osobu ili organizaciju zbog financijskih teškoća. Nadamo se da ćemo se susresti s njim prilikom sastanka u Cluju, Oktobar 2007.

Kontaktirali smo Maria Martin Diez de Baldeón, Direktora General de Politica Territorial, Rioja, Spain. Ovaj puta one se ne može odazvati sastanku, ali se nadamo da će ova regija postati partner I da bi se u Španjolskoj mogla održati

daljnja Konferencija 2008. godine.

Prof Eva Kralova, President of ECOVAST Slovačke, pri Slovak Technical University, Bratislava, želi da SPECTRA, Slovački Srednjeeuropski Istraživački I Training Centar za prostorno planiranje, postane partner , te se pridružila akciji COST s istraživačkim prijedlogom.

Nije još bilo odgovora iz Irske, slovačke regije Modra, te Makedonije.

Olga Sevan, President of ECOVAST Russia, postala je partner istraživačke COST Akcije temeljem priprema znanstvenog simpozija 'TIME FOR CULTURAL STUDIES" koji će se održavati u Moskvi, maj 2007 , s temom 'Programi razvoja naselja, malih gradova I lokalnih zajednica'.

Trenutna lista Partnera je slijedeća:

APURE (Pan European)	(Start-up year funding)
ECOVAST (Pan European)	(Secretariat – in kind contribution)
CRC (UK)	(Start-up year funding)
SEEDA (UK)	(Start-up year funding and further years possible)

Traži se pristanak Organizacijske Grupe za slijedeće nove Partnere:

Yorkshire Forward (UK)	(Three years funding offered)
The University of Gloucestershire	(as Accounting Body see APPENDIX 2)

Potencijalni Partneri, (slijedi potvrda financiranja za ASSET):

Niederösterreich Regional Council, (Austria)
Region of Rioja, (Spain)
A region of Portugal (could Alentejo be approached?)
The Association of Small Towns, Croatia

Za natjecanje u fondu INTERREG IV biti će potrebno imati šire europsko članstvo država, a ne jak naglasak na britanskom članstvu (UK).

Za bolji pristup internacionalnim fondacijama važno je imati partnere u Srednjoj I Istočnoj Europi.

Organizacijska Grupa treba dati prijedlog za daljnje kontakte i napredak aktivnosti.

Kao posljedica promjena Partnera (I revizije budžeta – vidi dolje), **OG nadalje treba prihvatiti** da se novac od ASSETa također može trošiti na ažuriranje informacija o projektu na web-stranicama ECOVASTa.

www.ecovast.org http://www.ecovast.org/english/asset_e.htm

I na DorfWik siteu Franza Nahrade

http://www.dorfwiki.org/wiki.cgi?SmallTowns/The_ASSET_Project/November2006Draft

Agenda Item 4 (ii) Izvori Financiranja

Naše mogućnosti prikupljanja sredstava su osnažene nedavnim prihvaćanjem University of Gloucestershire (Sveučilište u Engleskoj) da obavlja financijske servise za sredstva koja pristižu iz Europske Komisije (EC sourced funds), te od donacija (pri čemu Sveučilište ne podliježe porezu - University's charitable status).

A. Pam Moore će dati report vezano za **Fondacije**.

B. **COST** Projekt (European Cooperation in the field of Scientific and Technical Research) - vidi Agenda ITEM 5

C INTERREG

http://62.67.209.11/web/fic_en

Future Interregional Cooperation Programme "INTERREG IVC"

"INTERREG IVC" - programiranje u tijeku

Nasljednik slijedeće godine INTERREG IIIC programa je program "INTERREG IVC". Taj novi program će teći od 2007 do 2013. Trenutni model sastoji se od 4 programatske zone i biti će zamijenjen opće-europskom istovrsnom strukturom menadžmenta. "INTERREG IVC" imati će jasni fokus na regionalne razvojne politike u područjima inovacija, ekonomije znanja, okoliša i zaštite od rizika Također će se financirati različiti tipovi projekata interregionalne kooperacije i umrežavanja.

Kako se program odvija?

Trenutno se Operacijski Program razvija kroz Programski Odbor u kojem su predstavnici 27 EU Member States, plus Switzerland, Norway and the EU Commission. Praktični dio programskog procesa podržavan je kroz tijela INTERREG IIIC te kroz konzorcij vanjskih stručnjaka.

Kada će biti lansiran?

*Planira se puštanje u opticaj Programa INTERREG IVC polovicom 2007. **Konsekventno će prve aplikacije moći krenuti najranije u jesen 2007.***

Dodatne informacije o ovom novom programu stalno će se dodavati na naš website ECOVASTa – molimo pratite.

Informacije o pripremama novih programa Strukturnih Fondova općenito, kao i relevantne regulacije mogu se pratiti na web stranicama Komisije EU:

Phil Turner prikazati će powerpoint prezentaciju o INTERREG IVC (February 2007)

Organizacijska Grupa treba razmotriti budžet I dogovoriti se oko promjena kao i o **stupnju trošenja za one koji sudjeluju na sastancima Organizacijske Grupe.**

(U Dodatku 1 sugerira se format za praćenje donacija u vremenu ("in kind") i drugih donacija / plaćanja u korist projekta)

Agenda Item 4 (iii) Menadžment

U 2007. u Pozivu Partnerima daljnji CILJEVI su pridodani istraživačkim aktivnostima kako slijedi:

CILJEVI PROJEKTA

9. Predložimo da projekt ima slijedeće Ciljeve:

- a. Promocija ko-operacije I razmjena primjera dobre prakse između vladinih i ostalih tijela/agencija širom Europe koje daju podršku malim gradovima
- b. Promocija kontakata i razmjena primjera dobre prakse između pojedinačnih malih gradova diljem Europe.
- c. Zauzimanje za utjecaj malih gradova pri Europskoj Komisiji, Vijeću Europe, Vijeću Regija i vladama.
- d. Olakšavanje, podupiranje i ohrabrivanje istraživanja na temu malih gradova kako bi se omogućilo prikupljanje dokaza za novi pristup razvojnoj politici za male gradove i za jačanje njihove dobrobiti.

(9 d je sugestija za Konvenciju od strane Scottish Local Authorities, na sastanku u Edinburgu 5 Decembra 2006)

Organizacijska Grupa se treba dogovoriti o dodatnoj točki d. i potvrditi usluge Sveučilišta Gloucestershire kao Financijskog tijela za cjelokupni ASSET Project I za prihvata sredstava po natječaju od COST Action, ukoliko to uspješno prođe.

Agenda ITEM 5 . COST (European Cooperation in the field of Scientific and Technical Research)

Za jednostavno objašnjenje vidi Pocket Guide

<http://www.cost.esf.org/fileadmin/publications/07-02.pdf>

Internetska aplikacija je poslana prije roka 30. Marta.
Kopija emaila Prof Stephen Owenu je pridodana , (APPENDIX 2) što objašnjava financijske uvjete.

Lista Partnera Istraživača je slijedeća...

The list of Research Partners:

1. SLOVAKIA

Prof Eva Kralova Faculty of Architecture **Slovak Technical University, Bratislava, SLOVAKIA**

Prof. Maroš Finka M Arch, PhD (SPECTRA Centre of Excellence) at the Faculty of Architecture **Slovak Technical University, Bratislava, SLOVAKIA**

2. UK

Dr Paul Courtney **University of Gloucestershire UK**

Dr Neil Powe **University of Newcastle UK**

Professor Paul Fleming **De Montfort University UK**

3. PORTUGAL

Prof Nuno Santos Pinheiro **Universidade Lusíada LISBON, PORTUGAL**

4. CROATIA

Aleksander Lukic, **University of Zagreb Department of Geography, CROATIA**

5. ROMANIA

Ms Kinga Kerekes **BABEŞ-BOLYAI UNIVERSITY Cluj-Napoca ROMANIA**

6. GERMANY

Prof. M. Linke, **Consulting Office** of Prof. Dr. Linke & Partner, GERMANY

7. AUSTRIA

Franz Nahrada **GIVE Forschungsgesellschaft** - Labor für Globale Dörfer, Wien/Kirchbach AUSTRIA (research association under Austrian law)

8. RUSSIA

Dr. Olga Sevan **Russian Institute for Cultural Research, Moscow RUSSIA**

9. CONTINENT OF EUROPE

Philip A Turner President **ECOVAST EUROPE**

Pam Moore, Secretary General r **ECOVAST EUROPE**

Agenda Item 6 Budući događaji:

Pam Moore dati će pregled prijedloga i ideja.

- Regional Studies Association Conference Lisbon 3 April 2007. Paper by ECOVAST and SEEDA
- ECOVAST UK and APURE UK visit to Richmond, Yorkshire 27 April.
- International Scientific Symposium, Moscow, May 2007. *“Development Program of the Settlement, Small Towns and Self Management”*.
- Europa Nostra Annual Conference Stockholm 5 June. Promotion of ASSET.
- ECOVAST Annual Conference - Croatia October 2007. Theme: Small Towns.

2008

- European Rural University Poland. Theme tourism and ecology. Potential study tour in Germany or Austria by ASSET.
- Potential conference in Rioja, Spain.
- Event in Macedonia, former Yugoslavia.
- Congress of Small Towns ? 2009?

PAT 23.03.07

APPENDIX 1 BUDGET

The budget indicated on the website is currently as follows:

Start-Up. ECOVAST has offered to undertake the preparatory phase, with financial support totalling 9000 euro, from SEEDA (2000 euro), APURE (2000 euro) and CRC (5000 euro) towards the costs of this phase, which are estimated as follows:

	<u>Euros</u>
Preparation of database of support agencies (consultancy)	2,000
Travel costs to visit potential partners	3,000
Meetings of partners	500
Preparation of project dossier	1,500
Accounting and advice on bids to European Union sources	<u>2,000</u>
Total start-up costs	9,000

ECOVAST's contribution will be made in kind, in terms of staff-time (focused particularly on identification of potential sources of matching funds) and office support, as manager of the project..

A partner organisation that is a charity registered in UK and is company limited by guarantee, that also has experience of accountability for European Union funding, will handle finances as the accountable body, effectively treasurer for the project.

Provisional budget.

17. To be effective, the project might require expenditure of the following order (totals for the three-year period):

	Euro
Set up website (early 2007) with reports of progress and listing of support agencies and contacts throughout Europe and initial examples of good practice	2,000
Organising group expenses, 10,000 per year	30,000
Secretariat, 15,000 per year rising to 30,000 per year	65,000
Project Officer (to be appointed)	
- estimate 40,000 per year including overheads	120,000
Accounting - to be decided	
– estimate 30,000 per year for four years	120,000
Information gathering and dissemination	100,000
Maintenance of Website and database, 5000 per year	15,000
Net cost of events, say 30,000 per year	90,000
Congress of Small Towns 2008	
(in conjunction with EC and Cof E)	90,000
Guidance publication – small towns appraisal (consultant)	30,000
Printing costs	8,000

Estimated total expenditure	670,000

We propose that a substantial proportion of this total should be covered by contribution from partners – say 2000 euro per partner per year. It is envisaged that 25 partners would produce a total of 25 x 3 x 2000 euro = **150,000 euro**.

The remainder would be sought from International Foundations and by a bid to European Commission INTERREG IV programme (pan-Europe) early in 2007. It is envisaged that bids for 75% of the INTERREG portion of the project would have to be matched by funds from other sources.

The structure and content of the INTERREG bid will require further work that will inevitably recast the budget, showing the discrete INTERREG component and the gearing of match funding contributions.

The version on the Dorfwiki site is similar

In the call for Partners in 2007 the Budget is suggested as follows:

19. Start-Up.

	<u>Euros</u>
Preparation of database of support agencies	2,000
Travel costs to visit potential partners	3,000
Meetings of partners	500
Preparation of project dossier	1,500
Accounting and advice on bids to European Union sources	<u>2,000</u>
Total start-up costs	9,000

20 Provisional budget **Main three year programme**

	Euro
Net cost of events, say 30,000 per year	90,000
Congress of Small Towns 2008 (in conjunction with EC and Council of Europe)	90,000
Information gathering and dissemination	100,000
Guidance publication – small towns appraisal (consultant)	30,000
Printing costs	8,000
Set up website (early 2007) with reports of progress and listing of support agencies and contacts throughout Europe and initial examples of good practice	2,000
Maintenance of Website and database, 5000 per year	15,000
Organising group expenses, 10,000 per year	30,000
Project Officer (to be appointed)	
- estimate 40,000 per year including overheads	120,000
Secretariat, 15,000 per year rising to 30,000 per year	65,000
Accounting - to be decided	
Research – to be decided	
Research and accounting	120,000
Translation of web pages and reports and guidance publication. 300 euro per large document page x 100 pages	30,000

Estimated total expenditure	700,000

The Organising Group is requested to consider the budget and agree changes.

The Tables on the next pages are suggested as a method of recording donations 'in kind' by members of the Organising Group.

APPENDIX 1 (continued)
ASSET project 'In Kind' Hours and donations
Suggested proforma

Prior to first Organising Group September 2006

	hours	travel hours	Expenses donated
Pam Moore			
Makarska event			
Plymouth event			
Promotion at PREPARE Gathering Czech			
Meeting with CRC			
Meeting with AirS			
Finland conference			
Preparation for ASSET Brussels 23.09.06			

Organising Group Meeting Brussels 23.09.06

	hours	travel hours	expenses
Pam Moore	5.5	6	
Phil Turner	5.5	6	
Valerie Carter	5.5	6	
Crispin Moor	3.0	6	
Trevor Kearley	5.5	6	
Olaf Linke	5.5	6	
SEEDA			265 EURO

Organising Group Meeting Lisbon 30.03.07

	hours	travel hours	expenses
Pam Moore			
Phil Turner			
Crispin Moor			
Trevor Kearley			
Olaf Linke			

Prior to LISBON Organising Group

	hours	travel hours	Expenses donated
Pam Moore			
Promotion at Action for Market Towns Pershore UK 29.09.06			
Promotion at CAP Conference Brussels 3.10.06			
Promotion at Bratislava 16.10.06			
Meeting with AirS 29.11.06			
Meeting COSLA Scotland 5.12.06			
Promotion at EC RD Advisory Cttee 18.12.06			
Promotion at Polish ECOVAST conference 5.01.07			
Handover meeting Trevor Kearley 18.01.07			
Promotion at Council of Europe 31.01.07			
Meeting Global Village partners of COST proposal in Austria 24.02.07			
Meeting Mayors in Croatia in prep for Oct 07 Small Towns Conference			
Meeting with Univ Glos 20.03.07			

APPENDIX 2 COST Grantholder and INTERREG Accounting Body

21.03.07

To Prof Stephen Owen

Countryside and Community Research Unit, University of Gloucestershire.

Dear Steve,

... grateful thanks from Pam Moore and me, on behalf of the ASSET Organising Group, for agreeing to your finance people being approached to undertake the following, related to the COST bid and a bid later this year to INTERREG:

1. If the COST bid (to be made by end of March 2007) is accepted, the University of Gloucestershire (as a legal entity and a research institution) would be willing to be appointed as the "Grantholder" (see Note 1)
2. When the bid to INTERREG IV is drawn up, the University of Gloucestershire (which has experience of accounting for former EC funded programmes) would act as "Accounting Body", and in addition the Registered Charity associated with the University would be prepared to accept specific funds granted to the ASSET project by international foundations and UK Charitable Funds.

Your willingness to agree the above gives us great confidence, and we will seek approval of the Organising Group of ASSET at their meeting in Lisbon on 30 March.

In relation to 2 above, they would be asked to approve the University of Gloucestershire as a Partner of ASSET, and therefore become a member of the Organising Group, without the requirement to pay 2,000 euro per annum for three years, subject to detailed agreement on the fees and expenses to be paid to the University for undertaking the role of the Accounting Body. (see Note 2).

Best wishes

Phil Turner

NOTE 1

The attached COST POCKET GUIDE summarises the procedures and says:

*At the sharp end of COST are the Actions themselves. These Actions usually have a lifetime of **4-5 years and have an average budget of around € 90.000 per annum** to support networking activities. Once a proposal has been accepted by the Domain Committee, it is referred to the CSO for formal approval. Each Action is then opened for COST Member States to join it by signing a formal Memorandum of Understanding (MoU). Once five signatures have been received, the Action can be launched. Each Action is under the supervision of a Management Committee, also constituted on the basis of two representatives per signatory country. The aim is to launch the Action with a "kick-off" meeting within 2 months of CSO approval.*

The Grant Agreement is based on a contract between the COST Office and the grant holder following a request from the Action's Management Committee. The grant holder is selected by the Action's Management Committee from the institutions of its members.

The grant is used by the grant holder to execute the secretarial work and payments related to the activities planned during the grant period by decision of the Management Committee.

The grant holder is responsible for the timely reimbursement of eligible costs in accordance with the COST Vademecum financial rules and for the execution of the work plan agreed by the Management Committee of the Action. The grant holder's scientific, administrative and financial roles are the following: financial reporting, scientific and administrative secretariat, coordination, liaison, publication and dissemination.

The grant holder can request an overhead fee of up to 15% of the actual expenditure in order to cover administrative costs. 65% of the COST Office's financial contribution is paid to the grant holder after the signature of the contract. Up to 35% are paid after approval by the COST Office of the preliminary financial report.

The grant holder has to follow the COST reimbursement rules for the various COST financial instruments...

The COST Financial Instruments (103 pages!!) say:

... The grant holder

- will be selected by the Action's Management Committee from the institutions of its members.*

When selecting the grant holder, the Management Committee shall consider economic aspects such as bank transfer charges outside Euro-zone, currency exchange costs, tax liability for payments to experts and Short Term Scientific Mission grant holders, etc.

The result of the selection will be recorded in the minutes of the Management Committee meeting. The grant holder must be a legal entity (not an individual)

- will execute the decisions of the Action's Management Committee and ensure that all expenditure complies with the rules and regulations of the COST Office Vademecum*

- is represented at MC meetings by a member of the Action's Management Committee. This person must ensure the liaison between the Management Committee and the grant holder*

... For contractual matters, the grant holder's institution is usually represented by 3 persons

- the Legal Representative: the person who has delegated signing authority for signing the grant agreement (for instance the rector of a university or the managing director of a research institution)*

- a Finance Officer who has authority within his institution to authorize the payments*

- the scientific representative of the institution in the Action Management Committee (MC Member)*

...Responsibility of the grant holder

The grant holder is responsible for

- *the timely reimbursement of eligible costs in accordance with the COST Vademecum financial rules. The grant holder has to make all liable payments to persons, institutions and other claimants eligible for reimbursement within 30 days of receipt of a claim and no later than 60 days after the event giving rise to the claim.*
- *the execution of the work plan agreed by the Management Committee of the Action*

You may be assured that we, for ECOVAST, as 'management and secretariat' of ASSET, will be active in leading the management role and secretarial activity, to avoid undue burden on CCRU.

NOTE 2

Prepared By Pam Moore for meeting with Prof Stephen Owen on 20 March 2007

ECOVAST ASSET PROJECT

Specific tasks for Accountable Body

1. To set up and to operate an ECOVAST ASSET bank account
2. To advise on Budget of ECOVAST ASSET for three years main Project with expected income from Partners, from UK and International Foundations and from EU funding sources.
3. As Accounting Body for external funding programmes, to advise on bids to EU funding sources and administer monies received
4. Monitoring and compliance – EU and other external funds
5. Maintaining financial contact with funding partners and external funding sources

Information from Phil Turner ...

Action in Rural Sussex indicated that acting as Accountable Body for ASSET and INTERREG Bids would be:

...based our costings on a 6 month's involvement (this could be in the bid preparation phase or project delivery). It would include 2 days per week of ... an ... officer's time, plus monitoring and compliance support and some Senior Management Team intervention. The cost, including salaries, travel, some general expenses and office overheads recovery, amounts to £17,270.

2 days a week for 26 weeks is 52 days = £332 a day including overheads and travel etc.

Members of the Organising Group considered that unacceptably high.

The ASSET budget for the start-up year – probably until the end of 2007 - for accounting and advice on an INTERREG bid is currently 2000 euro.

The proposed budget shows a total of 120,000 euro for accounting and research.

The amount for research will be reviewed when we know what the implications of the COST Action will be.

So far we have not gathered funding for the three year programme from 2008, apart from a firm promise from Yorkshire Forward of 2,000 euro per year for the three years.

What is needed, in a month or so, is a discussion with your finance people on the day/hourly rate and overheads that would allow your recovery of costs on the main ASSET project. We can then estimate the days/hours involved in each year and arrive at a budget figure.

PAT 21.03.07