**Transnational cooperation project**

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

Summary of the Zoom meeting on Thursday, 9th April 2020

at 1:00-2:30PM CET time

**Participants:** Kristiina and Heliise (Tartu, Estonia), Nicola and Michela (Pisticci, Italy), Tasos (Greece, Lesvos), Goran (Maribor, Slovenia), Jukka, Chen, Heikki (EU-China, Finland), Elisabet (Seinäjoki, Finland).

**Agenda of the meeting is:**

1. Introduction;

2. Progress of the work under each work package 1-6 - WP leaders will give an overview about their WP work;

3. Project budget - overview of the budget, situation with offers and how to divide costs between partners;

4. Next steps.

Summary of meeting by agenda points:

**1. Introduction**

Kristiina gave a short overview about the progress of the TNC project in general. We have been working with budgetary issues and tasks of WPs that we agreed at kick off meeting in Finland. Unfortunately it wasn’t possible to visit Tasos in Greece due to COVID-19 situation. We now need to find time for bilateral meeting between Kristiina and Tasos to discuss important matters.

We contacted also Spanish and Austrian partners and asked them to give us their decision about the participation in the TNC project latest by 30.06.2020. We have started negotiations with the Netherlands, Groningen Airport together with Estonian Aviation Academy and will continue discussion with them after the COVID-19 emergency situation has improved.

**2. Progress of the work under each work package 1-6**

WP leaders gave an overview about their WP work as follows:

**WP 1** – beside partner negotiations we have asked preliminary offer about project visual identity and website and the estimation is about 5000€. As we didn’t plan this in the TNC project budget at the beginning then we now need to find possibilities in the current budget frame to cover that cost. Correct website and logo are important due to increase the trustworthiness of our airport consortium starting negotiations with European and Chinese partners.

**WP 2** – Nicola gave an overview about the process and negotiations for the feasibility study. They managed to find a very good and experienced company. The offer of the feasibility study was sent to project partners for their information. The company PTSCLAS prepared an offer with total amount 18 000€ which is much less than we expected for the feasibility study. Well done Italian partners!

Nicola also informed project partners that the local feasibility study about Pisticci Airport would be elaborated in the frame of the TNC project. Elisabet from Finland said that Seinäjoki has same plans to draft local feasibility study. They are planning to develop Seinäjoki e-commerce airport hub. Both partners agreed to share their good practice and the outcomes of the studies with other project partners in the future.

It was agreed that all partners will discuss the feasibility offer with their relevant local, national partners (airport, university, etc) and will send their comments, inputs about the offer of the PTSCLAS Company **to Nicola by 15th of May**.

After that Nicola can make amendments if needed and start with contracting and preparations of the study.

**WP 3** – Estonian Aviation Academy is the coordinator of the Work Package 3 and Heliise Jartsev is the project manager on behalf of the academy. Heliise prepared the Google Questionnaire and collecting responses from partners. So far we have received inputs from following institutions:

* Department of Environment, University of the Aegean, Greece
* Seinäjoki University of Applied Sciences, Finland
* Consorzio per lo Sviluppo Industriale della provincia di Matera, Italy (not offering courses yet)
* Estonian Aviation Academy, Estonia

Elisabet noticed that SEDU is missing from Finland and Goran is trying to motivate an institute from Slovenia, which is dealing with innovative solutions.

It was agreed that project partners contact their relevant universities and institutions and ask them to fill in the questionnaire during next couple of weeks, **latest by 15th of May**.

Questionnaire is available here <https://docs.google.com/forms/d/e/1FAIpQLSc_bDz1_RJVNujp4x9W0Wm-_iCee72xq8gBAls5kJCT9CQgzA/viewform>

After that Heliise can proceed with analysis and direct communication with training consortium to draft joint training program.

**WP 4** – Elisabet described briefly the situation and the need to postpone the meeting with businesses. All partners agreed that progressing with that Work Package can wait after the COVID-19 situation improves. Businesses have a lot to do to survive at the moment and collaborating with China is not their priority in this situation.

Meanwhile Elisabet and Jukka are testing some new e-solution/platform (called Ding Talk, established by Alibaba) for starting communication with Chinese companies. Elisabet will involve project partners when this is relevant and let us know how to be engaged.

**WP 5** – Goran informed project partners that they are still waiting for the strategy approval from their Ministry and expect to receive it any day from now. After that they can start working with the WP 5 and give their information about project budget. Goran will send us e-mail notice when he is receiving the approval.

**WP 6** – Jukka said that the planned activities are still relevant and at least 80% of the planned work can be done. They also hope that soon they start preparing Chinese side, which is a little bit stuck due to travel restrictions. Jukka was positive that we could still agree on dates for our Steering Group first visit to China in autumn time. We preliminary booked the week at the end of November 23.11-29.11.2020.

**3. Project budget - overview of the budget, situation with offers and how to divide costs between partners**

Kristiina consulted the project procurement plan and the distribution of expenses between partners with Estonian lawyer and he confirmed that our solution where we have split expenses according to the Work Packages and the offers would be taken according to the rules of the country of WP Leader is correct and reasonable solution. E.g it means that Italy is responsible for the tendering process of WP 2 and all the offers will be taken according to the Italian legislation under that WP.

We have also collected budget inputs from partners in order to right understand how each partner has allocated money between expenses lines. It is very important to understand how partners have planned to use money for salaries and for external expert services.

It was agreed that partners are filling in their budget sheets during next couple of weeks in the Google docs here

<https://docs.google.com/spreadsheets/d/1wSGYSS5Ci3CeSrW4teTIS0ObWW1tPmQf4DrTrymWZj8/edit#gid=1449746253>

After that Kristiina can put together the whole budget.

As the company PTSCLAS prepared an offer with total amount 18 000€ which is much less than we expected for the feasibility study then Italian partners can cover the costs of the feasibility study and the rest of partners will then take care of costs related to Jukka, Chen and Heikki work, interpretation costs in China, website and visual identity in addition to their WP costs.

Kristiina continues discussion with Jukka and Heikki related to the tendering of consultancy services for the involvement of Chinese partners. We need to adjust the call for offers and we need to receive 3 offers. After that we can proceed with contract. It is expected to finalize this process during May 2020.

**4. Next steps**

All partners continue working with their tasks as it was agreed in Seinäjoki and how they can taking into account current situation.

Project partners’ next Zoom meeting will be on **3rd of June at 1:00-2.30PM** Brussels time.

We also agreed to keep the dates for our face-to-face meeting in Greece, Lesvos on **6th-9th of October**.

Summary compiled by Kristiina Tammets