

# SMILE CITY

Sustainable Materials for Innovative, Low Emissions applications in the Circular ciTY

## Kick Off Meeting MINUTE

Venue: CNR, Piazzale Aldo Moro 7, Rome – Italy

**Monday 3<sup>rd</sup> February 2025**

### ***Attendees***

At least one representative for each partner attends with the only exception of:

- Istanbul, which wasn't able to join for internal reasons to the organisation occurred at the last moment;
- Sosnowiec, whose representative got sick
- Varna, whose representative was not allowed to take the flight owing to a very recent surgery.

The list of attendees is available in the DRIVE dedicated [FOLDER](#).

### ***Morning opening***

After the participant registration, the meeting starts at 9.40 with the welcome of Mr. Mario Paolucci, CNR-IRPPS Director and a brief introduction of Mr. Ettore Musacchi, Project Coordinator from ETRA, presenting the agenda for the 1<sup>st</sup> day.

The floor is given (via web) to Mrs. Sophia Pachini, the Project Officer. She apologizes for not being able to travel to Rome. She introduces some general aspects about the program and the project (Innovation action-Horizon CL6-2023-CircBio-02-1-GA 101135406) and reminds some Grant Agreement articles about roles and responsibilities of the beneficiaries/associated partners/coordinator (specifically, Art. 4, 5.2, 7-9). She informs the attendees about the Financial Officer in charge of the project, Mr. Giuseppe Paoletti and she announces about a change of PO in mid-February.

About the project she focuses on:

- Three Reporting Periods: 1<sup>st</sup> RP from M1 to M18; 2<sup>nd</sup> RP from M19 to M36 and 3<sup>rd</sup> RP from M37 to M48.
- Review Meetings usually 60 days after each reporting period, carried out by external monitors.
- Amendment: it is fully electronic. Every request should be preventively checked with the PO.

She underlines, in particular, the activity of Communication, Dissemination and Exploitation stressing their specific targets to the project:

- Communicate to inform and promote since the beginning up to the project end to raise awareness;
- Disseminate, making the results public to the users, so to maximize the impact; being ambitious to reach as many users as possible; activity to be started as soon as there are results to be shared.
- Exploit to make concrete use of the results.

She concludes her speech with a final key message: **“keep records to prove the proper implementation of the project; communicate and share problems, seek collaboration and work together”**.

She shared her SLIDE which are available in the DRIVE dedicated [FOLDER](#).

### ***Self-presentation of each SMILE CITY Partners***

The floor is given to the project partners grouped in 4 clusters (associations, companies, research bodies and municipalities). Each partner introduces itself presenting the Organisation profile, Role in the project and more specifically in the single WPs, Key personnel involved and Experiences and synergies with other projects.

Once finished the partners round presentations, Mr. Musacchi concludes highlighting the different expertise and skills of each type of partner, the several potential synergies with projects already done, therefore the big potential of this project and the importance to work together in order to valorise what has already done in those sectors which the project is focused on.

The slides presentation goes on with Mr. Musacchi who, as Project Coordinator, believes it is important to be all aligned, share the same information and common procedures since the very beginning; to agree on a common base of understating ensures a proper project implementation and targets achievements. This is necessary given the big project dimensions in terms of number of partners and geographical area covered, different exigencies, vocation and reality of each partner. The project tasks and activities are interrelated and their successful implementation, according to the schedule approved, requires the active and prompt participation of everyone to avoid bottlenecks which cannot be accepted. The project has years of preparation behind it, it is an ambitious project, it also has some critical points including a long duration. It is necessary that everyone carefully follows all the key aspects, strong attention and monitoring has to be put on those innovative developments referred to the sectors involved (the concrete specifically: attention to design in the use of cement; creating durable but also lighter structures, achievement of Co2 reduction).

The EU Commission puts strong attention on the project implementation and it is strict and severe, so to better manage the project some household rules are listed; among them, a monthly report on the effort spent to monitor the work progress. First of all, it is recommended to cooperate, as underlined also by the PO, to communicate and share info, making any effort to expand synergies in order to identify new potential opportunities, explore and test new scenarios. The project is very attractive so, let's be opened to any input taking advantages of experiences within other projects already in progress. Everyone is invited to organise/take part to frequent meetings using the available partners facilities.

### ***Light lunch break at 13:40***

### ***Afternoon opening at 14:40***

The afternoon presentations are focused on the single WPs that are presented by the WP and tasks leaders.

- WP1 Project management – ETRA
- WP2 Design and Planning of Sustainable Mobility Solutions – Comune di Lucca
- WP3 Circular Systemic Solutions - ETRA
- WP4 Production and Onsite Installation - COMSA, CIE
- WP5 Testing, Validation, Quality Assessment and Monitoring - ENEA, ITeC
- WP6 Social Life Cycle Assessment and Policy Recommendations – CNR, TNTU, ECOSISTEMI
- WP7 Exploitation - Stratagem, ETRA
- WP8 Dissemination & Communication - ECF, ETRA

About WP1, Mr. Marco Mangiantini (ETRA) presents the Consortium bodies (General Assembly, the main decision body; Management Committee, a more technical entity responsible for the right project proceeding

and pushing the partners; the Coordinator, which is the EU reference contact), their members (**every partner is kindly requested to confirm the correctness of the names allocation responding by email after checking the list available in the DRIVE dedicated FOLDER**), roles and decision-making power level. He gives instruction to meet deadlines for deliverables submission and milestones achievement; he explains about the administrative and financial management and the coordinator monitoring activity to manage any risk. The partners are invited to address the coordinator about any discrepancies with expenses or other issues; any problem can be solved taking advantages of the smoothness and flexibility of Horizon; agreements can be found with the P.O.; projects amendment represents the very last solution. Check any reference document that can be downloaded from the Horizon portal.

The importance to meet in presence, where possible is stressed again as a successful result, however, monthly teleconferences will be organised.

It is foreseen the preparation of **quarterly reports** and **mid-reports each 6 months** to meet deadlines towards the Commission. The deliverables are under the responsibility of the WP leader or Task leader and prepared 4 weeks in advance respect to the due date for submission to have the possibility to share the first draft among the concerned WP partners and have the good time to finalise it ensuring revisions and quality check. The Coordinator will be in charge of the last check. Differently, about the Milestone: there is no report/paper preparation but the achievement of a result.

Regarding the official project reports schedule the first one will be at M18, in June 2026. A 60-day period will follow for the preparation and submission that will occur just in the summer holiday. So, the recommendation is to be quick. At M18, but also in correspondence of the following reports (M36 and M48) ETRA, will check every expense (not invoices) reported in the financial statements. In fact, the Coordinator is responsible for the money paid by the Commission and it cannot take the risk.

About the contribution due to the partners, following the payment of the 1<sup>st</sup> advance from the EU Commission, the coordinator transferred to the Consortium only the 14.50%. Further transfers will be made to the partners according to the expenses they actually incur with. Attention must be paid both to costs and to activities realization, since next EU payment, that is the 1<sup>st</sup> Interim, will be between 0 or max 25% of the budget; and in the worst situation there will not be more payments until May 2028, which is the scenario that must be averted. The scope of the designed scheduling is to avoid idle funds allocate to partners that do not need, in that amount and timing, and make them available in a more flexible way to the activity and the timing actually needed. A tentative payment schedule is summarised in the table below.

Pre-financing (48,33%)			1st interim pre-financing		2nd interim pre-financing		Final Payment	TOTAL EC Contribution
January 2025	September 2025	February 2026	November 2026		May 2028		June 2029	
1st Payment	2nd Payment	3rd Payment	min	MAX	min	MAX		
14,50%	14,50%	19,33%	0%	25%	11,67%	36,67%	15%	100%

Pre-financing, net of guarantee, to be distributed in three instalments	depending on the results of 1st interim report at month 18	depending on the results of 2nd interim report at month 36
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Some slides have been dedicated to:

- the personnel costs (how to valorise it through daily rates and to calculate it) and effort recording;
- travel costs: keep any justifications (boarding cards, travel authorizations and whatever) and put the project reference (SMILE CITY) on invoices, payment statement, receipts (NOT on VISA receipts);
- Indirect costs are fixed to 25% of the total direct costs;
- There will be at least 2 reviewers supporting EC in the evaluation of the submitted reports.

The floor passes to other WP/tasks leaders who go through each WP explaining the activities to be performed and the corresponding output (deliverables and milestones) and specific targets and objectives. The main critical issues specifically related to each WP (some examples: WP6, needs and trends in people's life and mobility habits or impacts of people's lifestyle choices on the environment; WP7, the so many and different aspects to be explored, exploited and valorised; WP8, the need to design a new project LOGO replacing the present one and a call for tender to be launched for that) are highlighted and mentioned to be further discussed in the specific dedicated parallel sessions which are planned on the second day meeting.

For any further detail the presentations are available in the DRIVE dedicated [FOLDER](#).

Once concluded the presentations, Mr. Ettore Musacchi stops the 1<sup>st</sup> day of meeting, reminding the appointment in the evening for the planned social dinner.

***Closing at 17.45***

## **Tuesday 4<sup>th</sup> February 2025**

### ***Attendees***

Almost all the participants from the previous day also register for the second day of the meeting. The list of attendees is available in the DRIVE dedicated [FOLDER](#)

### ***Morning opening***

At 8.30, after the registration procedure, Mr. Ettore Musacchi starts the meeting presenting the agenda for the 2nd day. He gives the floor to the speakers of the plenary presentations that focus on the 4 key topics to be analysed:

- 1- Traffic, Mobility & Cycling solutions
- 2- Design & Eco-Design
- 3- Clean Energy
- 4- RTMs (Recycled Tyre Materials)

During the plenary presentations, all critical aspects and questions are introduced for each of the 4 topics; they will be then, specifically addressed and discussed during the parallel sessions that will follow.

### ***Round Table Discussions***

After the coffee break, the participants split into four groups, each participating in the different parallel sessions. Each participant chose to attend a specific session based on its specific commitment, role played in the project and its specific activities to be carried out. The sessions, of 2 hours each, are organized with the specific aim to analyse problems, collect input, planning and sharing future activities.

### ***Light lunch break at 13:00***

### ***Afternoon opening at 13:45***

Mr. Ettore Musacchi calls the chairmen of the individual thematic sessions to present the results of the discussions to the whole audience. Each speaker lists the points analysed and the specific technical questions that emerged in relation to each topic (impact on the environment, potential end-users, public areas to place the charging stations, materials certification/homologation, legal aspects at country level).

The chairmen of the 4 groups agree with the necessity to organize regular (monthly) meetings with the leaders of the connected WPs. The meetings will be in presence. It is also suggested to organise a monthly online-meeting with the CoO.

A calendar scheduling the events will be prepared in the next 1-2 months for those WPs starting since the project beginning and communicated to the whole consortium to inform and give the opportunity to anybody to take part, if interested (the door is opened to everyone). The calendar, specifying WP, task, topics and participants will be created and shared on DRIVE repository.

The meetings will be the occasion to carefully check the activities, to have a clear idea of the actual work, of how to plan it and carry it out responding to time constraints; the WP leaders will give input to task's leaders

about activities and timing. This work must be done as soon as possible, within 1-2 months since the WP beginning according to the GANTT. CNR, as well, emphasizes the usefulness to organize, within WP6 and in general, regular meetings for each task, also with the presence of those partners not directly involved, but who have the right skills to actively contribute and provide external input to be then integrated.

WP2 leader (Lucca) will organize a first meeting very soon after the kick-off (in the following week). This can be of example for all the other WPs leaders. WP8 leader (ECF), as well, will organise a meeting in Brussels, mid-February with ETRA) focused on the communication strategy that has to be developed in following 2 months, with the aim to identify the potential audience (bikers, industries, policy makers...).

Ettore Musacchi suggests again the importance to constantly monitor the sectors, topics and activities of the project as they are subject to continuous study and technological innovation. We must constantly follow the market and innovation, without underestimating the regulatory aspect that concerns both the materials and the stations placement in public areas; this last aspect, in particular, plays an important role from the point of view of the public impact that they can locally have. Given that, we have to adapt our project and, if necessary, evaluate the need for a project amendment.

For any further detail the presentations are available in the DRIVE dedicated [FOLDER](#).

### ***Closings speech***

Mr Ettore Musacchi thanks all the participants, in particular, the CNR for hosting the meeting and making its structure available during these two days.

The intention is to organize 1 project meeting per year; the next one could be at the beginning of December 2025.

Before closing the meeting, Ettore Musacchi invites all the WP leaders to stay for another half an hour for brief conclusions.

The meeting closes at 15.15

The presentations and the following documents are available in the DRIVE dedicated [FOLDER](#)

- Signing list of participants to kick-off
- List of participants to 4 parallel sessions
- Contacts List
- Project Officer Presentation
- Presentations submitted during the meeting
- Presentations and comments elaborated during Parallel sessions
- Pictures
- Evaluation form + online link