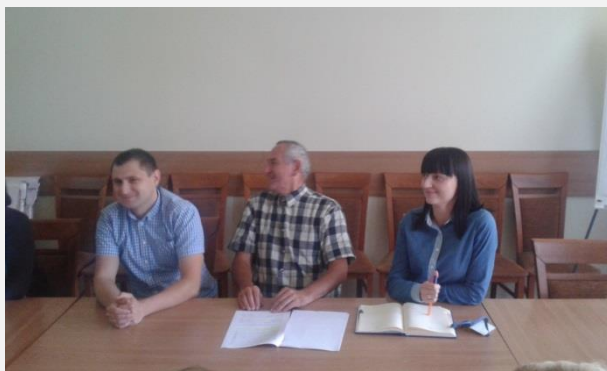


Stakeholders Group Meeting n° 1

Date	3rd June 2016
Meeting place	Department of Public Utilities in Municipality of Krakow
Aim of this meeting	<i>To constitute formally a stable group to meet 9 times during 3 years. To make the members aware of the fact that they will be participating with their opinion in all project phases, also attending some meetings. To get from the group their opinions-diagnoses for depiction of the waste management state in the city centre- strengths, opportunities, defies- so that this info can be part of the situational analysis to draft.</i>



**Minute of the meeting:
Topics explored - Decisions taken**

1. Welcome by Waclaw Skubida, Head of Department of Public Utilities in Municipality of Krakow.
2. During the opening speech Stakeholders are welcomed.
3. Waclaw Skubida informed Stakeholders about the project and explained the reason of this very first meeting.
4. The project manager presented a brief information about:
 - a. that main aim of this project,
 - b. the expected result of this cooperation: the exchange of experiences and policy improvements in partner's cities and regions - to improve the performance of the regional and local policy instruments of the participating regions,
 - c. List of activities in project:
 - Reviews of the state of waste management in each city,
 - Collection, analysis and exchange of good practices,
 - Study visits of all partners to all partner's cities,
 - Bilateral meetings for transfer of experiences,
 - Feasibility analysis for transfer of experiences,
 - Organization of Local Stakeholders Groups Meetings,
 - Drafting of Action Plans basing of gained knowledge.
 - d. types of policy improvement,
 - e. project work plan (2 phases),
 - Phase 1. LEARNING - years 1, 2, 3,
 - Phase 2. IMPLEMENTATION - years 4,
 - f. tasks and deadlines in semester:
 - each partner city is to produce its situational analysis following guidelines,
 - next meetings: Capacity- building meeting in Brussels: Thursday 30th June (1 full day) and Partners meeting in Tallinn: Wednesday and Thursday 21st and 22nd September (2 full days),

5. During the discussion several issues have been raised: for example: the management of municipal waste in the historic parts of the city, the possibilities of the City of Krakow, advantages and disadvantages of the current system, as well as the experience of other cities in this case.
6. Findings and Conclusions:
 - a. Until 23 June 2016 each stakeholder indicate a person to work in a working group of project,
 - b. The project manager will provide stakeholders with the guidelines for the preparation of the analysis of the state of waste management,
 - c. The meeting of the working group will be held in August 2016.