**OPERATIONAL CONCLUSIONS**

**of the 6th meeting of the strategic project EUSAIR FACILITY POINT - Steering Group meeting**

**6th and 7 th February 2019**

**(Tirana International Hotel and Conference Center, Tirana, Albania)**

Ad 2) Minutes of the 5th Steering Group meeting:

1. The SG has mandated the FP LP to agree on properly stated text with the JS ADRION. The LP will upload them to the intranet as a final version and inform the partnership.
2. The minutes in the future shall follow the structure as they are now, any outstanding proposals/remarks/opinion shall be pointed out.

Ad 3) Reports from the TSG and other meetings:

1. FP LP will send to the partnership the abstract and key messages learned at the ADRION’s seminar “Keys to effective communication”. Partnership would appreciate further workshops for this topic LP will arrange some capacity building.
2. FP Project Partners (FP PPs) supporting each Pillar have to be present at the respective meetings and other events supporting the Pillar processes in the foreseen way.
3. Reaching consensus at the TSG meeting is still an issue. When inviting to the meetings, inform NC and also FP PPs.
4. Key outputs of the TSG meetings and other events should be sent to the partnership, especially if there is an agreement on further steps that need to be taken at national level.
5. LP will still be present at all the TSG meetings but with less active role to allow more active participation to the FP PPs and by this enable the development of a close relationship between the FP PPs and TSGs.

Ad 4) WP T.1: Modus Operandi

1. The partnership will provide comments on the Modus Operandi by 14th of February 2019. The partnership will further develop the document and commit to its implementation. The document will be presented at the next Technical meeting of Pillar Coordinators. In its simplified version will be presented also at the next round of TSG meetings in Spring 2019.
2. The FP PPs will adopt the Modus Operandi for their needs at national level or for the needs of the Pillar to assure transparency of the processes and knowledge transfer.
3. Modus Operandi will be further developed on on-going basis, when new procedures are defined (for example for building capacities in monitoring and evaluation, stakeholder platform, annex how to organise a forum, run the Presidency, availability of documents on EUSAIR intranet section(s)…).
4. FP PPs from Member States that have not engaged the expert for pillars yet should provide information immediately after their engagement, FP PPs from IPA countries will inform the partnership when the procedures of expert engagement will be finalised.

Ad 5) WP T.2: Facilitating strategic project development and financial dialogue - background paper

1. Background paper WP T.2: The LP will assure close cooperation with ADRION Joint Secretariat (JS) in order to resolve the JS concerns regarding the processes written down in background paper. The FP PPs provided suggestions for solution of the issue, which shall be further elaborated in next weeks. The LP will strive to achieve the resolution and confirmation before the next TSG meetings. The LP will inform the FP PPs accordingly.
2. Financial dialogues at national and macro-regional level are needed (and foreseen in the Application Form). The process will follow the decision at the National Coordinators meeting, LP will inform the partnership accordingly.
3. Financial dialogues at national level should also be organised in cooperation with TSGs and National Coordinators. Good practice examples among the partnership could be shared.

Ad 6) WP T.3: Building capacities for monitoring and evaluation of EUSAIR

1. The work package T.3 leader, PP GR will propose some dates in March to organize a kick-off meeting (in Athens, GR) between partnership, Pillar Coordinators and all engaged Monitoring and Evaluation experts per pillars to present the task ahead on the WP and agree on most efficient way of cooperation among the Monitoring and Evaluation experts (M&E).
2. Short presentation of the process for evaluation and monitoring will be presented at the next Pillar Coordinators meeting by PP GR.
3. Based on the process of setting up the monitoring, the LP will start to work on Terms of Reference (ToR) for evaluation. A team will be established to fine tune the ToR, preferably with the WP T.3 leader. The ToR shall be ready by the end of 2019.
4. FP PPs that support building capacities in monitoring the Pillars (i.e from Member States) shall do their best to speed and/or adopt the process, the “umbrella expert” has to take into consideration the work already done by M&E experts which were already engaged. PP IT should follow the process as a priority.

Ad 7) WP T.4: Stakeholder platform

1. FP PPs will provide the contact information of project coordinators that will assist PP IT. PP IT will guide the process; FP PPs should explore the platform and have proactive role in promoting the Stakeholder platform. Deadline for contact information is 15.2.2019.
2. The short interviews with Pillar Coordinators will be inserted to the platform. WP leader will take care of the interviews.
3. PP IT will use the tool GOTOMEETING or WEBINAR to prepare short capacity building for partnership regarding the use of the platform on a monthly basis.
4. The presentation at the Governing Board meeting should be in clear language and directly in the platform, showing several IT solutions that make the EUSAIR process more effective. A short plan shall be presented on the further steps, the time for presentation is limited to 6-8 minutes.
5. The platform should be officially presented at next round of TSG meetings in Spring 2019 (in practice) and at the 4th EUSAIR Forum (publication/flyer should be available for participants).
6. PP IT and other FP PPs (with TSGs) shall seek for usefulness of functionalities.

Ad 8) State of the art of implementation of the project – Internal evaluation

1. First draft of the internal evaluation report will be circulated to the partnership for further comments in the following weeks. There is a need for discussion on how to invest remaining funds. A workshop on the issue was offered and the LP will prepare a proposal of such workshop.
2. Also, there is a need to organize workshops for reporting in order to raise the quality of the reports. LP will propose the date and structure in cooperation with JS ADRION.

Ad 9) Annual Activity Plan for 2019

1. Any new additional proposals of events, activities for Annual Activity Plan should be sent in revision mode to LP at the latest by 14.2.2019. Integrated Annual Activity Plan will be presented at the next Governing Board meeting.

Ad 10) WP Communication – internal and external

1. Partnership will strive for a better internal communication - dissemination of good practises, regular updates regarding TSG, GB meetings, regular Intranet updates, and regular partnership communication.
2. Conclusions form TSG meetings are task of the FP PPs, while conclusions from GB are task of the LP.
3. All last valid version of the documentation is available on the EUSAIR Intranet under following section: All packages/EUSAIR Facility Point/General Documents/Final EUSAIR Facility Point documents validated by the partnership.
4. In case of any doubts in the process, immediate clarification should be searched for. Also constructive proposals how to make the process more efficient are welcome. LP greets the idea of closer cooperation among the partnership (exchange of best practice etc.). Especially the WP leaders shall assist other FP PPs at specific work packages.
5. LP will provide access and video tutorial to allow FP PPs to edit their national pages.
6. The link to the platform will be incorporated to the EUSAIR web-page.
7. Following a good practice from the Autumn 2018, short reports/news shall be sent to the LP to publish them on the EUSAIR web-site and other communication channels.
8. Partnership is welcome to suggest new communication activities, such as campaigns, common presentation at events, such as EU week of cities and regions….

Ad 11) AOB: Facility Point Plus information

1. FP PPs can turn to Facility Point Plus (FPP) Manager with proposals or questions regarding the Capacity Building events. FPP Manager will present staff exchange at the next Pillar Coordinators meeting.

Other important information

1. The 4th EUSAIR Forum will take place in Budva on 7th and 8th of May 2019, 6th of May is reserved for side events.
2. Next Steering Group meeting will take place in Serbia in June or September 2019.

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**SIDE MEETINGS on 5th February 2019 and their CONCLUSIONS:**

1. FP LP will visit the Albanian PP to pass the experience gained so far and assist the newly engaged Project Coordinator to set up all needed for the implementation and reporting.
2. Serbian PP will visit the LP and Slovene PP to learn the good practices in order to speed the implementation at national level.
3. 4th EUSAIR Forum: save-the-date to be sent in the week of 11th February 2019, registration open on 11th March 2019; development of the forum’s banner will be covered by the strategic project.
4. Meeting on WP T.2 shall take place between LP, PP SI, EC and JS ADRION in Brussels on 19th February 2019.

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**Meetings between 20th and 21st February 2019 in Brussels:**

**Pillar Coordinators meeting:**

* Presentation of the overall state of the art with special attention to WP T.2: Modus operandi and communication flows - LP – 10 minutes
* Presentation of the WP T.3 – overall information - PP GR – 10 minutes
* Presentation on the Stakeholder Platform development and further operational steps - PP IT – 10 minutes
* Presentation of the state of art of the Facility Point Plus project

**National Coordinators meeting:**

* Based on the decision, the LP prepares a Roadmap (draft will be prepared for the meeting itself).

**9th Governing Board meeting:**

* LP presents the overall state of the art, pointing out improvements from the last Governing Board (Activity Plan, Communication Plan, overview of other WPs)
* PP IT presents the Stakeholder Platform
* Presentation of the state of art of the Facility Point Plus project