



SUITE – The Housing Project

Kick-Off Meeting Iasi

STEERING COMMITTEE MINUTES

THURSDAY 5TH MARCH 2009 - 1ST Steering Committee

On Thursday 5th March took place the first meeting of the Steering Committee of the SUITE project. The attendants are as follow in the “attendants list”. The Committee was chaired by the Lead Partner, Santiago de Compostela. There was no representation of the city of Medway during the Committee.

The Lead Partner first thanked to all the partners for attending the meeting and explained the absences of Albacete, Berta Rosón from Santiago and Medway City Council. The Lead Partner presented a document in power point with the objectives of the meeting that served as the basis to organize the meeting.

For the approval of the minutes of the Siemianowice meeting partners has agreed to follow the Joint Convention articles: the Lead Partner will deliver the minutes to all the partners that will have two weeks to answer by written to the comments, amendments or corrections needed to have the final approval of all the partners by written. Same will be done with the following minutes.

It was also approved that the Joint Convention when refers to “unanimously” means to all the partners present or represented in the meeting, to avoid further problems. The partnership will interpret the text of the Joint Convention according to this interpretation.

The Lead Partner presented a “state of the project” with the following information: the late approval that the project suffered (2 months delay, official date 19th January 2009), the new ending date officially approved (19th July 2011). Santiago informed the partners that the procedures for the hiring of a coordinator had started, it is foreseen that the coordinator could start the first week of May in 2009.

Santiago presented to the partners the proposal of budgets, the proposal of changes in the calendar and also the official petition of Albacete (who was since its origins working in the initial partnership), to be voted jointly, because some of the proposals were linked. Santiago also informed the partners that Albacete has officially asked to be in the project in Phase 2, Santiago informed the partners about the possibility of reprogramming open to the partners till 31st March and explaining them the procedures for reprogramming.



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The partners informed the Lead Partner that in their cities there was no possibility of sign different letters now. Siemianowice representative, Michal Pajek, said that in his city this signature of letter with different amount it was not "legally" possible. Nantes and Newcastle also said that no new signatures in their cities were possible.

So, it was not discussion possible and the Lead Partner could not have analysed by the partners the changes needed in the budget, because there were some expenditures that may give problems to certify, after the experience we have had in Phase 1 of the project. The partners were informed of these problems. The Lead Partner informed the partners that there were not big changes since we have already received the approval by the Monitoring Committee, just some adjustments in travel line (not is good to have all the partners the same amounts for travelling expenses because in terms of money it is not the same living in Iasi or Santiago than in Central Europe. We have had some money without justifying in this budget line in Phase 1 (we are trying to allocate it to another ones within the 20% allowed by URBACT), Managing Authorities money distribution, and also more money for have in the meetings not only the Lead Expert (at least the one who coordinates the group + Lead expert).

Nantes has informed the partnership that they will probably arrived to an agreement with their Managing Authorities to enter in the project, the Lead Partner will be informed and they will need the letter signed to be sent to Urbact.

The issue of the entry of a new partner was also not discussed because the partners weren't able of signing again the Joint Convention and the letters of commitment according to their internal procedures.

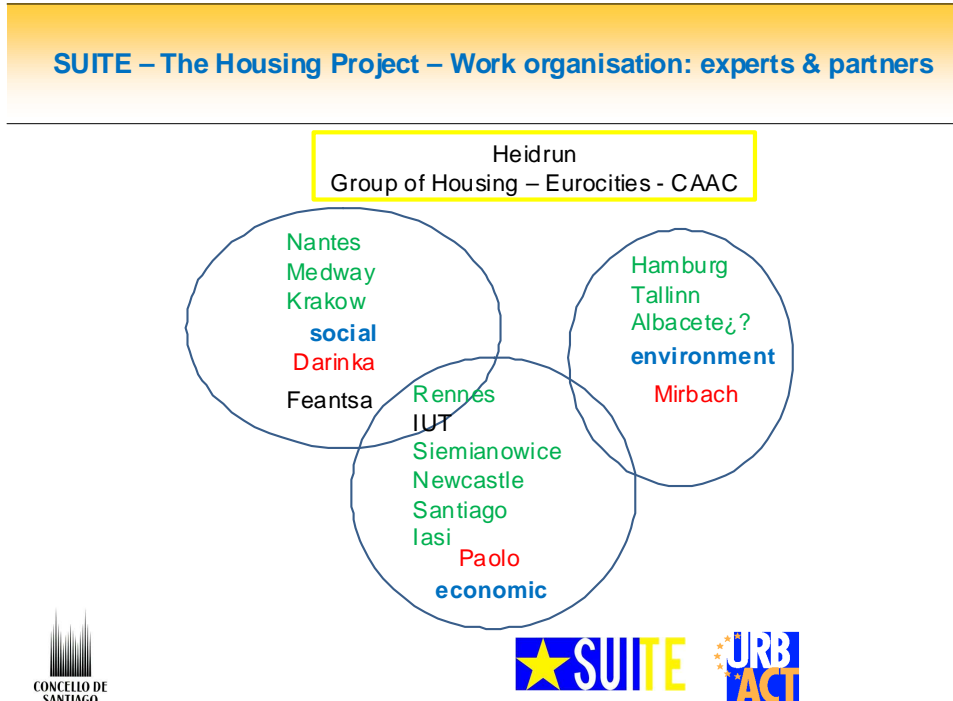
The Lead Partner has asked for making some changes in the approved calendar, due to municipal elections in Santiago de Compostela, Santiago has asked to finalize the project in 28 months instead of the previous agreed 30 months. The partners approved that modification, so Santiago will inform to Urbact and go to reprogramming if needed, without letters of commitments of all the partners because there is no budget change approved by the partners. Same to the petition of Santiago to have the external expertise line divided into two issues: coordination and first level controller, without any further change in the amounts.

Nantes will inform the Lead Partner to include in the reprogramming if they need to make any change in the Working Group 1 meeting that it was foreseen for June 2009. Newcastle and Hamburg has expressed the idea of keeping their changes as previously officially approved.

Then it was discussed the "thematic experts" division of tasks. The Lead Partner informed the partners that in the Urbact Manual there is the possibility to appoint other thematic experts to complement the Lead expert's contribution. Their task shall be to assist the lead partner and the partner cities as they develop and implement a working programme (activities related to exchange and learning, production of outputs and dissemination). They shall provide the partners with input on specific issues related to the network's theme, with methodological support, animation, production of documents, etc. With this aim, since it was appointed in the Final Application, Heidrun Feigefeld as Lead Expert for a total of 90 days, Darinka Czischke with a total of days dedicated to the project of 24 days (this expertise was already approved by the partners in Siemianowice meeting) and Paolo Motta (17 days), a proposal of the Lead Partner, for less than



the 10% of the Urbact thematic experts resources that the project can apply for to Urbact. It was also presented by the Lead Partner the following structure to organise this issue:



Heidrun Feigelfeld informed the partners that according to Mr. Drubigny (Head of Urbact Secretariat), the Lead Expert must take part in the coordination of expertise and that she is also responsible for the coordination of the work with Cecodhas, Eurocities and other entities. Since she must inform the project at Program level, she should be also an adviser member of the Steering Committee.

Heidrun Feigelfeld also made the presentation of the power point sent by Darinka Czischke. The partners wanted to know exactly the link of Darinka Czischke and Cecodhas, there were some differences on this explanation coming from the Lead Expert and the Lead Partner. The expert who was present in the meeting, Paolo Motta, made a short introduction of his background and profile and some general ideas of what he can add to the project.

After these presentations the experts were out for the partners being able of taking the decision freely. Before the votes, the Lead Partner made the following considerations to the partners to be taking into account:

- The Lead Expert is not the responsible of the project.
- The Lead Expert is not the coordinator of the project.
- The Lead Partner has suffered problems at internal level because the Lead Expert has hired by her own some services that were not approved before by the Lead Partner. The Lead Partner even has had problems with one



partner because of this issue. Santiago will defend the continuation of the Lead Expert because of the work she has done, but she must follow the indications of the Lead Partner and not have any decision hiring any service based in the budget of the project.

- The Lead Partner has accepted the expertise of Heidrun Feigelfeld when they took the leadership of the project, because she has told the initial partners that she was coming with the city of Viena and the Lead Partner didn't want to put in risk the partnership and the expert that was already cooperating with the start up of the project.
- The other expert Darinka Czischke was also brought to the project by Heidrun Feigelfeld because she knew her before and because of the relation the project would like to have with the institution she works on.
- The Lead Partner would like to have in the project (the minimum of days) to Paolo Motta because is an expert that has already worked with Santiago in other European projects and because it was already validated in the Urbact database of experts (a requirement to be expert in the project). The Lead Partner apologizes for having informed late the partners about the CV and background of Paolo Motta. The Lead Partner thinks he can do a good job attached to the Working Group of Economics.

Nantes and Newcastle expressed their problems with the fact that it could be a conflict of interests among Cecodhas and Darinka Czischke that need to be explained.

Siemianowice told that the only coordination for Heidrun is for expertise and as an advisory, but management administrative and financial must be done by the Lead Partner.

Regarding the Paolo Motta presentation the partners didn't think he could gives anything new to the project. Siemianowice suggested that he could work in other project that is more suitable for his profile.

Hamburg suggested that the project must go to solve communication issues before going to experts issue.

It was agreed by the partners to end with the endless discussion the following points:

- The Lead Partner will ask to the expert Darinka Czischke to explain its link with Cecodhas and its role Cecodhas/Suite to the partnership by written statement to send to all the partners to make a final decision.
- The partnership will give to Paolo Motta the possibility of make a new presentation to send to all the partners more focused in economic aspects.
- All the partners will have the possibility of propose experts (that must be validated in Urbact database) till the 20th March.
- The Lead Partner will apply to Urbact for a clear statement where the functions of the Lead Expert are clearly defined to avoid more discussions and further problems, because the Lead Partner and the Lead Expert cannot be discussing all the time and having different interpretations of the management and coordination issues.

To end with the Lead Partner inform the partners about some communication issues. Since some of the partners has changed the contact and didn't have informed the Lead Partner, the Lead Partner remembered the partners to notice the changes to the Lead Partner and also to make things easier send as soon as possible to the Lead Partner by email the contact for administrative and financial management of the project in the partner cities and also the person in charge of



thematic or activities. The partners that didn't changed it must also confirm it again to the Lead Partner by email.

The Lead Partner will also ask to the partners for some information needed to update the SUITE web. The partners were also informed about the requirements and documents needed for the closing of the Phase 1 and the next steps at this stage of the project.

The power point presented by the Lead Partner during the Steering Committee is also attached as part of the minutes.

Santiago de Compostela, 10th March 2009

Belén Mendoza, SUITE Coordinator
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ANNEX I

Attendants 5th March:

| Name | City | Charge |
|--------------------|-------------------------------------|--|
| Belén Mendoza | Santiago de Compostela City Council | International Relations Department |
| Mercedes Rosón | Santiago de Compostela City Council | City Councillor in Urbanism and Housing |
| Stephanie André | Rennes Métropole | Housing Departmentt |
| Angele Lafaye | Nantes Métropole | SUITE Project officer |
| Wolfgang Kühn | Hamburg – Lawaetz Foundation | Consultant for Eu Projects |
| Ewa Siekierzynska | Krakow | Krakow Council, EU Affairs |
| Elżbieta Rzycka | Krakow | Housing Depatment, Suite coordinator |
| Joanna Wolska | Siemianowice Slaskie | Housing Stock Department Siemianowice Council |
| Michael Pajek | Siemianowice Slaskie | URBACT II program coordinator |
| Priit Partelpoeg | Tallinn | Deputy Head |
| Eve Must | Tallin | Financial Officer |
| George Mansbridge | Newcastle | Housing Development Manager |
| Neil Munslow | Newcastle | Housing Services Manager |
| Heidrun Feigelfeld | Urbact Thematic Expert | Lead Expert |
| Paolo Motta | Urbact Thematic Expert | Expert |
| Beatrice Fotache | Iasi | |
| Adrian Cuperman | Iasi | Investments Department |