**Transnational cooperation project**

**„Air traffic and logistics development between the EU rural areas and China“**

Summary of the Zoom meeting on Thursday, 18th April at 12:00-13:30 CET time.

**Participants:**

Ene, Kristiina (Tartu, Estonia), Nicola (Pisticci, Italy), Goran (Maribor, Slovenia), Heikki, Mikko, Jukka (EU-China, Finland), Elisabet (Seinäjoki, Finland), Marion (Halmstad, Sweden), Isolde (Linz, Austria).

**Summary of meeting by agenda points:**

**1.     Project progress overview in partner countries**

Kristiina gave an overview about the expansion of partners’ network. She welcomed new cooperation partner from Austria from Linz area. There are still ongoing negotiations with Germany, Poland, UK, France, Moldova and Romania. Spanish partners have indicated their interest regarding the project, but due to the national level elections they postponed negotiations and hopefully they are ready to join with the cooperation agreement at the end of this year. Therefore we might need one more Mediterranean partner for our network. Goran contacted his partner in Poland, one airport should be certainly interested in participation, Goran will contact them once again. Nicola will talk to potential partners in Mediterranean area.

The project website is [www.airtrafficnetwork.com](http://www.airtrafficnetwork.com), we upload project main information to this site, so everybody can use it.

**Agreements under this agenda point:**

* Kristiina continues negotiations with Germany, UK, France, Moldova and Romania;
* Goran continues negotiations with Poland;
* Nicola contacts potential partner in Mediterranean area and tries to include one more partner from there.

**2.     Discussion about cooperation agreements**

Kristiina introduced briefly the contracts and then the suitable signing time of contracts was discussed.

**Letter of Intent** to be signed by national/regional level partners. Letter of Intent is meant for confirming the partnership for the project inside partner country and appointing a Lead Partner to take a Country Lead in this project and sign the Memorandum of Understanding for transnational cooperation.

**Memorandum of Understanding** to be signed by international partners for broader collaboration. The meaning of the MOU is to confirm the partnership on international level and agree on broader long-term collaboration in the field of aviation and business platforms development.

**Agreement of LEADER transnational cooperation project** to be signed by local action groups in partner countries. This agreement is meant to determine the activities and budget for LEADER TNC project.

Partners’ information about the approving and signing process in their countries:

* Marion, SWE – will have meeting with Swedish partners on 2nd of May, second meeting will be in June. LAG meeting will be at the end of June and if the project will be approved, they can sign documents in June.
* Isolde, AUS – the first possibility is also to sign the documents in the end of June.
* Nicola, IT – they would like to submit the project as soon as possible. Nicola asked about the possibility to submit the project on 10th of May. But due to the cooperation agreement signing in the end of June this is not feasible.
* Goran, SLO – they need to change their strategy because they are applying resources for that project from ERDF (European Regional Development Fund). Board meeting will be in May. Realistic to get approval by September. After their Board meeting in May they are ready to sign Letter of Intent and the Memorandum. Contract for Leader project can be signed after the local development strategy amendment is approved, in September.
* Elisabet, FIN – 28th of May they need to submit the project proposal to LAG Board meeting. Is it possible to submit project proposal without the cooperation contract, will be clear after Easter holidays. Elisabet will give feeback regarding this to Kristiina.
* Kristiina, EST – LAG General Assembly meeting will be at the beginning of June, after that it is possible to sign LEADER cooperation agreement. Letter of Intent and the Memorandum can be signed even earlier if needed.
* Jukka, China – Chinese side will join with the Memorandum after European partners sign this. According to the time schedule this can happen in late autumn or the beginning of 2020.

**Agreements under this agenda point:**

* Letter of Intent to be signed by national/regional level partners at their earliest convenience;
* Memorandum of Understanding to be signed by appointed partners from each partner country in June in Italy. Chinese partner will sign the MOU at their earliest convenience;
* Agreement of LEADER transnational cooperation project to be signed by local action groups in June (SWE, AUS, IT, FIN, EST) and by some partners (SLO, potential new partners) in September;
* It was also agreed that all partners send their proposals for amendments for the contracts and the official data of the signing organisation(s) to Kristiina by e-mail by 20th of May.

**3.     Discussion about activities and work packages of LEADER transnational cooperation project**

Kristiina sent the draft description of the work packages with very preliminary division of budget. The next step is now collect more information and proposals from partners for the final content to be included into WPs. Also it was suggested that each partner country could take a lead for at least one WP.

Discussion about work packages:

* Kristiina – we discussed lately with Elisabet that this would be good to include fundraising (Interreg, Eurasia Foundation, etc) as a separate work package;
* Goran – airports need huge investments during the next 10-20 years and they have to start planning for that. Fundraising work package can contribute to attracting investments;
* Jukka – we should include also negotiations with different airline operators to the work package;
* Marion – it is not sure that Halmstad has interest in pilot training programme;
* Goran – designing budget there is a need to clarify the interests of partners in participating and contributing into different work packages. Countries can indicate their budget allocations for different WPs;
* Elisabet – will make sure about Seinäjoki region needs about WPs after Easter;
* Jukka – Chinese side needs to prepare budget. In October we are starting budget negotiations with Central Government.

**Agreements under this agenda point:**

* Partners will discuss with their national/regional level partners the content of the work packages and the interests of partner country to contribute into each work package, including the interest to take a Lead role for specific WP and budget allocations for each WP from their country;
* All partners will send their proposals regarding the work packages, Lead role options and budget allocations by e-mail to Kristiina by 20th of May.

**4.     Next steps preparing the project proposal and timeline, communication between partners**

Timeline was discussed under previous agenda points. Discussion continued with clarifying communication issues.

* Marion – she will be the contact person while communicating with Sweden. She takes care of information exchange with other national partners;
* Elisabet – she will clarify the LAG involvement after Easter;
* Heikki – all Finnish partners who have participated so far will remain to the contact list.
* It was agreed that in general there would be one contact person per country appointed by other national level partners.

**5.     Partners meeting in Italy – potential agenda**

Nicola made proposal to postpone international meeting dates to 24-27 June. Partners accepted these dates.

Preliminary agenda

24.06 Arrival of participants.

25.06 Technical meeting to sign the documents, also finalization of the budget. Signing the Memorandum of Understanding.

26.06 Meetings with local stakeholders, visit to Pisticci airport and to Matera – European Capital of Culture 2019.

27.06 Departure of participants.

**Agreements under this agenda point:**

* The next face-to-face partners’ meeting will be held on 24-27 June in Italy, Basilicata region.
* Nicola is sending the partners’ meeting agenda and tips to travel to Basilicata as soon as possible to proceed with travel arrangements.

**6.     Information about other funds**

Nicola introduced briefly the open call of the Mediterranean Interreg [http://www.enicbcmed.eu/calls-for-proposals/call-for-strategic-projects/submit-a-project-proposal](http://www.enicbcmed.eu/calls-for-proposals/call-for-strategic-projects/submit-a-project-proposal" \t "_blank).

It was agreed that Nicola will send some more information by e-mail and interested partners will react on this.

It was also agreed that partners share the information about open calls for international projects. This will also contribute to our fundraising WP.

**7.     AOB**

Partners’ information they wanted to share:

Goran – we have an important meeting in the Ministry about airport investments. I will let you know about the outcomes;

Marion – from Swedish side we need quite detailed budget to approve the project at our General Assembly meeting;

Kristiina – we are now proceeding with adjusting the descriptions of WPs and then we can continue with more detail budget allocations. This is feasible that by the end of June we have already quite detail budget that we can finalize together in Italy.

**8.     Next Zoom meeting time**

On Monday, 27th of May at 12.30-14.00 CET time, link to the meeting will be sent by Kristiina.

Material attached to the summary:

1. Contracts
   1. Letter of Intent;
   2. Memorandum of Understanding;
   3. Agreement of LEADER transnational cooperation project and concept note of the project.
2. Description of work packages.