

3/7/2024

Deliverable 1.1.3

Steering Committee Meetings

2ND Project meeting



Community Center “Yane Sandanski-1928”



The project is co-funded by the ERDF funds and by funds of the participating countries.

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I. INTRODUCTION

1.1 General Project Details

Project Title: *"Local assets exploitation for the development of peripheral intercultural cross border capacity"*

Acronym: **RENOVATION**

Timetable: 20/1/2020 to 19/07/2023

Project budget: € 1,484,978.00

Partnership:

- 1) Community center Yane Sandanski- 1928 – LB, BG
- 2) Municipality of Lagkadas – PB2, GR
- 3) Organization of Thessaloniki Concert Hall – PB3, GR

The project is implemented within the framework of the INTERREG V-A program "GREECE - BULGARIA 2014 – 2020".

Priority Axis 2: A sustainable and climatically adaptable cross-border area

Topic priority 6.c: Conservation, Protection, promotion and development of the natural and cultural heritage

Specific Objective 4: Utilization of the natural and cultural heritage of the cross-border area for tourism purposes.

II. 2ND RENOVATION PROJECT MEETING

This report concludes and give information about the 2nd delivered project steering committee meeting, produced within the framework of the project RENOVATION.

Specifically, according to the proposal of the RENOVATION project, the Community Center "Yane Sandanski-1928 (LB) is responsible for the organization of three of the five, in total, project meetings. This reference report presents the actions undertaken by the LB for the participation in the 2nd project meeting, as the 1st Kick-off meeting was implemented in



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the city of Hadjhidimovo, Bulgaria on February 20 and 21, 2020, by the lead partner, Yane Sandanski Community Center- 1928.

The 2nd project meeting was implemented on Friday, November 13, 2020 through the WEBEX online platform, due to the strict restrictions imposed on movements, to limit the spread of the Corona virus pandemic. The APPENDIX presents the program, the list of participants and photos, the presentation of all partners and the minutes of the meeting.

In the context of the organization of the 2nd project meeting, which was held online due to the COVID-19 Pandemic situation, the following steps and actions were implemented and undertaken:

- Communication with the PB2 and PB3 to define and schedule the date of the meeting.
- Preparation of meeting agenda and invitation in cooperation with the rest partners.
- Preparation of the presentation template as well as details about the progress so far for the project by the LB.
- Participation of the Project management team – The Project manager, the Financial manager and the Technical assistant in the online meeting.
- Compilation of the minutes of the meeting in collaboration with PB2 and PB3
- Communication with the JS and Mrs. Dinkova of the date, sending the invitation, agenda as well as the minutes and the presentation developed for the meeting.



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III. 2Nd PROJECT MEETING AGENDA



Online RENOVATION Project meeting

Friday 13th of November

Link for Webex platform:

<https://lever.webex.com/webappng/sites/lever/meeting/download/915cbbda5fab462fb680c7efbdbbf2a?siteurl=lever&MTID=m23c51880680b1c79ab3873fc3b46aa03>

Meeting number (access code): 126 824 3007

Meeting password: X7Pk3Xka7XM

Agenda

Time	Issues	In charge
10:30 – 10:45	Welcome – Participants checklist – Evaluation on the project progress by the project officer, Mrs. Zhenya Dinkova	LB
10:45 – 11:30	Project progress so far: Achieved deliverables, expenditures and payments, verification of expenditures, challenges/ problems that have occurred, possible solutions	Presentations by all partners
11:30 – 11:45	Ongoing process - discussion	All partners
11:45 – 12:00	Project Communication issues	All partners
12:00 – 12:15	Decisions	All partners




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IV. 2ND PROJECT MEETING PHOTOS



The project is co-funded by the ERDF funds and by funds of the participating countries.




V. 2ND PROJECT MEETING PRESENTATION





Project: *Local assets exploitation for the development of peripheral intercultural cross-border capacity*

Acronym: **RENOVATION**

PB: **Community Center Yane Sandanski-1928**

Project Progress so far..




Achieved deliverables according to the Procurement plan

- **Tender 1: Renovation of the selected building**
The contract was signed on 26.06 and the renovation activities started immediately on 27.06. Until now the outdoor part of the Community center was renovated, which includes isolation of the building, painting, roof change, decoration activities. Until the end of September all outdoor renovation activities were finished as specified in the BOQ. Indoor renovation activities – started in the beginning of October. Until now the library was almost renovated – the PVC windows, heating system, plastering of the library were finished. Now, installment of the shelves is on the agenda.
- **Tender 2: External expertise and services for the development of project website, logo, Slogan and Project Communication plan**
The contract was signed in the beginning of June with a month delay due to Covid-19 pandemic. Advance payments were made to the sub-contractors in September. The material is ready to be produced (we are still waiting due to Covid-19 and the reason that we don't know whether the event will take place on site). The website is ready to be launched. Until end of November we will also produce the Project communication plan.
- **Tender 3: Organization of folklore festival with participants from GR and BG**
The contract is signed in June. We are waiting to see what will be the pandemic situation before launching the PR campaign.




Achieved deliverables according to the Procurement plan

- **Tender 4: Conducting tendering procedures**
The contract was signed in June.
- **Tender 5: Expert supervision**
The contract was signed on 26th of June. They produced and signed the protocols for executed construction works. Payments have been made to them last week.
- **Tender 6: Design supervision.**
It's a direct procedure and the contract was signed in the beginning of June.
- **Tender 7, 8, 9 and 10: Hiring staff**
The contracts were signed on 20th of January acc. To the STPP and all the payments are made until end of October. Currently we are in procedure for verification of costs.



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Photos of the renovated outdoor building



Photos of the renovated outdoor building



Jane Sandanski (1872-1915)

Interreg
Greece-Bulgaria
RENOVATION
European Regional Development Fund



Verification of expenditures

> Preparation of the documentation for verification of expenditures.

Next week will ask for verification of costs.

The costs made until now are approximately 220 000 Euro. This includes:

1. Conducting tendering procedures (500 euro)
2. Costs for the renovation (around 200k euro);
3. Staff costs (10k Euro)
4. Costs for expert and design supervision (appr. 6k euro);
5. Costs for external expertise and services for the development of project materials, website and logo (4k euro)

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The project is co-funded by the European Regional Development Fund and by national funds of the countries participating in the Programme

Thank you for the attention!

Minutes taken by: Gyulfie Parusheva
Submitted to: Project Beneficiaries
Date: 26.11.2020

Minutes from 2nd Project RENOVATION Meeting
Online meeting, 13 February

Project: *Local assets exploitation for the development of peripheral intercultural cross-border capacity" with Acronym **RENOVATION***

On 13th February an online Project meeting was held in which the Project partners *and* the Project officer, MRS. Jenya Dinkova, on behalf of the JS participated.

The host Municipality of Lagadas (PB2) was represented by Mrs Anastasia Psourouka.



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The “Community center Yane Sandanski-1928” (PB3) was represented by the Mayor of the Municipality of Hadzhidimovo, MRS. Gyulfie Parusheva and MR. Iliya Sherbetov.

The Thesaloniki Concert Hall (PB3) was represented by MRS. Froso Gaki and MR. Panagiotis Kountouris.

MRS. Elissavet Pavlidou also participated on behalf of the LEVER S.A., external expert of Lagadas Municipality.

At the beginning, the floor was given to the Mayor of Hadzhidimovo, who greeted the participants and briefly presented the project progress.

Agenda point 2. Each project partner made a presentation for the project’s progress until now. The first presentation was made by MRS. Gyulfie Parusheva – Project manager. She informed that all the contracts according to the procurement plan were signed and that the process of the 1st verification of expenditures has started. The renovation of the building of “Yane Sandanski” (Tender 1) was started at the end of June. The outdoor renovation activities were finished and now the indoor renovation activities are being carried out. In particular, at the library, the PVC windows and the heating system were installed and the plastering completed. At this moment, the installment of the shelves is on the schedule. Regarding the Tender 2, the logo of the project was produced and the Project communication plan will be finalized until the end of November. The website will also be produced in a short time. Regarding the organization of the folklore festival (tender 3), it is pending due Έκθεση Αναφοράς 2ης Συνάντησης Έργου to the covid-19 situation and the delay on the delivery of dissemination material. Tenders 5 and 6 regard the supervision of the construction that is being performed and payments have been made to the sub-contractors. Tender 7, 8 and 9 related to the staff assignment. The contracts were signed on 20th of January 2020 and the staff cost will be included in the current verification of expenditures. The presentation finished with photos from the renovation of the Community center. MRS. Jenya Dinkova said that having in mind that the budget is small, it is not necessary a new website to be produced. Instead, she proposed a project page to be developed at the Website of Hadjidimovo municipality or and the Greek partners to make a link at their websites. Then, MRS. Elissavet Pavlidou presented the progress of Municipality of Lagadas activities in relation to the procurement plan.. The first tender (project management and dissemination activities) is assigned with 2,5 months delay, mainly due to the restrictions for the first wave of the Covid-19 pandemic. The contract is assigned by the Municipality of Lagadas to the Lever company. Regarding Tender 2, production of a concert, it will be launched in March 2021 and Tender 3, purchase and installation of audio visual equipment in the cultural center of Lagadas, despite the delay and all the problems that occurred due to the fire of the initial selected building, the tender is now on track. The contract for the preparation of the technical specifications and the tender documents was signed in the beginning of October. They will be ready in the beginning of December and afterwards will be sent to the Managing authority and to the JS for approval before the end of 2020. The call of tender will be launched afterwards. The last tender 4, verification of expenditures, is pending. Just the cost for kick of meeting was paid, other expenditures (5.750,00 €) related to tender 1 will be invoiced at the end of November. Unfortunately, the threshold of 15.000 Euro will be reached at the end of 1st semester 2021. MRS. Elissavet Pavlidou continued that despite all the challenges that have been met due to the disaster of the initially selected cultural building by the Municipality of Lagadas, a solution was found with choosing the Billio Cultural Center in Sochos village to be renovated instead. She also stated that the delivery and the installation are expected to be completed by the end of August 2021



so that the cultural event in Lagadas could be organized in September or October 2021. MRS. Dinkova commented stating that despite the challenges, PB2 must cope with them and follow the schedule. She also recommended that since the time of reaching the threshold of 15 000 € is stay behind, the procedure of assigning the first level controller should be started in an earlier stage and not after its achievement. Meanwhile, she advised to start entering the paid expenditures in the MIS since the MA assess the project progress based on the expenditures made and mainly verified.

The third presentation was made by Thessaloniki Concert Hall. MRS Froso Gaki said that the 1st allocation request, concerning the Kick-off meeting and the PM costs, for an amount of 4.890 € was completed. PB3 will reach the verification threshold by the end of 1st trimester of 2021. About the Opera production, Tender 2, the preparation of the tender documents has started. The technical specifications are expected to be produced by the end of November. The tender documents will be sent to the MA for a pre-check and approval and the tender will be launched afterwards. Then, MR. Panagiotis Kountouris took the floor and presented the plan for the Opera production. The Mozart's Don Giovanni opera is going to be produced and performed but not earlier that the last trimester of 2021. For the production of the opera, PB3 is going to cooperate with the Plovdiv Opera despite the fact that Plovdiv is out of the cross-border area. The idea is to recruit artists by both countries and especially by the cross border area to perform the opera. In addition, part of the scenery and customs will be provided by Plovdiv opera. In case, there will be restrictions due to Covid-19 during that period; the production will be streamed through online channels. MRS. Dinkova stated that it is a good idea in such conditions; the opera film to be also projected in the renovated buildings of the community center "Yane Sandanski" and "Billio" cultural center.

At the end of the meeting, participants started discussing the time of the organization of the final project's event. They agreed that it should be organized at the end of project's implementation period, i.e October or November 2021.

The main points of the meeting could be summarized as follows:

- ☐ PB1 should send the request for the verification of expenditure until the end of November
- ☐ Instead of creating a project website, PB1 can create a page at the existed website of Municipality of Hadjidimovo. Greek partners should make a link on their official websites
- ☐ Greek partners should forwarded the tender documents, tender 3 for PP2 and tender 2 for PP3, before the end of the year to the Managing Authority to take its approval and proceed with the publication of the tenders.
- ☐ Greek partners should start entering the already paid expenditures in the MIS.
- ☐ The final event will be organized at the end of the project, i.e October or November 2021

Minutes taken by: Gyulfie Parusheva

Submitted to: Project Beneficiaries

Date: 26.11.2020



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