



Kick-off Partner Meeting

26. – 27. September 2019, Hamburg

Minutes

Meeting Item	Meeting Topic	Agreed responsibilities
1	Project Partner Presentations, Exchange of Experience	-
2	Stakeholder Exchange and Site-visits, Steering Group Meeting	LP/CM/PM: <ul style="list-style-type: none">- Workplan- “First 5 tasks in 5 weeks” to kick-start activities- Spending Plan- Public Procurement

Day 1 – Partner Meeting, Exchange of Experience

The first day was used to start the project activities and provide all partners the possibilities to present an overview of each partner:

- Introduction
- Status quo in port (road traffic, CO₂ emissions, procedures, ICT, alternatives fuels etc.)
- Expectations from the project
- Next steps

After the presentations by Hamburg, Nantes, Livorno, Monfalcone and Varna, the communication aspects and administrative issues were addressed.

The Communication Plan and currently provided platform were presented and discussed. Finalisation of the communication plan and an agreement on final platform for the exchange of experience and information will follow the meeting.

The Communication Manager underlined in his presentation the importance to follow the visibility rules set by the programme. & to put attention that Project, Programme and EU logos must be added and clearly visible on everything that is related to SMOOTH PORTS project work



Logos must be used for all project activities (agenda, list of participants, minutes, presentation, reports, roll-up, etc.)

Incorrect application of visibility requirements by INTERREG Europe may result in ineligibility of costs and therefore may not be refunded.

According to programme all project partners are requested to:

- To inform about project on their partner websites (if available) and are recommended to set a link to Smooth ports project website <https://www.interregeurope.eu/smoothports> (example HHM: <https://www.hafen-hamburg.de/en/cooperation-projects>)
- To place a poster at least in A3 size (no roll up or TV screen) at a readily visible place at the partner premises with project information and showing EU contribution

(It is recommended to fulfil above tasks as soon as possible but before submission of progress report 1 at the latest)

Furthermore, partners were asked to provide:

- missing information for the Website to be updated:
 - ✓ Contact Details section,
 - ✓ Policy Instruments (please check if it is possible to paraphrase the text so that a layman can understand what it is about)
- sentence for partners study for the Nutshell Paper and other communication purposes
- partner logos (web / print quality with transparent background)

CM installed MICROSOFT TOOLS (Teams account) which is a remote tool for project management (available in case the partner uses Office 365). It will be used as the *sole document and archiving platform for the project*.

- Design Guide, Communication Plan, Templates, Logos, Photos, Meetings and conferences etc.



PLANCO will take care of financial management of the project. Partners received a short overview on reporting, deadline and procedures, eligibility rules and first level control. Please put attention:

- *Public procurement:* Depending on contract institutional, regional, national and EU regulations regarding public procurement must be observed and followed. Very important – and major reason for reclaiming of ERDF. PP are well advised to prepare tender documentations thoroughly and contact their First Level Controller in advance!
- *Staff costs:* Decision on appropriate staff calculation method, setting up mission letters (depending on method) to be signed in the beginning of period.
- *The first reporting period & report:* 31 May 2019- 31 Jan 2020- 1st partner progress report is due 29 February 2020 for pre-check before FLC (PLANCO will provide partners in December with prefilled reporting templates)
- *First level control:*
 - *DE and IT Partners with decentral FLC* to start call for tender (bid at three) and designate your FLC by responsible approbation body (which might take time!)
 - *FR and BG with decentral FLC* to contact national approbation body to choose from *FLC short list* and get *FLC approbation* (bid at three to be clarified!)

Please check country specific information on programme website

<https://www.interregeurope.eu/in-my-country/>

The meeting was concluded with an all partner dinner, giving further opportunities to exchange first experiences and ideas for the project and studies to be carried out.

Day 2 – Stakeholder Exchange of Experience, Study visit of the Port

The second day was used to invite stakeholders (examples: Chamber of Commerce, Senate Chancellery Free and Hanseatic City of Hamburg, Association for road transport and logistics, business association Port of Hamburg, Waren-Verein der Hamburger Börse, etc.) for further exchange of experience and to showcase the Port of Hamburg. The day was shaped to offer an overview of current issues, outlook and considerations regarding a one-stop-shop.

The day started off at the Hamburg Port Authority, where the group was presented with a presentation on traffic management in the Port of Hamburg. The presentation was very informative, and first questions were raised and answered.



The stakeholders and project partners then moved to the Plant Health Inspection service and were provided with an overview of tasks and examples of 'intruders' that underlined the importance of these checks. The size and position of the Port of Hamburg also requires stationary and mobile service offerings, which was also well presented and underlined why the one-stop-shop idea is considered.

From the Plant Health Inspection, the group moved on to the Veterinary and Import Agency where a presentation was held. The issues in terms of stationary and mobile service offerings are similar, but with a different background.

The last presentation was provided by the Principal Customs Office in the heart of the Port and near the big container terminals. The customs conclude the documentation chain, before cargo can be imported and leave the port. This is also one of the possible sites, which could serve as the location for the one-stop-shop.

The group then moved on to the Container Terminal Altenwerder to be provided with a presentation in front of a model of the terminal. Thereafter, the bus drove the group on the terminal and further information and illustrations of the automated guided vehicle and the rest of the modern port, and its efficiency were illustrated.

The group then finalised the site-visit day by a boat tour of an hour to show the size and variety of the port from the water side. The stops were all carried out by bus through the normal port traffic and therefore also illustrated why the port traffic is also a point of interest for the Ministry of Economy, Transport and Innovation.

The first steering group meeting was held aboard the vessel. The meeting established the members of the steering group, one member per project partner and next steps were agreed. The kick-off meeting will be followed by the creation of a workplan, some more information on the spending plan and on public procurement, further information regarding the communications plan and activities will be sent and a 'checklist' with the first five things to do in the next five weeks will be created.

Some photos of the two-day event are attached hereafter to illustrate this successful event:







Minutes drafted by:

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