**Minutes 1.PP Meeting**

Date: 17.1.2018

Time: 10:00 – 17:00

Place: Mistelbach (Barokschlössl)

Participants:
**NÖ RU3**: Peter Santner, Klemens Rybaczek

**PP2 NIG:** Gisela Reichholf, Martina Liehl-Rainer

**PP3 NÖABB**: Erwin Szlezak

**PP4 KS NS MAS JMK**: Vit Hrdousek

**PP5 DSO**: Antonin Okenka, Daria Ricarova

**PP6 PZ**: Martina Petrova

**PP7 JMK**: Tomas Grulich

**PP8 KS NS MAS JCK**: Tomas Novak, Marta Krejcickova, Milada Vopalkova, Adela Tomsovicova

**PP9 JCK**: Kamil Zimmermann, Ivana Randakova

**Programme:**

* 10:00 – 12:00 administrative Tasks
	+ Short Introduction of all Participants
	+ Infos concerning ERDF Contract
	+ Projectreporting (Timetable + EMS)
	+ Inputs Projectfolder
* 12:00 – 12:30 Lunch
* 12:30 – 16:00 Activities, Next Steps
	+ Projecttimetable with Activities and Responsibilities
	+ Changerequest (Is everything still like applicated?)
	+ Preparing Start-Conference
	+ Coordinating follow up Dates (Next PP-Meetings,…)
* 16:00 – 17:30 Excursion Soilprotection Plants (Windrow Headges)

**Minutes:**

Peter Santner greets all Partners and thanks for the Participation and congratulates for getting the Project approved. Special Thanks to our CZ-Partners for “fighting” for this Project.

The Meetinglanguage is set to English (with translation possibilities)

Each Person gives a short Introduction and their tasks in the Project.

Klemens Rybaczek takes the Moderation and leads through the Meeting.

1. Info about ERDF Contract:
The ERDF Contract will be sent next week to the Leadpartner. Then also EMS Logins have to be created and Reporting is possible.
2. Projectreporting:
 Submit Reports in Time!

Financial report only if more than 10.000€ for Periode and Partner

FLC check takes up to 90 days

We recommend Meeting with responsible FLC in order to check relevant points!

Always have eligiblity rules in mind!

1. EMS-Reporting:
	1. Available after ERDF-Contract Signature (LP)
	2. „Projectreporting-Person“ (from each PP)
	3. Activity Report = Linked with application!
		* Choose all Outputs where you have contributed during the reportingperiode and describe it.
		* Validate them with attachments (List of Participants, Fotos, Minutes, Scans, eg…) – Upload directly to the relevant Output
	4. Financial Report = Linked with Budget!
		* Filling via Invoice-List (All relevant expenses have to be filled in)
		* Validate them directly with attachments (Invoices, Procurement documents,…)
		* Important: All Invoices have to contain “Project: Klimagrün” + Projectnumber: ATCZ142
	5. Detailed Informations can be found in the EMS-Handbook – please read it
2. Projectfolder
A first draft of the planned Projectfolder was shown from PP2 NIG Martina Liehl-Rainer.
the Input was, to produce maybe one folder wich contains both languages (CZ, DE).
3. Lunchbreak
4. Projectoverview
After the Lunchbreak the Activity, Responsibility and Budget Table was discussed. Therefore the Excel Controlling List was gone threw point for point.
Maintopics like Translation, Seminars, Equipment, Planting, … were discussed detailed.
Translation of Projectreports will be done from CZ-Partners and discussed during first Report.
For all other points it was agreed that each Partner has a look in detail at home and submits till 31.1.2017 all relevant informations.

Red marked points in the Excel Document should be changed!

1. 1. Changerequest
As LP RU3 needs a Budgetshifting and many other Partners have changes as well, the first Changerequest will be done in mid of february.
Therefor all Partners agreed to send the relevant informations till 31.1.2017.
2. Startconference
The Startconference was discussed and many points were fixed.

9.5.2018 / Tulln (UFT) / 10:00 – 17:30

Main Targetgroup (Other Projects, Initatives in the Field)

Programmedraft:

9:00 – 10:00 Arrival + (optional Excursion UFT)

10:00 – 10:45 Welcomming (also with politicians)

 **If possible also Ploitician from CZ**

10:45 – 11:30 Projectpresentation **(from 3 Regions)**

11:30 – 11:45 Coffeebreak

11:45 – 12:45 Thematic Impulspresentation(s)

 **Do you have possible Speakers?**

12:45 – 13:45 Lunchbreak

13:45 – 14:15 Guided Posterpresentations (other projects)

 **Each Partner can name 1 possible organisations**

14:15 – 15:30 Networking, Discussions

15:30 – 17:30 Excursion (Garten Tulln) – with Bikes

We need official programme for inviting Politicians, Partners and interested people.
CZ-Expert could be Dr. Jan Pokormy (South bohemia – Trebon) cooperates with many universities. -> Tomas Novak will contact him (30 minutes presentation)
Input Vit Hrdousek: Plant a Climate Tree at Conference.
Max. 120 persons.
Simultanios Translation will be provided (CZ ⬄ DE)

1. Next Meeting
19. June 2018
Place: Budweis
Time and Programmedraft will be provided from LP.
Location and Catering will be organized from PP6-PZ
2. Exkursion:
The Partners are invited to visit the regional Soilprotection palnts (Windrow Hedges)

Minutes: Klemens Rybaczek (with assistance of Martina Liehl-Rainer)