



LIFE20 GIE FR 282 - RE-PLAN CITY LIFE

RElevant Audience Plan Leading to Awareness Network for Circular Economy Use of Recycled Tyre materials in city LIFE

Kick-off Meeting Thursday, 13th January 2022



MINUTES

Dr. Ettore Musacchi, President of ETRA, The Re-Plan City Life Project Coordinator, called a virtual Kick-off meeting for the start the project. The meeting was organized on Thursday, 13th January 2022, from 9.00 to 18.00.

Participants

1. **ETRA**, European Tyre Recycling Association, Strasburg, France, Ettore Musacchi, President, ettore_musacchi@yahoo.it
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4. **NEEMO**, Marie Riethmuller
5. **ANTEL**, Associazione Nazionale Tecnici Enti Locale, Rome, Italy, Fabrizio Mazzenga, Italy, fabriziomazzenga@alice.it
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17. **IASLIM**, International Association of Sport and Leisure Infrastructure Management, Kranj, Slovenia, Uroš Pintar, President, uros.pintar@zs-ajdovscina.si
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21. **IETU**, Institute for Ecology of Industrial Areas, Katowice, Poland, Piotr Cofalka
22. **IETU**, Institute for Ecology of Industrial Areas, Katowice, Poland, Lidia Sieja
23. **IETU**, Institute for Ecology of Industrial Areas, Katowice, Poland, Beata Michaliszyn
24. **IETU**, Institute for Ecology of Industrial Areas, Katowice, Poland, Janusz Krupanek
25. **IETU**, Institute for Ecology of Industrial Areas, Katowice, Poland, Wanda Jarosz
26. **IETU**, Institute for Ecology of Industrial Areas, Katowice, Poland, Ewa Cimander-Staszak
27. **IETU**, Institute for Ecology of Industrial Areas, Katowice, Poland, Marek Matejczyk
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38. **UNITO**, Università degli Studi di Torino, Italy, Gabriella Zaccone
39. **UNITO**, Università degli Studi di Torino, Italy, Valeria Bellisario

Regrets: AITF could not attend for understandable circumstances. A 5 minutes presentation is included in PPT among the presentations of the ABs.

A g e n d a

<u>Thursday, 13th January 2022</u>		
08.55-9.00	Getting connected – Welcome	
9.00-9.20	Introduction: objectives of the meeting and presentation of the agenda	Ettore Musacchi Project Coordinator
	Introducing Ms. Marie Riethmuller Project Monitor (NEEMO)	
	Overall objectives of the project, summary of the project	
9.20-10.30	Presentation of each partner	All Associated Beneficiaries
<i>10.30-10.45</i>	<i>Coffee break</i>	
10.45-11.30	Administrative and Financial Aspect E1 – Project Management	Marco Mangiantini Financial Manager
	<ul style="list-style-type: none"> • Project Management <ul style="list-style-type: none"> ○ Costs Eligibility ○ Administrative management of the project ○ Grant agreement aspects ○ Reporting requirements ○ Cost declarations 	
11.30-11.45	A1 – Stakeholder Advisory Committee	COMSA
	<ul style="list-style-type: none"> • Creation of WG • Creation of SAC 	
11.45-12.15	B1 – SAC and WG Activities	AITF
	<ul style="list-style-type: none"> • Meeting Organisation • Sharing information • Barriers and Obstacles Anlysis • Strategic Action Definition 	
12.15-12.45	B2 - Preparation and implementation of Circular Economy Plan for RTMs	ETRA – NP
	<ul style="list-style-type: none"> • Analysis of the value chain • Develop CE Enablers • Development of Stakeholders consultation and engagement tools • Preparation and implementation of CE RTMs Framework Plan 	
12.45-13.15	B3 – GPP Guidelines and implementation procurement	ITeC
	<ul style="list-style-type: none"> • Analysis of successful GPP 	

	<ul style="list-style-type: none"> • Preparation of Guidelines for GPP • Writing the procurement • Running the procurement 	
13.15-14.00	<i>Lunch</i>	
14.00-14.45	B4 – WEB Application	IETU
	<ul style="list-style-type: none"> • Inventory Data Base • Creation of RE-PLAN Community Register • Other CE Enablers • WEB Portal and Digital Map 	
14.45-15.15	B5 – Replicability and Trasferability of resultrs	ANTEL
	<ul style="list-style-type: none"> • Replication Plan • Replication and Training Workshop 	
15.30-16.00	C1 – Monitoring of LIFE Project performance indicatos	UNITO
	<ul style="list-style-type: none"> • Selection of final impact project indicators • Continuous evaluation of indicators 	
16.00-16.30	C2 – Monitoring of socio-economic impact	POLITO
	<ul style="list-style-type: none"> • LCA • LCC 	
16.30-16.45	<i>Coffee Break</i>	
16.45-17.15	D1 – Communication to create awareness and develop cooperation	ETRA
	<ul style="list-style-type: none"> • Dissemination and Awareness Plan • Project Website • Events 	
17.15-17.30	D2 – Networking with other projects	ETRA
	<ul style="list-style-type: none"> • Search and identification of other projects • Contacts and synergies 	
17.30-17.40	E2 – After LIFE Communication Plan	ETRA
17.40-18.00	Any Other Business Final Discussion and Conclusion	





Discussions, Presentations and Conclusions

1. Getting Connected (8:55-9:15)

2. Introduction (9:15-9:35)

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- The meeting has been recorded, with the approval of all partners.
- Mr. Musacchi illustrated the Agenda and the meeting organisation and Introduced Ms. Marie Riethmuller who is the Monitor Officer of NEEMO.
- Ms. Riethmuller described the role of the Monitor and scheme of the relationship chain from the project coordinator up to CINEA through NEEMO.
- It was also recalled that Fondazione Ecosistemi (IT), who is supposed to replace ANCI as Associated Beneficiary, attended the meeting as observer. The amendment procedure for the replacement will start as soon as possible.
- Mr. Musacchi then briefly described the objectives of the project and the main activities.
- The slides used for this session are attached to the minute.

3. Presentation of each Associated Beneficiaries (9:35-10:45)

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- All the Associated Beneficiaries made a 5 minutes presentation of their organisation, describing their background, their skills and the Actions of which they are responsible, co-responsible or simply involved.
- The file of presentation is in attachment.

4. Administrative and Financial Aspect E1 – Project Management (11:00-11:45)

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- Mr. Mangiantini (Financial Manager) explained the main requirements for administrative purpose. Few questions were raised at the end of the session about budget adjustments and timing for payments. The points raised were clarified: however, Mr. Mangiantini is available for further clarifications if needed.

5. Action Description and discussion (12.00-15:20)

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- Mr. Musacchi explained the logic of the various actions and their interaction, then with the support of the various Action Leader described in the details the various Actions and Sub-actions. The Associated Beneficiaries, contributed to the discussion. Ideas and suggestions were put on the table, making evident that there is the possibility of good synergies among the partners and the actions.
- The presentation is in attachment.

6. Final Discussion and Conclusions (15:20-15.35)

- Associated Beneficiaries, either during the meeting or at the end, raised some good inputs and showed their willingness to start as soon as possible to work on their action. In the coming weeks small group meetings will be organised with the project coordinator and each Action Leader in order to define a program of each action and share the work to do among the Associated Beneficiary involved in each Action.