



Minutes of the meeting of the Steering group WP 1 QUICK Project on 20 October 2010 in Hamburg

Participants

- Dariusz Gobis, Gdańsk Chamber of Commerce
- Katarzyna Dembowska-Abid, Marshall's Office of Gdańsk
- Włodzimierz Szordykowski, Marshall's Office of Gdańsk
- Kathrin Fügel, Schwerin Chamber of Commerce
- Aleksandr Fedorchuk, Chamber of Industry and Commerce in Minsk
- Tatjana Klyshevich, Chamber of Industry and Commerce in Minsk
- Vaclovas Kontrauskas, Chamber of Industry and Commerce in Vilnius
- Borisas Zaubidovas, Chamber of Industry and Commerce in Vilnius
- Prof. Dr J. v. Kiedrowski; Berufsakademie Hamburg
- Dr. Jürgen Hogeforster, Hanseatic Parliament
- Irene Bastron, Hanseatic Parliament
- Lucyna Döding, Hanseatic Parliament

Agenda

1. Welcome address
2. Conducting first level control of the first period
3. Financial and content-related results
4. Financial and content-related planning of implementation
5. Decision-making on the intended change of Partners
6. Decision-making on the strategic concept "Economy"
7. Decision-making on the scheduling for 2011
8. Miscellaneous

Results

TOP 2. Conducting of the First Level Control of the first period

Due to the difficulties with reporting which occurred for the first period of the QUICK Project, there is a huge demand for a debate concerning First Level Controlling (FLC). In addition to that, the following summarised information is provided and the following results are intended in the debate.

1. INTERREG Programme

- EU makes resources available and issues provisions for accounting, inspections etc.
- The steering group makes decisions about the allocation of resources: 2 persons from each BSR State (representatives of administrations)
- Joint Secretariat (JTS) as a full-time agency
- Upon request of the involved countries, the steering group can issue additional provisions for reports, inspections, etc.
- Apart from the EU provisions, the steering group + JTS made many additional arrangements

2. Originally planned procedure of the QUICK Project

- From 2005 – 2008 the BSME Project (39 Partners) was implemented with central management + central controls: very good results + no objections
- The QUICK proposal was constructed and completed like the BSME Project – with little bureaucracy (less than 10%) and 40 Partners
- After the approval on 16 September 2009 talks concerning QUICK were conducted with JTS in October 2009 and an agreement was concluded in November 2010
- QUICK complies fully with the preceding BSME Project and the EU provisions
- The QUICK Project is oriented on the basis of that and coordinated with partners at the General Meeting in Nov. 2009 and May 2010; Partner Agreements have been concluded and works performed before May 2010.

3. New QUICK procedure

- Information at the beginning of May 2010: some countries have problems with QUICK reporting
- 18 May: talks with JTS: voting on the procedure; Information to all Partners
- Majority of BSR States in favour: Germany, Finland, Norway, Lithuania, Belarus
- Countries with the central FLC were against. Many negotiations with ministries in Warsaw, Berlin and JTS
- Many detain determinations are requested + large bureaucracy - no flexibility, everything regulated in detail beforehand: Who? What? When? Where? How?
- New Partner Agreement for Poland without content amendments; only 2 new attachments: received also by all other Partners
- Belarus: no agreement for 1 year

4. Advantages of the old QUICK procedure

- Little bureaucracy (especially for Partners): less than 10% management costs, now doubled

- High flexibility: Which region in the project progression? Which Partner? Which tasks? Additional measures?
- In the foreground: Content-related results, quality + cost efficiency.
- Unfortunately upon request of the central boards of control (not the EU which allows e.g. for, central controls) there will be a complete reorganisation of the QUICK Project
- Subsequent reorganisation is difficult due to the determination of details. During the Project progression there will be therefore some budget changes

5. Progress of the new QUICK procedure

- Partner budgets for WPs, budget lines and milestones
- Further, many shared costs with LP pre-financing. Determining details of the Partners' share in the costs (also for LP)
- FLC for Partners only for own expenses (especially personal + travel expenses); Separate examination of shared costs + transmission to Partners for the next report
- Support for Partners according to production rates (90%, 85%, 75%, and 50%) also in the case of personal costs.
- New plan II: Determining details with the allocation of all tasks to all Partners. Sending to all Partners + voting
- New plan III: partner budgets; spending plan; shared costs. Partner budgets with the allocation to WPs + please consider the BLs in the next half-year report – also unpaid voluntary cost. In the case of necessary discrepancies, the LP approval is necessary.

Deliberations on Annex II and III under Top 4.

6. Total Personal expenses of Partners divided into 4 categories

- Personal costs of contribution for the participation in working groups, conferences – paid + voluntary work (unchanged)
- Personal costs for management, information + communication, content-related works of the entire project, preparation etc. as shared costs (with the distribution of all Partners, also LP)
- Personal costs with support for additional management expenditure; (Test costs for Partners with decentralised FLC under external costs)
- Personal costs with the support for particular works of the Partners: The division of labour is voted in working groups!

TOP 3. Financial and content-related results

Submission of Report 1: October 2010 (JTS granted the deadline extension of 4 weeks)

1. Finances: Tables with financial results were distributed to all the participants and intensively discussed.

2. Contents:

- The establishment of the Baltic Sea Academy is temporally preferred
- The first meeting of the Working Group WP 4 is temporally preferred
- The first meeting of the Working Group WP 7 postponed from MS 1 to MS 2: took place in September 2010 in Bydgoszcz
- Complete objectives and outputs of the 1st period were achieved

3. Indicators of objectives and outputs: Tables were distributed to all participants and discussed extensively.

4. Preparation costs estimated at 50,000 € and presented; so far no inspection results.

5. Communication plan submitted timely in April was examined positively.

TOP 4. Financial and content-related planning and implementation

Annex II with Partner budgets etc. was distributed to all participants and discussed extensively.

Annex III with the tasks of the Partners etc. was distributed to all participants and discussed extensively.

The following decisions were made within the framework of subsequent consultations:

- Annex II and III are decided for further QUICK works.
- Annex II and III are sent to all the Partners.
- A new Partner Agreement should be concluded only with the Polish Partners.
- After the completion of JTS inspections for the first report, the shared costs for the first period of all partners were passed on. The Partners received a table with
 - a) Recognised own expenses of each Partner
 - b) Shared costs of each Partner in total
 - c) Determination of the support amount of each Partner to be paid
- Budget redeployment is possible to be necessary in the course of the Project. It should be then consulted in Milestone 4 and applied for.

TOP 5. Decision-making on the intended change of Partners

1. Partner No. 39 Minsk executive has not signed the Partner Agreement and explained in writing in July 2010 that they refuse to cooperate on internal grounds. They appreciate the Project and would like to support it further.
Budget: 50,000 €, of which 5,000 € of personal contributions. Expenditure in the first period: No own costs, shared costs 4,822.77 €
New Partner: Chamber of Commerce and Industry in Belarus
2. Partner No. 4 Chamber of Commerce in Rostock wants to withdraw due to personal problems. Budget: 40,000 €, of which 6,000 € of personal contributions. Expenditure in the first period: No own costs, shared costs 2,764.22 €.

Takeover of tasks and budget by Partner 5, Chamber of Commerce in Schwerin and subcontract to Prof Stöhr for further development of the training course "Doing business international".

The steering group is unanimously in favour of this exchange of partners; it will be requested at the completion of inspections for the report for at the JTS.

TOP 6. Decision-making on the strategic concept "Economy"

1. Procedure

- ✓ Development of strategy proposals in working groups of the QUICK Project as well as at the General Meeting in May 2010 in Minsk
- ✓ Preparation of the 1st draft by the Secretariat and sending it to the members of Working Group WP 7
- ✓ Consultations in the Working Group WP 7 on 9 September 2010 in Bydgoszcz. The Working Group decided upon several amendments and modifications and made the following decisions concerning further procedures:
 - a) Implementation of the amendments and modifications as well as sending the 2nd draft to the Steering Group
 - b) After the consultations and decision made by the Steering Group, sending the draft to all the Partners so that they could express their opinion in writing
 - c) Publication of the strategic concept at the beginning of 2011

2. Consultations and decisions of the steering group

- a) In Chapter 3, Section "Innovations, Research and Development" it should be emphasised that the cluster policy is important, however, an independent specific support for Crafts and SMEs has to ensue. In section "Education" a suggestion should be made that a separate strategic concept is developed in connection with this field of policy.
- b) The strategic concept is approved unanimously with these amendments and further procedures are arranged according to the consultations at the General Meeting in Minsk:
 - Revision according to the amendments stipulated in item a).
 - Sending it to all the Members and Partners with the request to express their opinion in writing before 30 November 2010
 - Revision and completion of the concept, as well as publication in January 2011
 - Sending to all the Members and Partners for forwarding and negotiations with politicians and administration.

TOP 7. Decision-making concerning scheduling for 2011

Scheduling for 2011 is consulted and decided upon. It should be now sent to all the Partners. It should be checked whether the General Meeting can take place in November 2012 in Brussels.

The next meeting of the steering group of the Hanseatic Conference shall take place on 11 May 2011.

TOP 8. Miscellaneous

The issue of acquisition was reported and discussed:

Approval of a small project of the Federal Ministry for Research and Technology on the

application of a large project for the Baltic Sea Academy: Therefore a meeting of the Baltic Sea Academy is planned in December 2010 or at the beginning of 2011. On this occasion the following acquisition plans should also be discussed:

- a) Possible applications in the 7th Research Framework Programme of the EU: SME business management, with universities + chambers, max. 15 Partners in total
- b) At the proposal of Mr. Saar's application concerning further education on "Corporate Social Responsibility", application in spring 2011 within the Leonardo innovations Programme at the National Agency of Germany
- c) In spring 2011 in INTERREG Baltic Sea Programme: "Future environment foundations". With universities and chambers max. 15 Partners in total.
- d) In spring 2011 in INTERREG Baltic Sea Programme: Extension of the QUICK Project by 2 years

No further requests to speak are received concerning item "Miscellaneous".

For the Protocol: signed by J. Hogeforster

5 November 2010

Project name: **BSR QUICK**






**LIST OF PARTICIPANTS
of the working meeting WP 1
on 20.10.2010 Hamburg/Germany**

Name of the responsible project partner organisation: **HANSEATIC PARLIAMENT**

No	Name of Participant	Participant's Organisation (Name and address)	Participant's Signature
1	Ruceyno Deding	Hanse-Parlament	R. Deding
2	DARUSZ GOBBS	POW. CHAMBER OF CRAFTS	D. Gobbs
3	Kathrin Fögel	Handwerkskammer Schwaan	K. Fögel
4	Joachim von Liebowitzki	Berufsakademie Hamburg	J. Liebowitzki
5	KATARZYNA BEMBOWSKA-ABID	URZĄD MARSZAŁKOWY WOT. POMORSKIEGO	K. Bembowska-Abid
6	Włodzisław Szordykowski		
7	VACLOVAS KONTRALISKAS	VILNIUS IHK	



No	Name of Participant	Participant's Organisation (Name and address)	Participant's Signature
8.	Boriss Zambolovas	IHK Vilnius	
9	Fedatshuk Aliaksandra	CCI Minsk	
10	Klyshchovich Tatyana	CCI Minsk	
11	Jrene Bastrou	Mause-Parlament	