

# MINUTES OF MEETINGS

## D.T2.1.3

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Reports of the project meetings and of the  
Local Support Groups meetings

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Bratislava. Picture by Oliver Schmid-Selig

Work Package T2 is focused on [maintenance effects on HBA](#) and is structured on 3 consequential activities, each related to some outputs:

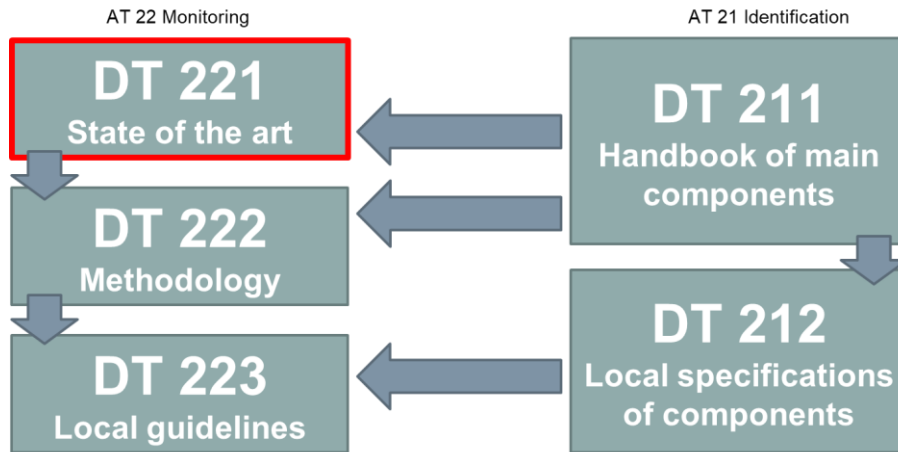
1. **Identification (A.T2.1):** through comparison between different technical and scientific fields, represented by the expertise of the involved partners, will be defined which are the main components for the sustainable technical management of a HBA (e.g. energy saving, structural behaviour, materials preservation etc.), which is the best scale to approach them inside a HBA (block, individual building, district etc.) and which are the possible negative or positive interactions between them that is important to manage.
2. **Monitoring (A.T2.2):** the monitoring process of what is going on inside a Historic Built Area represents an effective tool to increase the sustainable management, make evident incoherent planned or ongoing interventions, optimization opportunities, incompatible reuses etc. But all these components are currently managed by different offices and subjects, therefore it's not easy to have a global framework of the situation. Moreover, every field of action related to sustainability requires different level or scale of understanding to avoid problems and side-effects. This activity will identify the best methodologies to monitor the selected components and deploy existing ICT tools to help Public Administrations in monitoring activities.
3. **Planning (A.T2.4):** the data coming from monitoring could be used to better plan maintenance interventions Activity A.T2.1 tasks involve partners in the definition of the main technical components for the sustainable technical management.

During Consortium Meetings #2 and #3 partners focused on the identification of the components for the sustainable technical management of a HBA and on the monitoring process of what is going on inside a Historic Built Area. The partners group activities and detailed analysis then referred to:

- [A.T2.1 – Identification of the main technical components related to HBA sustainable performance and activity;](#)
- [A.T2.2 – Development of a monitoring system as effective instrument for a sustainable preservation of HBA;](#)

Below a schematic flow of deliverables connections:

**Thematic work package 2. Deployment of instruments and tools**



In order to facilitate the reading and collection of information, this document: “Minutes of meetings” collects different reports.

The document is organised into two chapters that represents the reports describing Consortium meetings sessions and Local Support Groups meetings about topics highlighted:

- Report of the Consortium meetings;
- Reports related to Local Support Group meetings (Different countries LSG reports have been summarized in one).

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# MINUTES OF CONSORTIUM MEETINGS RELATED TO THE TOPIC

(Technical components related to HBA sustainable performance and activity and development of a monitoring system as effective instrument for a sustainable preservation of HBA)

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## CONSORTIUM MEETING #2 – BAD RADKERBURG

**Date:** 30th and 31th January 2018

**Place:** Bad Radkersurg

**Represented partners and participants:**

### PP1 - MUM

- Emanuela Medeghini
- Sofia Salardi
- Francesca Paini
- Elena Froidi

### PP2 - POP

- Martin Baloga
- Josef Durbak

### PP3 - MuK

- Kristina Benko
- Irena Kasfes-Pavlovic
- Robert Vodopic
- Zarko Latkovic

### PP4 - SZRDA

- Anett BAUER
- Botond FELFÖLDI

### PP5 - ICRA

- Ana Ogric
- Jožica Lazar

### PP6 - RER

- Attilio Raimondi
- Apollonia Tiziana De Nittis

**PP7 - SPECTRA**

- Vladimír Ondrejčíka
- Marian Spacir
- Eva Kracova
- Maroš Finka

**PP8 - UIRS**

- Vlasta Vodeb
- Franc Zakrajsek

**PP9 - BOKU**

- Ulrike Pröbstl-Haider
- Oliver Schmid-Selig

**PP10 - REGEA**

- Tamara Lišnjić Lang
- Srećko Vrčec
- József Gályász

**PP11 - KEK**

- Krisztián Szabados
- József Gályász

**PP12 - IURS**

- Karel Barinka

**PP13 - PLT**

- Maria Cristina Fregni
- Barbara Frascari

**Main points of discussion:**

During the meeting Politecnica and PP7 (Spectra) presented in detail following (after having asks partner, befoire the meeting, to complete deliverables DT2.1.1 and DT2.1.2) steps to complete Activity T2.1 and Activity T2.2.

The deliverables involved were:

- D.T2.1.1 - Handbook of main components of HBA sustainable performance
- D.T2.1.2 – Specifications of the defined components at local level (pilot areas)
- D.T2.2.1 - State of the art and monitoring system requirements for risk managment, reuse, energy performances

### **A.T2.1 – Identification of the main technical components related to HBA sustainable performance and activity**

The 30th January 2018 - 15.30-16.30 at the Bad Radkersurg Conference Centre partners attended the T2 workshop – The BhENEFIT manual presentation:

Politecnica proposed to the group different ways of producing the deliverable **D.T2.1.1** and asked PPs to choose the best option and to share their opinion

- *Option A* means a collection of Best Practices (the ones already collected by PPs) to help project managers, city planners, architects and so on to identify their city or object of study in the characteristics best practices collected have with the final goal of finding applicable solutions;
- *Option B* means a more complicated solution in which an informatic system is created to help different subjects to find the best solution for their case: users filling in the platform with their data could be able to “evaluate” the city, find the solution that most fits and adopt it in the specific case;

PPs opted for Option A.

Partners involved in deliverable **D.T2.1.2** (PP1-Mantova and PP2-Poprad) then had time to discuss with Politecnica about local features and peculiarities of the identified components in the pilot areas of the project (ref. DT2.1.2) going on with activities started the previous months

### **A.T2.2 – Development of a monitoring system as effective instrument for a sustainable preservation of HBA**

The 31th January 2018 - 08.45-12.00 at the Bad Radkersurg Conference Centre partners attended the T2 workshop – Monitoring, platform and study cases

Spectra presented **D.T2.2.1** document draft divided in different sections on the:

- importance of monitoring HBA  
The goal is to get data that will be evaluated contextually and show potentials, key problems, and differential comparison;
- data to be monitored  
Basic data



**Building condition data**

Data linked to sustainability components (defined in D.T.2.1.1.) We focused on this group of data that was the object of the following activity;

- subject who are active part in monitoring;
- monitoring process;
- methods, levels and periodicity to monitor data.

After the presentation partners divided by country started filling-in the template POLITECNICA and SPECTRA prepared in order to collect available data (at local level) for monitoring HBA (data linked to sustainability components).

**Conclusions/decisions**

Partners at the meeting started the job to be delivered within 7th of February (data are collected as Deliverable T2.1.1. and used in order to achieve deliverable T2.2.1.)

[The delivery month for D.T.2.11 shifted from December to the beginning of February]

**3. Sustainability components (D.T.2.1.1.) – (SELECT A RELEVANT AREA AND FILL)**

Group	components / area of interest	Example of data, which can be monitored	Current available data (type of data, relevance for GIS/BIM, scale - HBA/building, source, period of monitoring)	data planned to be monitored/collected (type of data, relevance for GIS/BIM, scale - HBA/object, source or monitoring techniques, period of monitoring)
environment	Energy efficiency	insolation, used materials, energy consumption (total, per m3), thermovision measurements ...		
	UHI	insolation, urban greenery (type of vegetation, greenery index in block), temperature, thermovision measurements, ...		
	Waste and water	flood risk, groundwater, ...		
	Pollution	Air pollution, noise intensity, ...		
	Mobility	transport accessibility, traffic intensity, ...		
social	Services and facilities	description of the use of objects, ...		
	Cultural life and leisure facilities	description of the use of objects, ...		
	Identity perception	mental maps, landmarks, ...		
	Gentrification vs. mixité			
	Accessibility	Accessibility for the disabled, ...		
Security	Occurrence of natural disasters/man-made risks, type of risks, accessibility for emergency services...			
economy	Tourism impact	importance of interesting points, number of visits, events, ...		
	Maintenance costs	energy kw / m <sup>2</sup> , ...		
	Transformation costs	Number of transformed objects, ...		

**Relevant annexes**

PPT presentation by SPECTRA; sustainability components table

## CONSORTIUM MEETING #3 – MODENA

**Date:** 16th-18th April 2018

**Place:** Modena

**Represented partners and participants:**

### PP1 - MUM

- Emanuela Medeghini
- Maria Giulia Longhini
- Francesca Paini

### PP2 - POP

- Martin Baloga
- Josef Durbak

### PP3 - MuK

- Kristina Benko
- Irena Kasfes-Pavlovic
- Robert Vodopic
- Zarko Latkovic

### PP4 - SZRDA

- Anett BAUER
- Botond FELFÖLDI

### PP5 - ICRA

- Ana Ogric
- Jožica Lazar

### PP6 - RER

- Attilio Raimondi
- Apollonia Tiziana De Nittis

### PP7 - SPECTRA

- Vladimír Ondrejčka
- Marian Spacir
- Eva Kracova
- Maroš Finka

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- Vlasta Vodeb
- Franc Zakrajsek

### PP9 - BOKU

- Ulrike Pröbstl-Haider

- Oliver Schmid-Selig

**PP10 - REGEA**

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- Srećko Vrček
- József Gályász

**PP11 - KEK**

- Krisztián Szabados
- József Gályász

**PP12 - IURS**

- Karel Barinka

**PP13 - PLT**

- Maria Cristina Fregni
- Daniela Corsini

## Main points of discussion

During the meeting partners worked on activities A.T2.1, A.T2.2 and A.T3.3 focusing on deliverables:

- D.T2.1.1 - Handbook of main components of HBA sustainable performance
- D.T2.1.2 – Specifications of the defined components at local level (pilot areas)
- D.T2.2.1 - State of the art and monitoring system requirements for risk management, reuse, energy performances
- D.T2.2.2 – Methodological model for an integrated monitoring system
- D.T2.2.3 – Report on bilingual guide-lines for the local development of a monitoring plan for HBA in every PA
- D.T2.2.4 - Deployment of a Web-GIS Platform for the integrated monitoring of changes and modifications in a HBA

### A.T2.2 – Development of a monitoring system as effective instrument for a sustainable preservation of HBA

The 18th April 2018 at Politecnica Office PP13 introduced next steps for WPT2 that will close within the semester.

PP7 and PP13 drove a workshop activity to finalize **D.T2.2.3** presenting the deliverable completed with template filled by partners organized by country (before the meeting with the support of technical PPs). Here below the sections of the template:

**Introduction**

*Local features of your HBA and the reasons of a needs of a Monitoring Plan*

**Monitoring process: local priorities**

*Select among DT221 the main topics for a monitoring process in your HBA and explain.*

- *the reasons of that selection*
- *the expectations about the monitoring of those topics*

**Monitoring process: local players**

*Referring to DT222, explain the possible players of a monitoring activities of the selected topics in your local context, by filling this table.*

TOPIC	DATA OWNER	DATA COLLECTOR	MONITORING'S BENEFICIARIES

**Monitoring process: effective methods**

*According to the general indications and options mentioned in DT222, select tentative approaches for your local situation and the selected topics*

TOPIC	DESK SOURCES	MEASURING METHODS	MONITORING'S SCALE	MONITORING'S PERIODICITY

Every partner presented its own D.T2.2.3, in order to make aware all the partners about the local approach to Monitoring, specific needs and features of local situation.

The sharing process was really useful, because the conceptual approach developed by Bhenefit project started to become real and tangible through the development of D.T2.2.3 and the presentation of different real cases and application of the

project's principles represented a good opportunity to compare, present specific difficulties and ask for suggestions or ideas in order to solve local problems.

Moreover, PP13 and PP7 presented the structure of **D.T2.2.4**, the GIS-based platform, that was under construction, in order to collect suggestions by all the partners and also to offer to all partners the opportunity to figure-out how in the future from BHENEFIT project's results would be possible to develop tools and instruments adaptable also to the local context that are now not directly involved in the pilot actions of ICT tools.

### Conclusions/decisions

Partners could visualize the finalized deliverable D.T2.2.3 and present its own work to the consortium. In addition partners could discuss about Web-GIS platform and start studying possible future application within local contexts.

### Relevant annexes

PPT presentation by POLITECNICA and D.T2.2.3 presentations by all partners.

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# REPORT OF LOCAL SUPPORT GROUPS MEETINGS

## CROATIA

### General information

Project number:	CE1202
Project acronym:	BhENEFIT
Partner no:	PP 3 and PP10
Institution:	MuK and REGEA

### Local support Group creation and characteristics

Identification of the subjects involved (brief description of the steps for the identification of the participants)

MuK and REGEA formed Local support group based on experience and information about experts from different fields of expertise closely related with building heritage, especially with project pilot area, Zvijezda. We had some contacts of experts who worked on similar EU project "STAR VOICE" where was formed similar group of experts who discussed on issues related to HBA Zvijezda. When we made a list of experts we send them invitation letter by e mail and ask them to answer on invitation. All of them were interested to be involved in Local support group and be a part of project. After we form Local support group we invited them on first Local support group meeting by using e mail.

<p>Subjects involved (list the backgrounds of the subjects that is the civil society backgrounds involved)</p>	<p>Local support group members are experts from different fields, public, civil and private sector whose interests are related with heritage building area Zvijezda.</p> <p>They are experts from different departments within the local administration from MuK, Conservation department with national authority, NGOs and other structural association from informatics, architectural and civil engineering field that represent the interests of residents of Karlovac city. Also University and public Institution representatives.</p>																						
<p>List of the subject involved</p>	<p>List of Local support group members:</p> <table border="1"> <thead> <tr> <th data-bbox="560 813 970 869">First and Last name of LSG member :</th> <th data-bbox="970 813 1369 869">Organization:</th> </tr> </thead> <tbody> <tr> <td data-bbox="560 869 970 987">Marina Majoli</td> <td data-bbox="970 869 1369 987">Association for the Protection of Cultural and Natural Heritage of Karlovac</td> </tr> <tr> <td data-bbox="560 987 970 1037">Tanja Marković</td> <td data-bbox="970 987 1369 1037">Croatian Green Building Council</td> </tr> <tr> <td data-bbox="560 1037 970 1122">Tatjana Basar, Petra Jurčević</td> <td data-bbox="970 1037 1369 1122">Association of arhitects and civil engineers Karlovac</td> </tr> <tr> <td data-bbox="560 1122 970 1207">Sandra Kočevar</td> <td data-bbox="970 1122 1369 1207">Karlovac Universty, Karlovac Municipal Museum</td> </tr> <tr> <td data-bbox="560 1207 970 1292">Margarita Maruškić Kulaš</td> <td data-bbox="970 1207 1369 1292">Aquatic Public Institution - Freshwater Aquarium of Karlovac</td> </tr> <tr> <td data-bbox="560 1292 970 1377">Nada Gogić</td> <td data-bbox="970 1292 1369 1377">Informatics Association of Karlovac County</td> </tr> <tr> <td data-bbox="560 1377 970 1462">Sonja Jakšić, Branka Križanić</td> <td data-bbox="970 1377 1369 1462">Ministry of Culture, Conservation Department in Karlovac</td> </tr> <tr> <td data-bbox="560 1462 970 1512">Marijana Tomičić</td> <td data-bbox="970 1462 1369 1512">Development Agency Karla d.o.o.</td> </tr> <tr> <td data-bbox="560 1512 970 1664">Snježana Turalija, Vesna Ribar, Gordana Koprivnjak, Irena kajfes Pavlovic, Kristina Benko, Robert Vodopic, Zarko Latkovic</td> <td data-bbox="970 1512 1369 1664">City of Karlovac</td> </tr> <tr> <td data-bbox="560 1664 970 1713">Tamara Lišnjić Lang and Srećko Vrček</td> <td data-bbox="970 1664 1369 1713">REGEA</td> </tr> </tbody> </table>	First and Last name of LSG member :	Organization:	Marina Majoli	Association for the Protection of Cultural and Natural Heritage of Karlovac	Tanja Marković	Croatian Green Building Council	Tatjana Basar, Petra Jurčević	Association of arhitects and civil engineers Karlovac	Sandra Kočevar	Karlovac Universty, Karlovac Municipal Museum	Margarita Maruškić Kulaš	Aquatic Public Institution - Freshwater Aquarium of Karlovac	Nada Gogić	Informatics Association of Karlovac County	Sonja Jakšić, Branka Križanić	Ministry of Culture, Conservation Department in Karlovac	Marijana Tomičić	Development Agency Karla d.o.o.	Snježana Turalija, Vesna Ribar, Gordana Koprivnjak, Irena kajfes Pavlovic, Kristina Benko, Robert Vodopic, Zarko Latkovic	City of Karlovac	Tamara Lišnjić Lang and Srećko Vrček	REGEA
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Tamara Lišnjić Lang and Srećko Vrček	REGEA																						
<p>Expected outputs</p>	<p>Support on creation of draft “ANALYSIS OF HBA GOVERNANCE BY EACH PILOT IMPLEMENTATION AREA”, discussion about issues and relevant legal frame</p>																						

Timeframe for the production of the expected outputs	January 2018
Contribution expected to the network	<p>Local Support Groups in in Karlovac is composed by stakeholders involved in cultural heritage management, and the aim is to to reinforce the networking between local authorities and all interested stakeholders on local level. Also Local support group will give support in defining innovative and integrated governance solutions on partner level.</p> <p>Local support group members will also participate in the fourth consortium meeting in Croatia where will be present achievements, networking with stakeholders and raise awareness.</p>

### Goals of the Group

Description of the activities purpose	<p>The creation of Local Support Groups on a voluntary base is promoting increased cooperation, exchange and coordination among local authorities and public/private organisations involved in cultural heritage management.</p> <p>The Local Support Group is involved in the project development as “consultant” from the very first time. So far cooperation has proven to be very successful because of the great interest for the project and many comments received on the first delivery. The LSG will help to promote project deliverables and planned activities of the project. Through the LSG we will also share comments and discussion on the project deliverables.</p> <p>During the second debate the most comments and suggestions was obtained by representatives of the Ministry of Culture - Conservation Department of Culture, which informed group members that a new rulebook of HBA governance system in Croatia is currently under preparation.</p>
Description of the Group expectations	<p>Intent is that project deliveries benefit stakeholders in the execution of daily tasks, to be expandable and upgradable, to be simple and practical in everyday work and thus affect productivity, economy and sustainability.</p>



## Report of LSG meetings

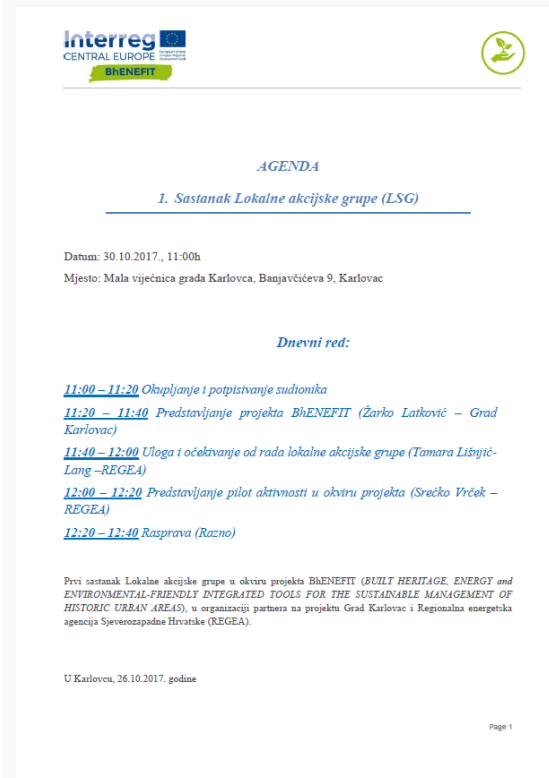
### First meeting

Date	30.10.2017
Duration	11:00 h - 12:40h
Place where the meeting have been conducted	City hall in Karlovac City

### Participants (list of the participants)

First and Last name:	Organization:	Contact:
Marina Majoli	Udruga za zaštitu kulturne i prirodne baštine Karlovac	<a href="mailto:marina.majoli@zg.t-com.hr">marina.majoli@zg.t-com.hr</a>
Tanja Marković	Hrvatski Savjet za zelenu gradnju	<a href="mailto:tanja.markovic@gbcroatia.org">tanja.markovic@gbcroatia.org</a>
Tatjana Basar	DAGGK	<a href="mailto:tanja@2-a.hr">tanja@2-a.hr</a>
Sandra Kočevar	Veleučilište Karlovac, Gradski muzej Karlovac	<a href="mailto:sanda.kocevar@gmail.com">sanda.kocevar@gmail.com</a>
Margarita Maruškić Kulaš	Javna ustanova Aquatika – slatkovodni akvarij Karlovac	<a href="mailto:ravnatelj@aquariu.mkarlovac.com">ravnatelj@aquariu.mkarlovac.com</a>
Nada Gogić	Udruga informatičara Karlovačke županije	<a href="mailto:udrugainformaticar.aKZ@gmail.com">udrugainformaticar.aKZ@gmail.com</a>
Sonja Jakšić	Ministarstvo Kulture, Konzervatorski odjel u Karlovcu	<a href="mailto:sonja.jaksic@min-kulture.hr">sonja.jaksic@min-kulture.hr</a>
Branka Križanić	Ministarstvo Kulture, Konzervatorski odjel u Karlovcu	<a href="mailto:branka.krizanic@min-kulture.hr">branka.krizanic@min-kulture.hr</a>
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Gordana Koprivnjak	Grad Karlovac	<a href="mailto:gordana.koprivnjak@karlovac.hr">gordana.koprivnjak@karlovac.hr</a>
Žarko Larković	Grad Karlovac	<a href="mailto:zarko.latkovic@karlovac.hr">zarko.latkovic@karlovac.hr</a>
Snježana Turalija	Grad karlovac	<a href="mailto:snjezana.turalija@karlovac.hr">snjezana.turalija@karlovac.hr</a>
Srećko Vrčec	REGEA	<a href="mailto:svrcek@regea.org">svrcek@regea.org</a>
Tamara Lišnjic Lang	REGEA	<a href="mailto:tlisnjic@regea.org">tlisnjic@regea.org</a>

Meeting agenda



Meeting outputs

- Formed first LSG
- Members participated in first meeting
- Members involved in discussion on HBA
- Members comment on legal framework
- Presentation of project goals and topics

Lesson learned

- Body suction and levels of decision making
- Levels and intensity of involvement on HBA issues

References to relevant tools presented and/or used during the meeting (signature sheet, pictures or images, PPT presentations, web-links




**interreg**  
CENTRAL EUROPE  
BHENEFIT

**1. SASTANAK LOKALNE AKCIJSKE GRUPE (LSG)  
BHENEFIT, GRAD KARLOVAC I REGIA**

Svoje potpisane dijelove suglasnosti da mogu biti integrirani u LSI s tim da su ličnim podacima osobe koje se odnose na ime i video materijali mogu koristiti od strane provedbenih projekata za objavljivanje u projektnim mrežama te pri izvještavanju donator.

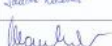
Karlovac, 30.10.2017.

REDNI BROJ	IME I PREZIME	ORGANIZACIJA	KONTAKT	POTPIS
1.	ŽARKO LATKOVIĆ	GRAD KARLOVAC	zarko.latkovic@karlovac.hr 091/110-01-14	
2.	SREČKO VRČEK	IZOŠTAVALNA AKCIJSKA GRUPOVA ZA PROMICANJE NEKRETNOSTI (IZOŠTA)	svrečko.vreck@izošta.hr 091/3885-1160	
3.	TATJANA LONJE LANG	IZOŠTAVALNA AKCIJSKA GRUPOVA ZA PROMICANJE NEKRETNOSTI (IZOŠTA)	tanja@izošta.hr	
4.	HARIJA MADLI	UREDA ZA ZAŠTITU KULTURE I PRIRODNE DEDIŠTINE KARLOVAC	marjana.madli@kuzp.hr 091/110-01-33	
5.	TANJA MARČUŠIĆ	MLAVSKI SAVJET ZA ZELENIH GRADJANU	Tanja.marciusic@mlavski.hr 091/3885-1160	
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**interreg**  
CENTRAL EUROPE  
BHENEFIT

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9.	Nada Gogić	Udruženje za razvoj i obnovu Karlovačke županije	nada.gogic@udruga.hr	
10.	SOFIJA JAKŠIĆ	INOVATIVNO PUNJE KAPACITETA ZAPOSLENIH U PROMETU	sofi.jaksic@inovativno.hr	
11.	BRANKA KRAJČIĆ	INOVATIVNO KULTURE KAPACITETA ZAPOSLENIH U PROMETU	branka.krajcic@inovativno.hr	
12.	HANJANA TOMIĆ	BA KARLA d.o.o.	hanjana.tomic@ba-karla.hr	
13.	GORĐANA KOPRIVUJA K	GRAD KARLOVAC	gorjana.koprivujak@karlovac.hr	
14.	IVANA PAVLIĆ	GRAD KARLOVAC	ivana.pavlic@karlovac.hr	
15.				
16.				

## Second meeting

Date 11.09.2018.

Duration 09:00 - 13:30h

Place where the meeting have been conducted City hall in Karlovac City

Participants  
(list of the  
participants)

Number of people and institution directly working and involved on HBA City center Zvijezda, participating at Conference:

- Ministry of Culture, Vice minister (1 person)
- Ministry of Culture, Preservation department Karlovac (2 persons)
- City Library (heritage building in Zvijezda) (1 person)
- Municipality of Karlovac, Heritage department (13 persons)
- Municipality of Karlovac, Spatial Planning department (10 persons)
- City leaders (decision makers; Karlovac Municipality and County) (2 persons)
- Faculty of Civil Engineering (2 persons)
- Development agency KARLA Karlovac (1 person)
- Agency for Legal Affairs and Real Estate Brokerage (1 person)
- City companies and institutions related to city center (6 representatives)

Meeting  
agenda

Time	What/Who	Practical's
8:30 am	Registration at City hall	Karlovac City building, Banjavčičeva 9 47000 Karlovac
9:00 am – 11:00 am	<p>Welcome address and presentation</p> <ul style="list-style-type: none"> <li>• Municipality of KARLOVAC officials (09:00 – 09:15)</li> <li>• Managing Director of REGEA (09:15 – 09:45)</li> </ul> <p><i>Part 1. The BhENEFIT Governance Model for Historic built Areas in Central Europe</i></p> <p>Sustainable Management of HBA in CE Region - From Analysis to Strategy - Challenges and Priorities</p> <ul style="list-style-type: none"> <li>• Dr. Emanuela Medeghini and Arch. Michela Mauriello Municipality of Mantova (9.45 – 10.30)</li> </ul> <p>Sustainable Management of HBA in CE Region Open questions and perspectives</p> <ul style="list-style-type: none"> <li>• Prof. Maros Finka, SPECTRA (10.30 - 11.00)</li> </ul>	<p>City hall</p> <p><b>Moderator: REGEA</b></p>
11:00 am - 11:30 am	Coffee break	City hall
11:30 am – 02:00 pm	<p><i>Part 2. From Modelling to Practice: THE BhENEFIT TOOLS</i></p> <p>Introduction on the purpose and the platform</p> <ul style="list-style-type: none"> <li>• MANTOVA Pilot project – Web-GIS platform for urban regeneration <b>Arch Isabella Comin - External expert (11.45 – 12:05)</b></li> <li>• Poprad Pilot project - Data collection and web portal</li> </ul>	<p>City hall</p> <p><b>Moderator: Arch. Cristina Fregni, Politecnica</b></p>

	<p><b>Martin Baloga – Expert from the City of Poprad (12.05 – 12:25)</b></p> <ul style="list-style-type: none"> <li>DST FOR THE HBA BAD RADKERSBURG: TAILOR - made for active stakeholder involvement</li> </ul> <p><b>Univ.Prof. Dipl. Ing. Dr. Ulrike Pröbstl-Haider, BOKU (12.25 – 12:45)</b></p> <ul style="list-style-type: none"> <li>KARLOVAC EXPERIENCE - Pilot project in Karlovac and implementation of BIM technology in Karlovac City - <b>Srećko Vrček (12.45 – 13.00)</b></li> <li>BIM technology – presentation <b>Faculty of Civil Engineering Croatia (13.00-13.15)</b></li> <li>Conclusions / Q&amp;A (13.15...</li> </ul>	
02:00 pm – 03:30 pm	<b>NETWORKING LUNCH (END OF PUBLIC PROGRAMME)</b>	City Library for youth (paid by host)

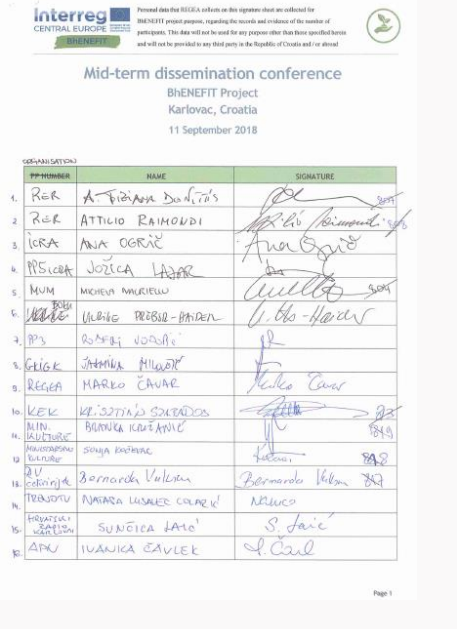
**Meeting outputs**

The Mid-Term conference was the occasion to present the project to local and national (Croatia) stakeholders and to disseminate the purpose of Bhenefit project and of the pilot action taking place in Karlovac. Broadly speaking the event helped in maintaining a high attention to the problem Bhenefit addresses and the solutions it proposes.

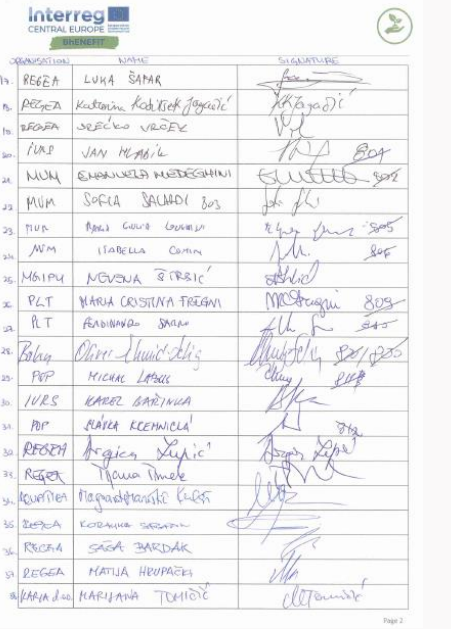
**Lesson learned**

-

**References to relevant tools presented and/or used during the meeting (signature sheet, pictures or images, PPT presentations, web-links**



ORGANISATION	NAME	SIGNATURE
PER	A. FIDANZA D'ANTONIO	[Signature]
PER	ATTILIO RAIMONDI	[Signature]
ICRA	ANJA OGRIC	[Signature]
PISCRA	JOZICA LAJAR	[Signature]
MUM	MICHELA MURIELLO	[Signature]
UNIVERSITÄT	ULRIKE PRÖBSTL-HAIDER	[Signature]
PPS	ROMAN JODASIC	[Signature]
GRIG	JITANKA HILWARD	[Signature]
REGIA	MAREK ČAVAR	[Signature]
KEK	KE. SOTIRIA SOTIROPOULOS	[Signature]
BLINA	BIROUZA KUDRANIC	[Signature]
ANALIZATOR	SUNJA PATRAC	[Signature]
QU	Bernardo Valera	[Signature]
PROJEKT	MARIANA USARIC COLARIC	[Signature]
PROJEKT	SUNJICA LALO	[Signature]
APV	IUANICA SAVLEC	[Signature]



ORGANISATION	NAME	SIGNATURE
REGIA	LUKA SAMAR	[Signature]
REGIA	Kristina Kockarac Jovicic	[Signature]
PROPA	SREĆKO VRČEK	[Signature]
IURP	VAN HEMMIL	[Signature]
MUM	EMMANUELA MESTREGHINI	[Signature]
MUM	SOFIA SARACI BOS	[Signature]
TUR	BRUNO GONZALEZ	[Signature]
NEM	STABELLA COMIN	[Signature]
MSPM	MELISSA TIRIBIC	[Signature]
PET	MARIA CRISTINA TREGANI	[Signature]
PT	FRANCIŠKA SARAO	[Signature]
BALU	Olivera Kucic Stolic	[Signature]
POP	MICHAEL LASIC	[Signature]
IURS	KAROL BARDANJA	[Signature]
POP	KLARA KECHEVIC	[Signature]
PROPA	Regina Vujicic	[Signature]
REGIA	Trava Amel	[Signature]
PROPA	Magnolijski Kofci	[Signature]
REGIA	KORUNA SODAN	[Signature]
REGIA	SASA BARDAR	[Signature]
REGIA	MATILJA HEUPACIC	[Signature]
KARADIA	MARIJANA TOMICIC	[Signature]

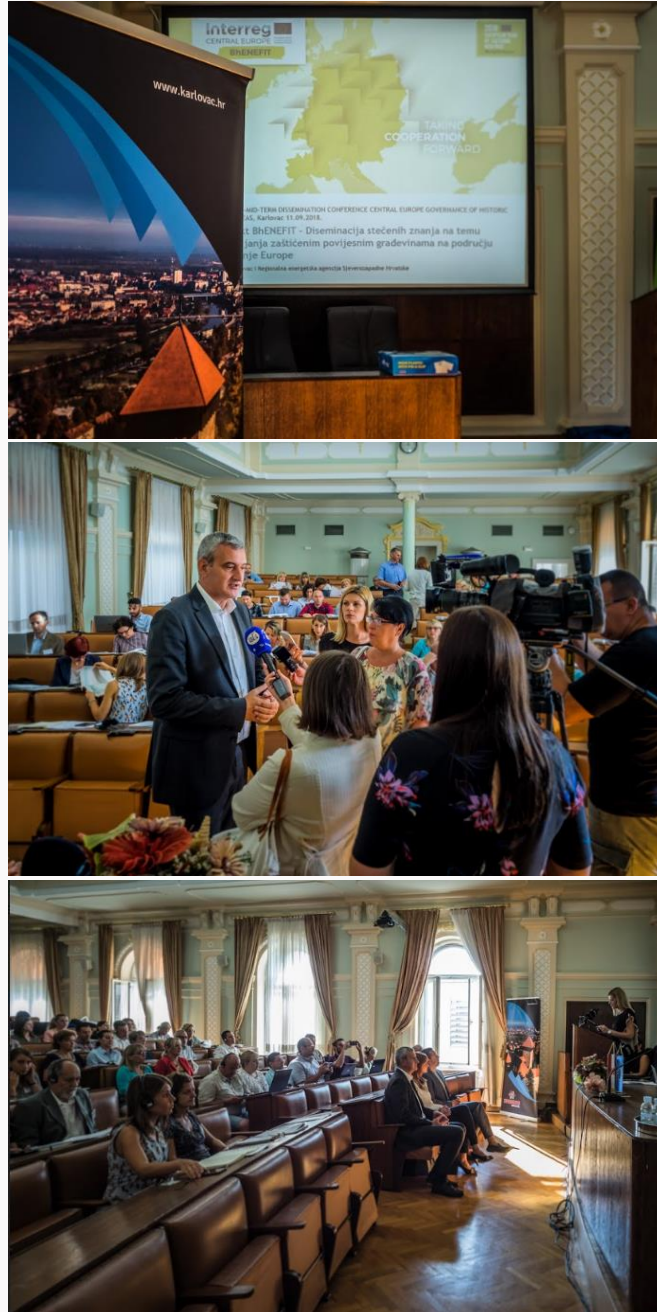
**BhNEEFIT**

ORGANIZATION	NAME	SIGNATURE
33	GDZ	BOJANA KUNJEC
34	+	JADRANKA KOLAR
35	+	TRAVANJSKI DIZAJNERI
36	Poduzetnik	BEVA GRIC
37	-	REJNA KODR
38	-	ELGITE POZAR
39	POSREDOVANJE	ORHANOVA MILIC GOJAK
40	GRAD KARLOVAC	IRENA KASPERIC-TRAVUNJAC
41	-	MARIJA PILIĆ
42	-	GOEDAVA LOPRIVJATA
43	OPŠTINA	Jovanović
44	OPŠTINA	MAROI FINKA
45	PPZ	Vladimir Ondegjicica
46	PPZ	MILICA MILIC
47	GRAD KARLOVAC	KRISTINA BUKO
48	GRAD KARLOVAC	ŽEJKA HALIC
49	-	ANDREA VRBANEC
50	-	IBENA-SEGAND OLUJ
51	-	DACIARIC SENTEZ
52	-	JURAJ HORVATIN
53	HR VISA	MARCO MATIJEVIC
54	Klijentica	MICHELINA TUREK-HADILU
55	Zakupnik	

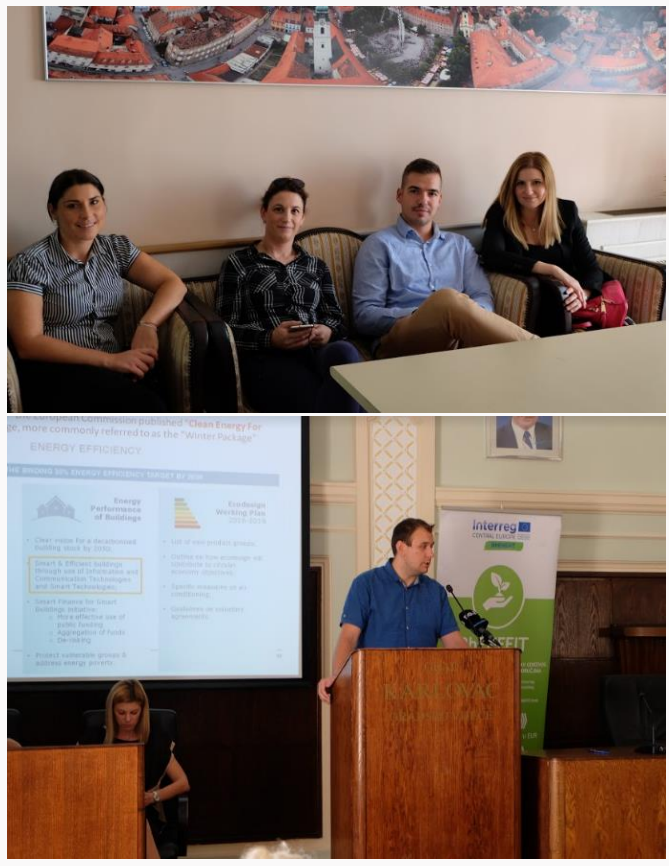
ORGANIZATION	NAME	SIGNATURE
61	OPŠTINA	TALICA JORDANI
62	PP4	ANETA JAKIC
63	PP4	BOGDAN TRUDELIC
64	PP4	SABORAC KOVAC
65	GRAD KARLOVAC	MARJANA TURANJA
66	GRAD KARLOVAC	CUKIC - TRAJCIC
67	GRAD KARLOVAC	BISEKUB
68	GRAD KARLOVAC	DNEVICA LIPAC
69	GRAD KARLOVAC	DAMIR MANDIC
70	HINA	VEJNA HAN RUPA
71	MARJANA	MARIJA GOJAK
72	URS	VLASTA KODER
73	URS	FRANC ZAFRANEC
74	GRAD KARLOVAC	KATARINA KECA
75	GRAD KARLOVAC	MELANJA MUCIĆ
76	REGENT	HANA BELIC
77	GF 20	BOJAN MILUNOVIC
78	PPZ	VODIČI RUDER
79	PP10	TAMARA LINDIC-LAU
80	PP10	SREĆKO VECIĆ
81		VALENTINA GRUBESIC
82		REJNA KODR

ORGANIZATION	NAME	SIGNATURE
83	GRAD KARLOVAC	DAMIR SUPIEC
84	OPG	BEUSIC JOSIP
85	OPŠTINA KARLOVAC	DAMIR MANDIC
86	OPŠTINA KARLOVAC	KRISTINA KETUL
87	OPŠTINA KARLOVAC	DANIJELA PRADIC
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## CZECH REPUBLIC

### General information

Project number:	CE1202
Project acronym:	BhENEFIT
Partner no:	12

<p>Institution:</p>	<p>IURS - Institut pro udržitelný rozvoj sídel, Z. S.              Institute for Sustainable Development of Settlements</p>
<p><b>Local support Group creation and characteristics</b></p>	
<p>How did you identify the organisations/ subjects to be involved? (brief description of the <b>steps for the identification</b> of the participants)</p>	<ul style="list-style-type: none"> <li>• No other partner, or municipality, with the pilot area in the Czech Republic, is directly involved in the project. After the project was launched, possibilities for cooperation with selected cities with MPR (HBA) in JMK (South Moravian Region) were discussed. The region was elected in view of the location of the IURS members working on the project. In the JMK there are 3 municipal monuments, Brno was not considered due to different size (relative to other HBAs in the project). The city of Znojmo did not approve the cooperation in the second half of 2017. Later on, the city of Mikulov was chosen as the most suitable partner in January 2018, as the regeneration of Mikulov MPR is conceptually supported directly by the city and by many other institutions involved. City cooperation is currently informally negotiated by mutual agreement. Along with the selection of the HBA, contacts were established with the main actors of HBA care in the Czech Republic and within the JMK region by the Regional Authority and NPU (National heritage Institute). The project was also notified to the Ministry of Culture of the Czech Republic and to the Association of Historic Settlements of Bohemia, Moravia and Silesia (SHS). We also expect the National Network of Healthy Cities (NSZM) to be informed. We closely cooperate with the Regional Development Agency of South Moravia (RRAJM), an important institution supporting the general development of the region.</li> <li>• Negotiations with representatives of the above mentioned institutions took place individually and separately. Institutions were addressed first of all by telephone, followed by electronically sending information about the BhENEFIT project, and in all cases a meeting.</li> </ul>
<p>Which Subjects are finally involved in the LSG ?              (list or represent with a diagram the names/organisations and brief presentation)</p>	<ul style="list-style-type: none"> <li>• The City of Mikulov and RRAJM also cooperate within the narrower(core) LSG. The Municipality of Mikulov provides information about intentions and current issues in HBA development. At the same time, we verify the usability of the tools created by the project in practice. At the same time, aside of the BhENEFIT project, the city works independently on its developing tasks. The Regional Development Agency is an</li> </ul>

<p>of the backgrounds of the subjects involved)</p>	<p>important partner for development activities in the region. It provides information on regional development priorities and funding opportunities for development projects. Most activities will continue to take place within this narrow LSG group.</p> <ul style="list-style-type: none"> <li>• The second category of LSG consists of institutions principally indispensable in the legislative process in the Czech Republic. It is category NPÚ and JMK Regional Authority, the owner of a significant part of the buildings in Mikulov MPR. At present, these institutions were only informed about the project, and they have not yet been involved in the consultations with the town of Mikulov.</li> <li>• Information about the project was also provided by the Ministry of Culture and the Association of Historic Settlements of Bohemia, Moravia and Silesia (SHS). The issue of monument care belongs to the Czech Republic mainly under the competence of the Ministry of Culture. The SHS is a platform for the exchange of information and experience between individual HBAs in the Czech Republic.</li> <li>• Other participants, such as private investors or the public are not yet involved in the project.</li> </ul>
<p>How was the detailed scope and expected outputs of the LSG defined? How can you summarize them?</p>	<p>The expected outcome of the LSG negotiations is to help identify further objectives for HBA development projects in Mikulov in line with sustainable development. To help finding new and underestimated priorities. In the next stages, we also assume the use of experience with the development of HBA from our project partners in the conditions of the Czech Republic.</p>
<p>Did you define a work plan with the LSG? Please describe the Timeframe for the production of the expected outputs</p>	<p>In the first stage it was necessary to establish cooperation with the municipality with the MPR (HBA). To solve the missing project partner with the HBA. After resolving with whom to continue in the project, it was possible to define a work plan.</p> <p>With Municipality of Mikulov we have identified the priorities for MPR (HBA) development based on the BhENEFIT monitoring plan.</p> <p>The Municipality of Mikulov otherwise proceeds in the implementation of its plans and projects in the MPR (HBA) independently of the project by the standard way, for 2018 it prepares, inter alia, the MPR regulatory plan.</p>

<p>How do you relate the LSG to the BhENEFIT project implementation? Please detail the connection and the contribution of the expected outputs to the project activities and outputs</p>	<p>Narrower (core) LSG is continuously informed about project activities. With the Municipality of Mikulov we will discuss the possibilities of sustainable development. We would like to provide the municipality with background material for development planning, eg for a new MPR regulatory plan. We will also discuss the usability of the tools created within the project, their usability in HBA conditions in the Czech Republic.</p>
<p>How do you plan to relate the LSG to the BhENEFIT project follow-up? Please detail how you plan to work with the LSG after the project conclusion</p>	<ul style="list-style-type: none"> <li>• Subsequent activities depend on whether BhENEFIT tools for the municipality (MPR Mikulov) will be beneficial. The intention is to initiate some new procedures in the Czech Republic not expanded so far. Cooperation on specific projects that emerged from the new priorities set out in the current project is theoretically possible.</li> <li>• We assume, in cooperation with urban planners, to prepare on the basis of the BhEnEFIT project experience the drafting of a methodology for processing planning documentation in the HBA environment in general.</li> <li>• We would like to use the experience and results of the project in our practice as architects and urban planners.</li> </ul>

### Goals of the Group

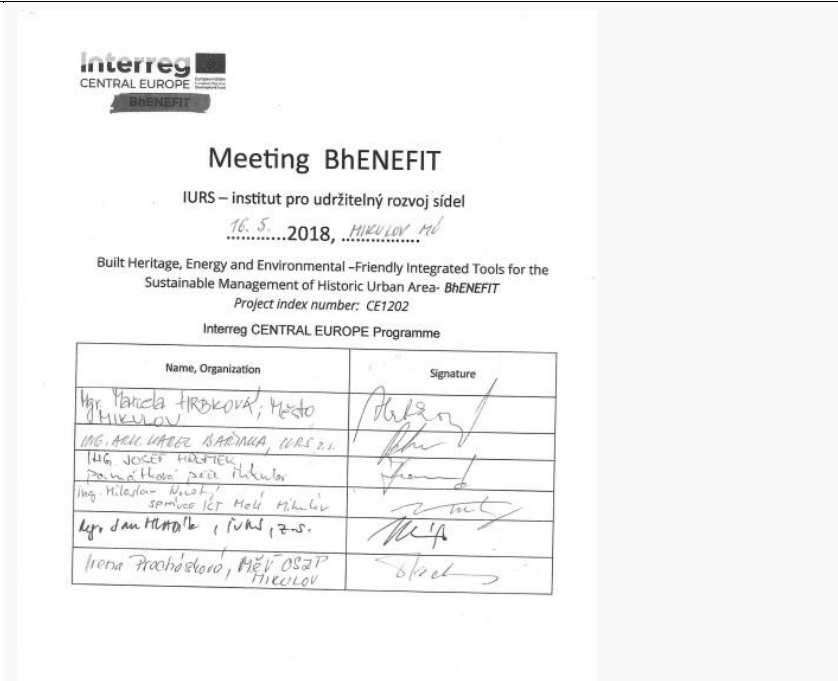
<p>Description of the activities purpose</p>	<p>The goal of the LSG is to create a broad platform for the dissemination of project information and / or the sharing of experience of project partners in the field of HBA development.</p>
<p>Description of the Group expectations</p>	<p>The LSG expectation is to work on HBA sustainable management development in a close collaboration with all subjects involved in this field.</p>

## Report of LSG meetings

**First meeting**

Date	16.5.2018
Duration	3 hours
Place where the meeting have been conducted	Municipality of Mikulov
Invitation	By phone
Participants (list of the participants)	<p>Municipality of Mikulov and IURS, z.s.:</p> <ul style="list-style-type: none"> <li>• Karel Barinka (IURS),</li> <li>• Jan Hladík (IURS and RRAJM - Regional Development Agency),</li> <li>• Marcela Hrbkova (Municipality of Mikulov),</li> <li>• Josef Hromek,</li> <li>• Miloslav Novotný,</li> <li>• Irean Prochásková (Municipality of Mikulov)</li> </ul>
Meeting agenda	<ul style="list-style-type: none"> <li>• Getting to know the municipality with Project BhENEFIT news.</li> <li>• Discussion on the development of the HBA and the priorities of the city using DT223, specification of the HBA's needs, identification of other priorities.</li> <li>• Discussion on the possibilities of further cooperation of the municipality within the project and the participation of a representative of the city at the meeting of the project in Karlovac on 9/2018.</li> <li>• Agreement to provide background material for further project work</li> </ul>
Meeting outputs	<ul style="list-style-type: none"> <li>• DT223 finishing, which takes into account the real needs of the HBA Mikulov</li> <li>• Agreement on further cooperation on the project</li> </ul>
Lesson learned	The city emphasizes the real use of the outputs.
References to relevant tools presented and/or used during the	Attendance sheet and pictures

meeting (signature sheet, pictures or images, PPT presentations, web-links



## HUNGARY

### General information

Project number:	CE1202
Project acronym:	BhENEFIT
Partner no:	PP4 and PP11

Institution:	SZRDA and KEK
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### Local support Group creation and characteristics

Identification of the subjects involved (brief description of the steps for the identification of the participants)

1/ **Composition** ⇒ wide range of local stakeholders relevant in HBA management

Representatives of

- the region in HU Parliament
- local governments relevant to HBA
- local administration of construction departments
- engineers and designers
- construction business companies
- churches
- NGO's managing art and architect

2/ **Approach** ⇒ to motivate SH to join the LSG

- participate in development of local HBA management
- opportunity to learn new methods from other CE areas

3/ **Structure**

- number of members between 10-15
- people with high degree of knowledge of HBA

4/ **Role in the project**

- professional ideas and suggestions for studies within the project
- participation and/or presentation on local project trainings and seminars

5/ **Reporting**

- invitation letter
- list of attendance
- minutes
- photo documentation

6/ **Calendar** ⇒ frequency of meetings

- according to project time table
- at least once in every period
- location: Mátészalka City Council

<p>Subjects involved (list the backgrounds of the subjects that is the civil society backgrounds involved)</p>	<p>wide range of local stakeholders relevant in HBA management Representatives of</p> <ul style="list-style-type: none"> <li>➤ the region in HU Parliament</li> <li>➤ local governments relevant to HBA</li> <li>➤ local administration of construction departments</li> <li>➤ engineers and designers</li> <li>➤ construction business companies</li> <li>➤ churches</li> <li>➤ NGO's managing art and architect</li> </ul>																																																				
<p>List of the subject involved</p>	<table border="1"> <thead> <tr> <th>NAME</th> <th>SURNAME</th> <th>INSTITUTION</th> <th>TARGET GROUP</th> </tr> </thead> <tbody> <tr> <td>Sándor</td> <td>KOVÁCS</td> <td>Szabolcs 05 Region</td> <td>national public authority</td> </tr> <tr> <td>Péter</td> <td>HANUSI dr</td> <td>Szabolcs 05 Region</td> <td>regional public authority</td> </tr> <tr> <td>László</td> <td>CSERVENYÁK</td> <td>Museum of Szatmár Region</td> <td>NGO</td> </tr> <tr> <td>László</td> <td>KÁLNASI</td> <td>Viadult Ltd.</td> <td>SME</td> </tr> <tr> <td>Csaba</td> <td>GALAMBOSI</td> <td>GÉ-65 Engineer Office Ltd</td> <td>SME</td> </tr> <tr> <td>Lajos</td> <td>NAGY</td> <td>Baktalórántháza City Council</td> <td>local public authority</td> </tr> <tr> <td>Andrea</td> <td>MATÉNE VINCZE</td> <td>Géberjén City Council</td> <td>local public authority</td> </tr> <tr> <td>Ákos</td> <td>TÁRKONYI</td> <td>Regional Building Office</td> <td>infrastructure and service provider</td> </tr> <tr> <td>Kinga</td> <td>SZATLÓCZKY</td> <td>Regional Building Office</td> <td>infrastructure and service provider</td> </tr> <tr> <td>Kont</td> <td>SZALAY</td> <td>Reformed Church fo Szatmár Region</td> <td>regional public authority</td> </tr> <tr> <td>Gábor</td> <td>SZABÓ</td> <td>Metopa-Art Engineer Office Ltd.</td> <td>SME</td> </tr> <tr> <td>Miklós</td> <td>FARKAS</td> <td>Pallér-2 Ltd.</td> <td>SME</td> </tr> </tbody> </table>	NAME	SURNAME	INSTITUTION	TARGET GROUP	Sándor	KOVÁCS	Szabolcs 05 Region	national public authority	Péter	HANUSI dr	Szabolcs 05 Region	regional public authority	László	CSERVENYÁK	Museum of Szatmár Region	NGO	László	KÁLNASI	Viadult Ltd.	SME	Csaba	GALAMBOSI	GÉ-65 Engineer Office Ltd	SME	Lajos	NAGY	Baktalórántháza City Council	local public authority	Andrea	MATÉNE VINCZE	Géberjén City Council	local public authority	Ákos	TÁRKONYI	Regional Building Office	infrastructure and service provider	Kinga	SZATLÓCZKY	Regional Building Office	infrastructure and service provider	Kont	SZALAY	Reformed Church fo Szatmár Region	regional public authority	Gábor	SZABÓ	Metopa-Art Engineer Office Ltd.	SME	Miklós	FARKAS	Pallér-2 Ltd.	SME
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<p>Expected outputs</p>	<ul style="list-style-type: none"> <li>➤ support project implementation by local stakeholders</li> <li>➤ LSG members guarantee more innovative result</li> <li>➤ sharing new transnational methods and knowledge with stakeholders</li> </ul>																																																				



Timeframe for the production of the expected outputs	<ul style="list-style-type: none"> <li>- October 2017</li> <li>- February 2018</li> <li>- April 2018</li> <li>- July 2018</li> </ul>
Contribution expected to the network	<p>Local Support Groups in Szabolcs 05 is composed by stakeholders involved in cultural heritage management and aim is to reinforce the networking between local authorities and all interested stakeholders on national, regional and local level. Also LSG will give support in defining innovative and integrated governance solutions on partner level.</p>

### Goals of the Group

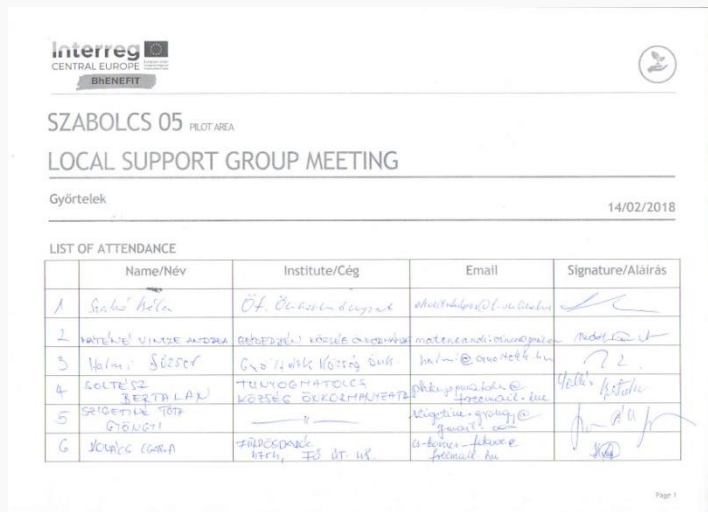
Description of the activities purpose	<p>The Local Support Group is involved in the project development as supporting organization of cultural heritage management experts. Cooperation has proven to be very successful because of the great interest for the project and many comments received on the first delivery. The LSG will help to promote project deliverables and planned activities of the project. Through the LSG we will also share comments and discussion on the project deliverables.</p>
Description of the Group expectations	<ul style="list-style-type: none"> <li>➤ participate in development of local HBA management</li> <li>➤ opportunity to learn new methods from other CE areas</li> </ul>

## Report of LSG meetings

### First meeting

Date	14/02/2018
Duration	10.00-11.30
Place where the meeting have been conducted	City hall of Győrtelek (4752 Győrtelek, Kossuth u. 47, Hungary)

Participants (list of the participants)



**interreg** CENTRAL EUROPE **BHENEFIT**



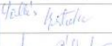



PILOT AREA

**SZABOLCS 05**

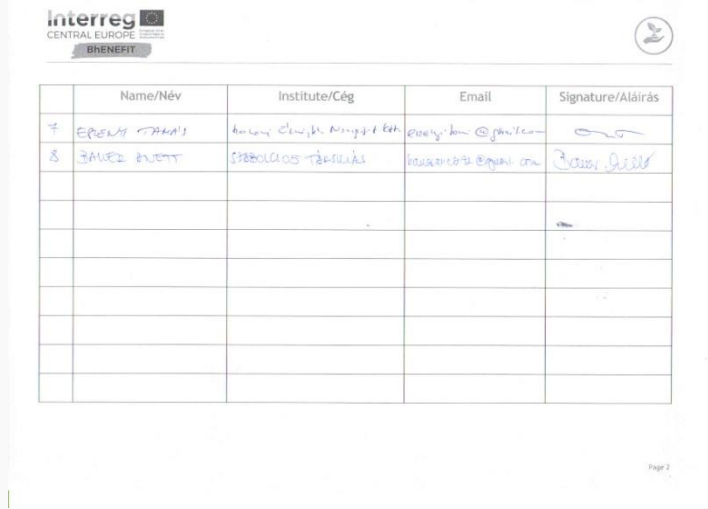
**LOCAL SUPPORT GROUP MEETING**

Győrtelek 14/02/2018

LIST OF ATTENDANCE

	Name/Név	Institute/Cég	Email	Signature/Aláírás
1	Szabó Nóra	Öf. Győrtelek város	szabonora@gyortelek.hu	
2	NATÁLIA VILÁGOS ANDRÁK	GYŐRTELEK VÁROS ÖNKORMÉNYE	matyasandor@gyortelek.hu	
3	Nóta, Sándor	Győrtelek Községi Önk.	nota@gyortelek.hu	
4	SOLTÉSZ BERTALÁN	TUDOMÁSTUDÓ KÖZSÉGI ÖNKORMÉNYE	phillip.pozsola@tudomastudo.hu	
5	SRIEPIŰR TÓTH GYÖNGYI		ngyongyi.gyongyi@szabolcs-05.hu	
6	SZABÓCS GYÖRGY	SZABÓCS GYÖRGY ÉRTÉKELŐ IRODA	szabocs@szabolcs-05.hu	

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**interreg** CENTRAL EUROPE **BHENEFIT**



PILOT AREA

**SZABOLCS 05**

**LOCAL SUPPORT GROUP MEETING**

Győrtelek 14/02/2018

LIST OF ATTENDANCE

	Name/Név	Institute/Cég	Email	Signature/Aláírás
7	EPENYI TAMÁS	AGYAG ÉRTÉKELŐ IRODA	epenyi@agyagertekelo.hu	
8	BAVICS ZSÓFIA	SZABOLCS TÁRSULÁS	bavics@szabolcs-tarsulas.hu	

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Meeting agenda



Meeting outputs

Subjects negotiated:

- Specification of main components of HBA sustainable performance at Szabolcs 05 region ref. D.T2.1.2
- Strategy elements of integrated governance system of HBA ref. D.T1.3.1 (STRATEGY)
- Local development of a Monitoring Plan for HBA ref. D.T2.2.3

Lesson learned

- support project implementation by local stakeholders
- LSG members guarantee more innovative result
- sharing new transnational methods and knowledge with stakeholders

References to relevant tools presented and/or used during the meeting (signature sheet, pictures or images, PPT presentations, web-links)



**Second meeting**

Date	05/04/2018
Duration	10.00-11.40
Place where the meeting have been conducted	Jékey Mansion Conference room (4754 Géberjén, Tarjáni Építők útja 48, Hungary)


Participants (list of the participants)



Neve	Funkciója	Cím	Aláírás
1. SZABOLCS OS	Előzetes helyi közgyűlés	Interreg Középső Európa	M. M. M.
2. Kócskó István	Előzetes helyi közgyűlés	Interreg Középső Európa	Kócskó István
3. Kócskó István	Előzetes helyi közgyűlés	Interreg Középső Európa	Kócskó István
4. Kócskó István	Előzetes helyi közgyűlés	Interreg Középső Európa	Kócskó István
5. Kócskó István	Előzetes helyi közgyűlés	Interreg Középső Európa	Kócskó István
6. Kócskó István	Előzetes helyi közgyűlés	Interreg Középső Európa	Kócskó István



Neve	Funkciója	Cím	Aláírás
1. SZABOLCS OS	Előzetes helyi közgyűlés	Interreg Középső Európa	M. M. M.

<p>Meeting agenda</p>	
<p>Meeting outputs</p>	<ul style="list-style-type: none"> <li>➤ Introducing project activity A.T2.2 highlighted on D.T2.2.1 State of the art and monitoring system requirements for risk amnagement, reuse, energy performance and on D.T2.2.2 Methodological model for an integrated monitoring plan by PM</li> <li>➤ participants specify components of the monitoring plan for a HBA in Szabolcs 05 region according to the thematic sheet</li> </ul>
<p>Lesson learned</p>	<ul style="list-style-type: none"> <li>➤ support project implementation by local stakeholders</li> <li>➤ LSG members guarantee more innovative result</li> <li>➤ sharing new transnational methods and knowledge with stakeholders</li> </ul>



References to relevant tools presented and/or used during the meeting (signature sheet, pictures or images, PPT presentations, web-links)



## ITALY

### General informations

Project number:	
Project acronym:	BhENEFIT
Partner no:	1
Institution:	Municipality of Mantova

### Local support Group creation and characteristics

How did you identify the organisations/ subjects to be involved? (brief description of the **steps for the identification** of the participants)

The Municipality of Mantova is convinced of the necessity of developing an exhaustive Stakeholder cooperation platform. Mantova is implementing 2 European projects in the field of Cultural Heritage with local groups: Int-herit and BhENEFIT.

For the BhENEFIT project we have set up a local support group and involved internal stakeholders such as Heritage building managers, cultural managers, architects, energy managers, city planners and external relations desk in order to study comprehensive solutions for the management of the historical city. Moreover we have involved external stakeholders in the field of heritage preservation and valorization. One of them is the “Cultural District Le Regge dei Gonzaga” involving municipalities and companies for improving the heritage management at province level. We have also involved the Professional Association of Architects and the Multi utility group taking care of public lighting, waste management and other territorial services. The group meets as a peer reviewer of the project technical developments and will be involved and activator of capacity building activities later on.

Main steps for the selection:

1. STAKEHOLDER ANALYSIS - September desk analysis
2. Internal stakeholders - PARALLEL STAKEHOLDER INVOLVEMENT PATHS DESIGN

September with project teams and UNESCO office

1. External stakeholders - PROJECT PRESENTATION AND CALL FOR ENGAGEMENT

September 28th within FATTI\_CULT festival with a dedicated session; afterward: collection of expressions of interest, selection of participants and related projects; on the desk operation.

<p>Which Subjects are finally involved in the LSG ?</p> <p>(list or represent with a diagram the names/organisations and brief presentation of the backgrounds of the subjects involved)</p>	<ul style="list-style-type: none"> <li>• Internal stakeholders             <ul style="list-style-type: none"> <li>– Heritage building managers;</li> <li>– cultural managers;</li> <li>– architects;</li> <li>– energy managers;</li> <li>– city planners;</li> <li>– external relations desk.</li> </ul> </li> </ul> <p>Municipality offices: design, urban development planning, public works, environment, culture, Unesco, “Sportello Unico”.</p> <ul style="list-style-type: none"> <li>• External stakeholders - Field of heritage preservation and valorization             <ul style="list-style-type: none"> <li>– The “Cultural District Le Regge dei Gonzaga” involving municipalities and companies for improving the heritage management at province level;</li> <li>– Professional Association of Architects;</li> <li>– Municipality multi-utility company “Tea SpA” (public lighting service) and the subsidiary “Mantova Ambiente” (waste collection service);</li> <li>– Municipality in-house agency “Aster” (in charge of several mobility services and public residential building service).</li> </ul> </li> </ul>
<p>How was the detailed scope and expected outputs of the LSG defined? How can you summarize them?</p>	<p>The building of a permanent, multi-level, public and private, multi-discipline group to develop shared intervention protocol, technical instruments and innovative competences. In particular the scope of the LSG is to support the municipality of Mantova in:</p> <ul style="list-style-type: none"> <li>– the identification of the main components of the Mantova Strategy for a sustainable management and preservation of built cultural heritage (analysis of the governance state of the art, needs analysis);</li> <li>– the identification of the main elements of the Unesco perimeter monitoring and managing system.</li> </ul>
<p>Did you define a work plan with the LSG? Please describe the Timeframe for the production of the expected outputs</p>	<p>We defined a workplan that moved from the identification of the scope of the LSG group and could be summarized in the following steps:</p> <ul style="list-style-type: none"> <li>- 2017-2018 - Governance analysis and framework strategy elaboration;</li> <li>- 2018 - Support in innovative software solutions development through consultations and peer reviews;</li> </ul>



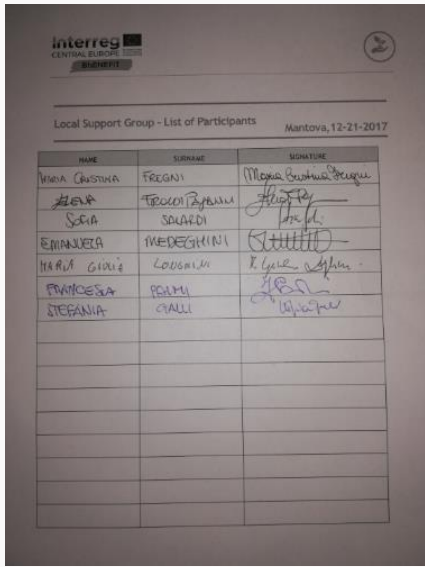
	<ul style="list-style-type: none"> <li>- 2019 - Co-planning and participation to training and capacity building activities.</li> </ul>
<p>How do you relate the LSG to the BhENEFIT project implementation? Please detail the connection and the contribution of the expected outputs to the project activities and outputs</p>	<p>The LSG got involved in the WPT1 and WPT2 activities so far, in particular in the identification of the main elements of the HBA governance system and of the existing data, informations and activities within the city centre; on the interconnections within them.</p> <p>We asked the LSG to focus, analyse and give informations and suggestions about:</p> <ul style="list-style-type: none"> <li>- Problems officials face in the preservation and conservation of HBA;</li> <li>- Problems external subjects face in the intervention on HBA;</li> <li>- Classification of data that could be collected within the Unesco city centre (existing data and data to be provided);</li> <li>- Existing data collection systems and platforms;</li> <li>- Internal management (within the municipality offices).</li> </ul>
<p>How do you plan to relate the LSG to the BhENEFIT project follow-up? Please detail how you plan to work with the LSG after the project conclusion</p>	<p>The BhENEFIT project LSG is part of a wider path which involves all the subjects in the municipality preservation and valorisation of cultural heritage project. In particular thanks to the reflections made with BhENEFIT project we will be able to maintain a constant dialogue with the stakeholders in order to catch needs, suggestions and problems to always ameliorate the usability of our city.</p>
<p><b>Goals of the Group</b></p>	
<p>Description of the activities purpose</p>	<p>Mantova Municipality wants to involve stakeholders acting in the historic city centre in order to implement a participatory approach in the field of culture and sustainable management of Historic Built Areas. The Local Support Group will be involved in T1 activities also in connection with Unesco office activities (revision of Unesco city plan) and T2 activities: the purpose to collect ideas, recommendations, suggestions about management of HBA empowering an holistic and multi-disciplinary approach to HBA.</p>
<p>Description of the Group expectations</p>	<p>The Group takes part to the activities because of the need of a confrontation with all stakeholders (public and private) acting within the historic city centre. The LSG is an opportunity to contribute to city development and to expose different needs and visions.</p>

## Report of LSG meetings

<b>First meeting</b>	
Date	December the 21 <sup>st</sup> 2017
Duration	4 hours
Place where the meeting have been conducted	The Municipality of Mantova building
Invitation	By email
Participants (list of the participants)	<ul style="list-style-type: none"> <li>– Maria Cristina Fregni - Architect PP13 Politecnica</li> <li>– Elena Froidi Paganini - Mantova municipality Public works office</li> <li>– Emanuela Medeghini - Mantova municipality Office for integrated projects and fundraising</li> <li>– Maria Giulia Longhini - Mantova municipality Office for integrated projects and fundraising</li> <li>– Francesca Paini - Mantova municipality - Public works Office</li> <li>– Stefania Galli - Mantova Municipality Cityzens and entrepreneurs public service Office</li> <li>– Sofia Salardi - External expert for Mantova Municipality Office for integrated projects and fundraising</li> </ul>
Meeting agenda	<ul style="list-style-type: none"> <li>• Definition with WPT2 Leader (PP13 - Politecnica) of the pilot area analysis steps;</li> <li>• Presentation of the GIS-platform (visual aspect, cross-check capacity, data interrogation and data access..);</li> <li>• Analysis of historic city centre conservation data management within municipality offices.</li> </ul>
Meeting outputs	<p>A) Thanks to the meeting we decided to focus WPT2 Local Support groups activities on the analysis of sectoral policies and on existing projects within the municipality:</p> <ol style="list-style-type: none"> <li>1. Management of conservation data;</li> <li>2. Events and activities within the municipality;</li> <li>3. Lighting data;</li> <li>4. Buildings sustainability;</li> <li>5. Trade spaces plan;</li> </ol>

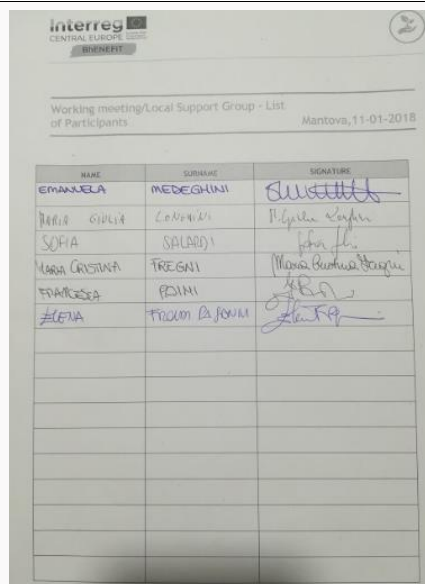
	<p>6. Architectural decay and regeneration.</p> <p>All topics will be analysed in order to study the possible interconnection with BhENEFIT GIS-platform, the possibility to use the available data and the need of new ones.</p> <p>B) We then analysed the first topic (Management of conservation data) taking awareness about internal weaknesses: presence of platforms to collect data but lack in data uploading during past years. BhENEFIT project platform will be implemented with existing data from other databases and new data to be collected.</p>
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Lesson learned	The debate helped to produce consciousness about existing instrument, the importance of a constant monitoring, the surplus the GIS-platform (thanks to the cross-checking permitted) will give to historic city centre analysis.
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References to relevant tools presented and/or used during the meeting (signature sheet, pictures or images, PPT presentations, web-links)	<p>Signature sheet</p> 
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<b>Second meeting</b>	
Date	January the 11 <sup>st</sup> 2018
Duration	3 hours
Place where the meeting have been conducted	The Municipality of Mantova building

Invitation	By email
Participants (list of the participants)	<ul style="list-style-type: none"> <li>– Maria Cristina Fregni - Architect PP13 Politecnica</li> <li>– Elena Froidi Paganini - Mantova municipality Publi works office</li> <li>– Francesca Paini - Mantova municipality - Public works Office</li> <li>– Emanuela Medeghini - Mantova municipality Office for integrated projects and fundraising</li> <li>– Maria Giulia Longhini - Mantova municipality Office for integrated projects and fundraising</li> <li>– Sofia Salardi - External expert for Mantova Municipality Office for integrated projects and fundraising</li> </ul>
Meeting agenda	<ul style="list-style-type: none"> <li>• Analysis of existing/planned events and activities within the municipality: available and missing data;</li> <li>• Analysis of Aster (municipality in-house agency) “Libretti degli edifici” plan (Aster owns buildings energetic data that could be shared in order to build up an useful database to monitoring energetic use;</li> <li>• Interconnection with BhENEFIT</li> </ul>
Meeting outputs	<p>Identification of existing projects currently underway among the Municipality and other subjects which data could be integrated in BhENEFIT GIS-Platform: the four major city festivals associations are collecting data about historical city centre public spaces characteristics in order to create a database of cultural spaces and other useful informations.</p>
Lesson learned	-
References to relevant tools presented and/or used during the meeting (signature sheet, pictures or images, PPT presentations, web-links)	Signature sheet



NAME	SURNAME	SIGNATURE
EMANUELA	MEDEGHINI	<i>[Signature]</i>
MARIA GIULIA	LONGHINI	<i>[Signature]</i>
SOPIA	SALARDI	<i>[Signature]</i>
MARIA CRISTINA	TREGONI	<i>[Signature]</i>
FRANCESCA	PAINI	<i>[Signature]</i>
ELENA	FROLDI PAGANINI	<i>[Signature]</i>

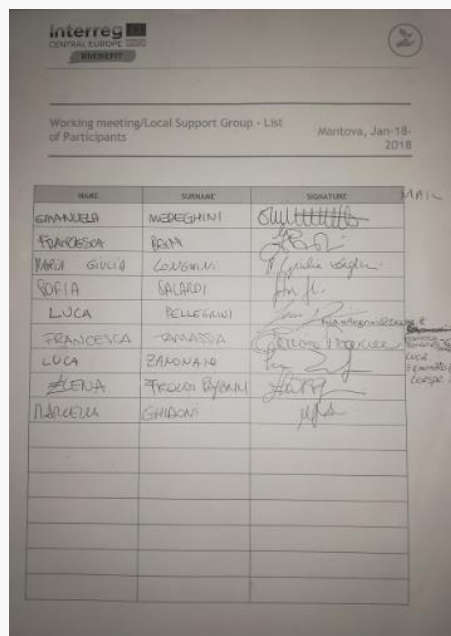
**Third meeting**

Date	January the 18 <sup>th</sup> 2018
Duration	3 hours
Place where the meeting have been conducted	The Municipality of Mantova building
Invitation	By email
Participants (list of the participants)	<ul style="list-style-type: none"> <li>- Elena Froldi Paganini - Mantova municipality Public works office</li> <li>- Francesca Pains - Mantova municipality - Public works Office</li> <li>- Emanuela Medeghini - Mantova municipality Office for integrated projects and fundraising</li> <li>- Maria Giulia Longhini - Mantova municipality Office for integrated projects and fundraising</li> <li>- Sofia Salardi - External expert for Mantova Municipality Office for integrated projects and fundraising</li> <li>- Luca Pellegrini - Tea SPA (Mantova Multiutility Company)</li> <li>- Francesca Tamassia - Tea SPA (Mantova Multiutility Company)</li> <li>- Luca Zanonato - Tea SPA (Mantova Multiutility Company)</li> </ul>

Meeting agenda	<ul style="list-style-type: none"> <li>• Analysis of Mantova lighting plan: available and missing data;</li> <li>• interconnection with BhENEFIT.</li> </ul>
Meeting outputs	<ul style="list-style-type: none"> <li>• Sharing of the state of the art of Tea Spa and Municipality of Mantova lighting plan;</li> <li>• agreement to share lighting plan data in order to be inserted in the BhENEFIT GIS platform;</li> <li>• identification of existing data to be inserted in GIS-platform.</li> </ul>
Lesson learned	<p>The meeting has been the occasion to share BhENEFIT GIS-Platform expected outputs and advantages for the municipality and to benefit from a participatory and shared approach: creating a GIS platform and working together means mutual advantages - Tea SPA will have access to a platform containing different related data now not connected; Mantova municipality will benefit from Tea SPA data that will be inserted in the platform.</p>

Signature sheet


References to relevant tools presented and/or used during the meeting (signature sheet, pictures or images, PPT presentations, web-links



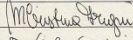
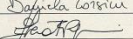
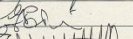
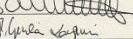
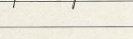

#### Fourth meeting

Date	February the 22 <sup>nd</sup> 2018
Duration	3 hours
Place where the meeting have been conducted	The Municipality of Mantova building
Invitation	By email
Participants (list of the participants)	<ul style="list-style-type: none"> <li>- Elena Froldi Paganini Mantova municipality Public works office</li> <li>- Francesca Painsi - Mantova municipality - Public works Office</li> <li>- Emanuela Medeghini - Mantova municipality Office for integrated projects and fundraising</li> <li>- Maria Giulia Longhini - Mantova municipality Office for integrated projects and fundraising</li> <li>- Maria Cristina Fregni - Architect PP13 Politecnica</li> <li>- Daniela Corsini - Architect PP13 Politecnica</li> </ul>
Meeting agenda	<ul style="list-style-type: none"> <li>• Analysis of municipality urban trade district and unlet spaces plan: characteristics;</li> <li>• possible interconnection with BhENEFIT;</li> <li>• D.T2.2.1 - brief check of the template filled-in.</li> </ul>
Meeting outputs	The meeting helped to focus on the existing urban trade district project in order to focus on possible interconnections with BhENEFIT GIS-Platform: the connection with unlet spaces plan is hard because the plan needs a recurring monitoring in difficult interconnection with GIS-platform use; in addition the data collected are used only inside the administration and cannot be published.
Lesson learned	-
References to relevant tools presented and/or used during the meeting (signature sheet, pictures or images, PPT	Signature sheet & pictures

presentations, web-  
links

**Interreg**   
CENTRAL EUROPE European Union  
European Regional  
Development Fund  
**BhENEFIT**

Mantova - T1  
22 febbraio 2018, ORE 13.00

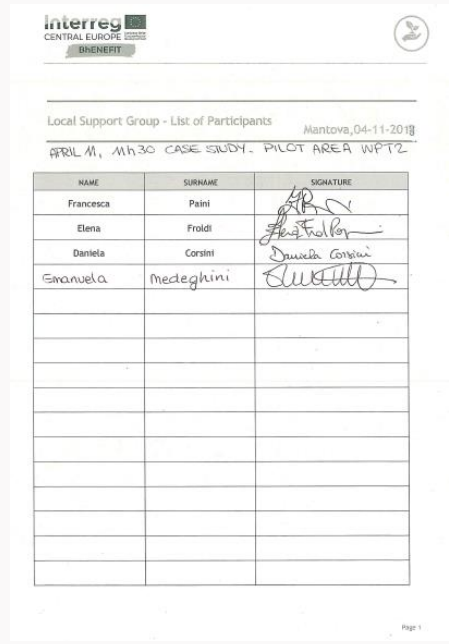
Name	Organization	e-mail	signature
MARIA CRISTINA FREGNI	POLITECNICA	mcfregni@politecnica.it	
DANIELA CORSINI	POLITECNICA	dcorsini@politecnica.it	
ELENA FROLDI PAGANINI	COMUNE DI MANTOVA	elena.froldi@comune.mantova.it	
FRANCESCA PAINI	COMUNE DI MANTOVA	francesca.paini@comune.mantova.it	
EMANUELA MEDREGHINI	COMUNE MANTOVA	emanuela.medreghini@comune.mantova.it	
MARIA GIULIA LOUGHEVI	COMUNE MANTOVA	maria.giulia.loughevi@comune.mantova.it	



**Fifth meeting**

Date	April the 11 <sup>th</sup> 2018
Duration	2 hours
Place where the meeting have been conducted	The Municipality of Mantova building
Invitation	By email
Participants (list of the participants)	<ul style="list-style-type: none"> <li>- Elena Froldi Paganini - Mantova municipality Public works office</li> <li>- Francesca Pains - Mantova municipality - Public works Office</li> <li>- Daniela Corsini - Architect PP13 Politecnica</li> </ul>



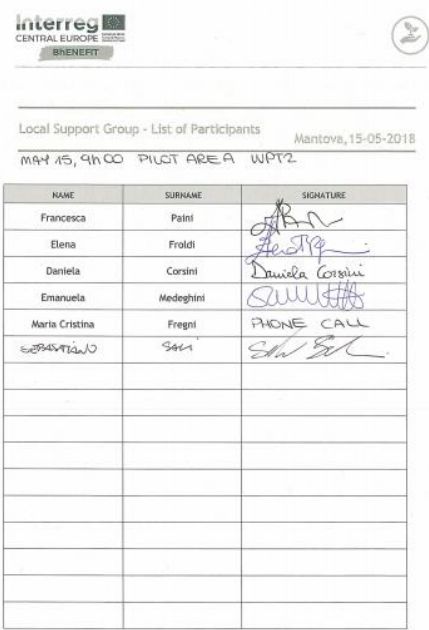
<p>Meeting agenda</p>	<ul style="list-style-type: none"> <li>• Analysis of municipality decay spaces and possible activation of a regeneration plan;</li> <li>• possible interconnection with BhENEFIT;</li> <li>• Mantova municipality speech during CM #3 (Mantova GIS pilot area presentation): ppt presentation check</li> </ul> <p>WEB-GIS platform - Clear definition of:</p> <ul style="list-style-type: none"> <li>– Goals;</li> <li>– Users;</li> <li>– Data to be included;</li> <li>– Final results;</li> <li>– Future developments (after BhENEFIT project ending)</li> </ul>																																																
<p>Meeting outputs</p>	<p>Data about decay spaces within the city are still missing: data will be collected thanks to an interconnection with citizens (a collection system will be implemented in order to involve city stakeholders in the regeneration); data will be then inserted in the GIS-platform. A regeneration plan will be activated.</p>																																																
<p>Lesson learned</p>	<p>-</p>																																																
<p>References to relevant tools presented and/or used during the meeting (signature sheet, pictures or images, PPT presentations, web-links</p>	<p>Signature sheet</p>  <table border="1"> <thead> <tr> <th>NAME</th> <th>SURNAME</th> <th>SIGNATURE</th> </tr> </thead> <tbody> <tr> <td>Francesca</td> <td>Palini</td> <td><i>FP</i></td> </tr> <tr> <td>Elena</td> <td>Frolidi</td> <td><i>E. Frolidi</i></td> </tr> <tr> <td>Daniela</td> <td>Corsini</td> <td><i>Daniela Corsini</i></td> </tr> <tr> <td>Emanuela</td> <td>Medeghini</td> <td><i>EM</i></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	NAME	SURNAME	SIGNATURE	Francesca	Palini	<i>FP</i>	Elena	Frolidi	<i>E. Frolidi</i>	Daniela	Corsini	<i>Daniela Corsini</i>	Emanuela	Medeghini	<i>EM</i>																																	
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Daniela	Corsini	<i>Daniela Corsini</i>																																															
Emanuela	Medeghini	<i>EM</i>																																															

**Sixth meeting**

Date	May the 15 <sup>th</sup> 2018
Duration	2 hours
Place where the meeting have been conducted	The Municipality of Mantova building
Invitation	By email
Participants (list of the participants)	<ul style="list-style-type: none"> <li>- Francesca Painsi - Mantova municipality - Public works Office</li> <li>- Emanuela Medeghini - Mantova municipality Office for integrated projects and fundraising</li> <li>- Maria Giulia Longhini - Mantova municipality Office for integrated projects and fundraising</li> <li>- Maria Cristina Fregni - Architect PP13 Politecnica</li> <li>- Daniela Corsini - Architect PP13 Politecnica</li> </ul>
Meeting agenda	<ul style="list-style-type: none"> <li>- D.T2.1.1 and D.T2.2.2 - last analysis;</li> <li>- D.T2.2.3 - PP1 part revision;</li> <li>- D.T2.3.1 - check and revision of delivery date;</li> <li>- D.T2.3.2 - GIS-expert selection and possible connection among the implementation plan and others Mantova Municipality actions (about historic city centre urban planning);</li> <li>- D.T2.2.4 - Gis-cloud and GIS licences.</li> </ul>
Meeting outputs	<ul style="list-style-type: none"> <li>- D.T2.2.3 - preparation of PP1 slides-final version;</li> <li>- D.T2.3.2 - GIS-expert selection: term of reference definition and possible connection among the implementation plan and others Mantova Municipality actions (about historic city centre urban planning);</li> <li>- D.T2.2.4 - technical specifications approval for the Gis-cloud and GIS licences quote request; phone consultation with the municipality in-house agency (Aster), as hypothetical GIS-cloud and license buyer, and definition of future purchase management.</li> </ul>
Lesson learned	-

### Signature sheet

References to relevant tools presented and/or used during the meeting (signature sheet, pictures or images, PPT presentations, web-links



NAME	SURNAME	SIGNATURE
Francesca	Paini	<i>[Signature]</i>
Elena	Froidi	<i>[Signature]</i>
Daniela	Corsini	<i>[Signature]</i>
Emanuela	Medeghini	<i>[Signature]</i>
Maria Cristina	Fregni	PHONE CALL
SOFIA SALARDI	SALARDI	<i>[Signature]</i>

### Seventh meeting

Date	May the 23 <sup>rd</sup> 2018
Duration	2 hours
Place where the meeting have been conducted	The Municipality of Mantova building
Invitation	By email
Participants (list of the participants)	<ul style="list-style-type: none"> <li>- Francesca Paini - Mantova municipality - Public works Office</li> <li>- Emanuela Medeghini - Mantova municipality Office for integrated projects and fundraising</li> <li>- Maria Giulia Longhini - Mantova municipality Office for integrated projects and fundraising</li> <li>- Sofia Salardi - External expert for Mantova Municipality Office for integrated projects and fundraising</li> <li>- Daniela Corsini - Architect PP13 Politecnica</li> </ul>

Meeting agenda	<ul style="list-style-type: none"> <li>- GIS platform data definition;</li> <li>- GIS platform visual presentation.</li> </ul>
Meeting outputs	<ul style="list-style-type: none"> <li>- Clear and definitive definition of data to be included in the platform</li> </ul>
Lesson learned	-

References to relevant tools presented and/or used during the meeting (signature sheet, pictures or images, PPT presentations, web-links



Signature sheet



**Eighth meeting**

Date	May the 29 <sup>th</sup> 2018
Duration	2 hours
Place where the meeting have been conducted	The Municipality of Mantova building
Invitation	By email

<p>Participants (list of the participants)</p>	<ul style="list-style-type: none"> <li>- Francesca Paini - Mantova municipality - Public works Office</li> <li>- Emanuela Medeghini - Mantova municipality Office for integrated projects and fundraising</li> <li>- Maria Giulia Longhini - Mantova municipality Office for integrated projects and fundraising</li> <li>- Sofia Salardi - External expert for Mantova Municipality Office for integrated projects and fundraising</li> <li>- Roberta Marchioro - Mantova municipality Environmental Office</li> <li>- Elena Froidi Paganini - Mantova municipality Public works office</li> <li>- Daniela Corsini - Architect PP13 Politecnica</li> <li>- Carmelita Trentini - Regge dei Gonzaga</li> </ul>
<p>Meeting agenda</p>	<p>Update about:</p> <ul style="list-style-type: none"> <li>• T2 activities and outputs,</li> <li>• T2 local support group /from December 2017 to May 2018) meetings,</li> <li>• Presentation of web-GIS platform for Mantova pilot area.</li> </ul>
<p>Meeting outputs</p>	<p>Platform presentation to future users (municipality officials and external stakeholder): positive feedbacks</p>
<p>Lesson learned</p>	<p>-</p>
<p>References to relevant tools presented and/or used during the meeting (signature sheet, pictures or images, PPT presentations, web-links)</p>	<p>Signature sheet</p>

**Italy\_MUM** - Local Support Group - List of Participants 29<sup>th</sup> of May 2018

NAME	SURNAME	INSTITUTION	SIGNATURE
DANIELA	CORSINI	POLITECNICA	<i>Daniela Corsini</i>
MICHELA	MAURIELLO	COMUNE	<i>Michele Mauriello</i>
SOFIA	BARBONI	COMUNE MANTOVA	<i>Sofia Barboni</i>
CARMELISA	FRANZINI	REGIONE LOMBARDIA	<i>Carmelisa Franzini</i>
ELENA	FRACCHI	COMUNE MANTOVA	<i>Elena Fracchi</i>
ANNAKSA	TARELLINI	COMUNE	<i>Anniksa Tarellini</i>
FRANCESCA	PATRI	COMUNE	<i>Francesca Patri</i>
STEFANIA	GALLI	COMUNE	<i>Stefania Galli</i>
MARIA GIULIA	LOUGHI	COMUNE TREVISO	<i>Maria Giulia Loughi</i>
ROBERTA	FRACCHIARO	COMUNE MANTOVA	<i>Roberta Fracchiaro</i>
EMANUELA	MEDEGHINI	COMUNE MANTOVA	<i>Emanuela Medeghini</i>

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## SLOVAKIA

### General information

Project number:	1202 CE
Project acronym:	BhENEFIT
Partner no:	PP 2
Institution:	City of Poprad

### Local support Group creation and characteristics

Identification of the subjects involved (brief description of the steps for the identification of the participants)	<ul style="list-style-type: none"> <li>• individual invitations,</li> <li>• phone calls,</li> <li>• bilateral or smaller group meetings,</li> <li>• open call to attract interest and widen participation,</li> <li>• reviews based on existing cooperation</li> </ul>
Subjects involved (list the backgrounds of the subjects that is the civil society backgrounds involved)	<ul style="list-style-type: none"> <li>• Different departments within the local administration,</li> <li>• Elected bodies responsible for the different policy areas connected to the challenge being addressed,</li> <li>• The private sector: public service providers,</li> <li>• Local experts in spatial planning</li> <li>• Local support committees</li> </ul>
List of the subject involved	<p>Relevant departments of the city office:</p> <ul style="list-style-type: none"> <li>○ Spatial development department</li> <li>○ ICT departments</li> </ul> <p>Municipal companies</p> <ul style="list-style-type: none"> <li>○ Energy agency of Poprad</li> </ul> <p>Local experts</p> <ul style="list-style-type: none"> <li>○ Martin Baloga</li> </ul> <p>Academic and research institution</p> <ul style="list-style-type: none"> <li>○ SPECTRA Centre of Excellence</li> </ul>

Expected outputs	<ul style="list-style-type: none"> <li>• General consultation</li> <li>• Preparing of supporting analysis, materials</li> <li>• Cooperation of data collecting</li> <li>• Defining of conclusions and setting the guidelines framework</li> </ul>
Timeframe for the production of the expected outputs	<ul style="list-style-type: none"> <li>• Preparing support analysis for defining the aim of data collection - 1/2018</li> <li>• Data collection reviews - 05/2018</li> <li>• Conclusions and guidelines framework - autumn/2018</li> </ul>
Contribution expected to the network	<ul style="list-style-type: none"> <li>• Reasonable methodology</li> <li>• Data evaluation methodology</li> <li>• Guidelines applicable to other partners and to the local policies and measures</li> </ul>

### Goals of the Group

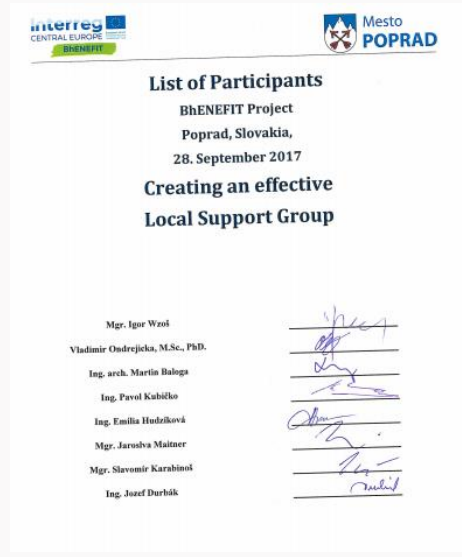
Description of the activities purpose	<p>Main purpose of establishing the local group is to cooperate on research from defining the goal of the project, data collection and evaluating the result. The group consists of partners that cooperate on the city development and the development of the master plan. Master plan is an Act of Binding Force which includes all the policies that may apply to individual and municipal activities/projects. The local support group is supposed to prepare the research methodology so that the resulting guidelines and policies added to the master plan will have meaningful and objective-(scientific)based background.</p> <p>The partners the local support group work on daily base with local authorities involved in planning projects (e.g. Heritage preservation authority, Building control department, Natural preservation authority etc.)</p> <p>The usage of geographic information systems is one of the supporting goals. The research in the project is supposed to based on digital data collection, geoprocessing tools and presentation via web-base GIS portal. The web application and the data should be</p>
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	continuously updated so there will be the possibility of creating the before- and after- application-of-measures-defined-in-guidelines map.
Description of the Group expectations	<ul style="list-style-type: none"> <li>• Implementation of evaluated solution within the project</li> </ul>

## Report of LSG meetings

<b>First meeting</b>	
Date	28.09.2017
Duration	2 hours
Place where the meeting have been conducted	City of Poprad, conference hall
Participants (list of the participants)	<ul style="list-style-type: none"> <li>• Mgr. Igor Wzoš, City of Poprad</li> <li>• Ing. Emília Hudzíkova, City of Poprad</li> <li>• Mgr. Jaroslav Maitner, City of Poprad</li> <li>• Mgr. Slavomír Karabinoš, City of Poprad</li> <li>• Ing. Jozef Durbák, City of Poprad</li> <li>• Ing. Vladimír Ondrejčíčka, SPECTRA CE</li> <li>• Ing.arch. Martin Baloga, Local expert</li> </ul>
Meeting agenda	Establishment of LSG
Meeting outputs	<ul style="list-style-type: none"> <li>• Member list</li> <li>• Recommendation of focus areas</li> <li>• Recommendation of research aims</li> <li>• First draft methodology</li> </ul>

Lesson learned	Integration of different stakeholders
References to relevant tools presented and/or used during the meeting (signature sheet, pictures or images, PPT presentations, web-links)	<p>signature sheet</p>  <p><b>List of Participants</b> BhENEFIT Project Poprad, Slovakia, 28. September 2017 <b>Creating an effective Local Support Group</b></p> <p>Mgr. Igor Wzoí Vladimír Ondrejčka, M.Sc., PhD. Ing. arch. Martin Baloga Ing. Pavol Kubíčko Ing. Emília Hudzíkovič Mgr. Jaroslav Maitner Mgr. Slavomír Karabinskí Ing. Jozef Durbák</p>
<b>Second meeting</b>	
Date	16.11.2017
Duration	4 hours
Place where the meeting have been conducted	City of Poprad, conference hall
Participants (list of the participants)	<ul style="list-style-type: none"> <li>• Ing. Vladimír Ondrejčíčka, SPECTRA CE</li> <li>• Ing. Milan Husár, STU BA</li> <li>• Ing. Marián Špacír, STU BA</li> <li>• Ing.arch. Martin Baloga, Local expert</li> <li>• Mgr. Jaroslav Maitner, City of Poparad</li> <li>• Ing. Slávka Kremnická, City of Poparad</li> <li>• Ing. Stanislav Spišiak, City of Poparad</li> <li>• Ing. Henrieta Pisarčíková, City of Poparad</li> <li>• Ing. Jozef Durbák, City of Poparad</li> </ul>
Meeting agenda	Methodology of the research

Meeting outputs	<ul style="list-style-type: none"> <li>• Specification of focused areas (defined pros and cons)</li> <li>• GIS tools</li> <li>• Data collection methodology</li> <li>• Output specification</li> </ul>
Lesson learned	Finding the best solution for implementation of the proposed activities








Signature sheet and pictures:



**Attendance list**

**BhENEFIT Project**

**Local Support Group Meeting #2 Poprad - November 16, 2017**

Name	Organization	Signature
Miroslav Ondrejčík	SPECTRA CE	
FRÉDÉRIC DURBIN	CITY OF POPRAD	
PALAU HUGER	INRA	
MARTIN ŠPAČEK	ING. MARTIN ŠPAČEK	
MARTIN BALOGA	CITY OF POPRAD	
JANČUK H. J. H. H.	CITY OF POPRAD	
ŠTĚPĀN KĚRMÁČEK	CITY OF POPRAD	

References to relevant tools presented and/or used during the meeting (signature sheet, pictures or images, PPT presentations, web-links








### Third meeting

Date	12.01.2018
Duration	2 hours
Place where the meeting have been conducted	Skype conference
Participants (list of the participants)	<ul style="list-style-type: none"> <li>• Prof. Ing. Maroš Finka, PhD, SPECTRA CE</li> <li>• Ing. Vladimír Ondrejčíčka, SPECTRA CE</li> <li>• Ing. Marián Špacír, STU BA</li> <li>• Ing.arch. Martin Baloga, Local expert</li> <li>• Ing. Jozef Durbák, City of Poprad</li> <li>• Mgr. Michal Labus, City of Poprad</li> <li>• Ing. Slávka Kremnická, City of Poprad</li> </ul>
Meeting agenda	<ul style="list-style-type: none"> <li>• Administrative tasks</li> <li>• Data collection technical details</li> </ul>
Meeting outputs	<ul style="list-style-type: none"> <li>• Finished administrative tasks</li> <li>• Defined new steps for data collection</li> </ul>

Lesson learned	Data collecting management in GIS environment
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References to relevant tools presented and/or used during the meeting (signature sheet, pictures or images, PPT presentations, web-links)	<p>Signature sheet</p>  <table border="1" data-bbox="571 898 1128 1256"> <thead> <tr> <th>NAME</th> <th>SURNAME</th> <th>INSTITUTION</th> <th>SIGNATURE</th> </tr> </thead> <tbody> <tr> <td>Michal</td> <td>Labus</td> <td>City of Poprad</td> <td></td> </tr> <tr> <td>Jozef</td> <td>Ďurbák</td> <td>City of Poprad</td> <td></td> </tr> <tr> <td>Vladimír</td> <td>Ondrejčíka</td> <td>SPECTRA</td> <td>Presented on Skype call</td> </tr> <tr> <td>Martin</td> <td>Balogo</td> <td>Expert</td> <td>Presented on Skype call</td> </tr> <tr> <td>Igor</td> <td>Wzrok</td> <td>City of Poprad</td> <td></td> </tr> <tr> <td>Marián</td> <td>Spacir</td> <td>STUBA</td> <td>Presented on Skype call</td> </tr> <tr> <td>Marián</td> <td>Galajda</td> <td>City of Poprad</td> <td></td> </tr> <tr> <td>Marek</td> <td>Fiska</td> <td>SPECTRA</td> <td>Presented on Skype call</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	NAME	SURNAME	INSTITUTION	SIGNATURE	Michal	Labus	City of Poprad		Jozef	Ďurbák	City of Poprad		Vladimír	Ondrejčíka	SPECTRA	Presented on Skype call	Martin	Balogo	Expert	Presented on Skype call	Igor	Wzrok	City of Poprad		Marián	Spacir	STUBA	Presented on Skype call	Marián	Galajda	City of Poprad		Marek	Fiska	SPECTRA	Presented on Skype call																																
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Marián	Galajda	City of Poprad																																																																			
Marek	Fiska	SPECTRA	Presented on Skype call																																																																		

<b>Fourth meeting</b>	
Date	6.02.2018
Duration	2 hours
Place where the meeting have been conducted	Skype conference

Participants (list of the participants)	<ul style="list-style-type: none"> <li>• Prof. Ing. Maroš Finka, PhD, SPECTRA CE</li> <li>• Ing. Vladimír Ondrejčíčka, SPECTRA CE</li> <li>• Ing. Marián Špacír, STU BA</li> <li>• Ing.arch. Martin Baloga, Local expert</li> <li>• Ing. Jozef Durbák, City of Poprad</li> <li>• Mgr. Michal Labus, City of Poprad</li> <li>• Mgr. Igor Wzoš, City of Poprad</li> <li>• Mgr. Marián Galajda, City of Poprad</li> </ul>
Meeting agenda	<ul style="list-style-type: none"> <li>• Monitoring of implementation</li> <li>• Administrative tasks</li> <li>• Data collection technical details</li> <li>• Software and Hardware requirements for the Project also Procurement services</li> <li>• Publicity - Best Practise video</li> </ul>
Meeting outputs	<ul style="list-style-type: none"> <li>• Monitoring evaluation of so far implementation</li> <li>• Finished administrative tasks</li> <li>• Defined requirements for drone measuring with state regulations</li> <li>• Proposed best HW and SW configurations options for GIS stations</li> <li>• Preparation of BP video proposal</li> </ul>
Lesson learned	<ul style="list-style-type: none"> <li>• Project risks: shortage of time (BP video, Procurement services - administratively difficulties)</li> <li>• Data collecting management in GIS environment</li> <li>• BP video - communication misunderstandings</li> </ul>
References to relevant tools presented and/or used during the meeting (signature sheet, pictures or images, PPT presentations, web-links)	signature sheet



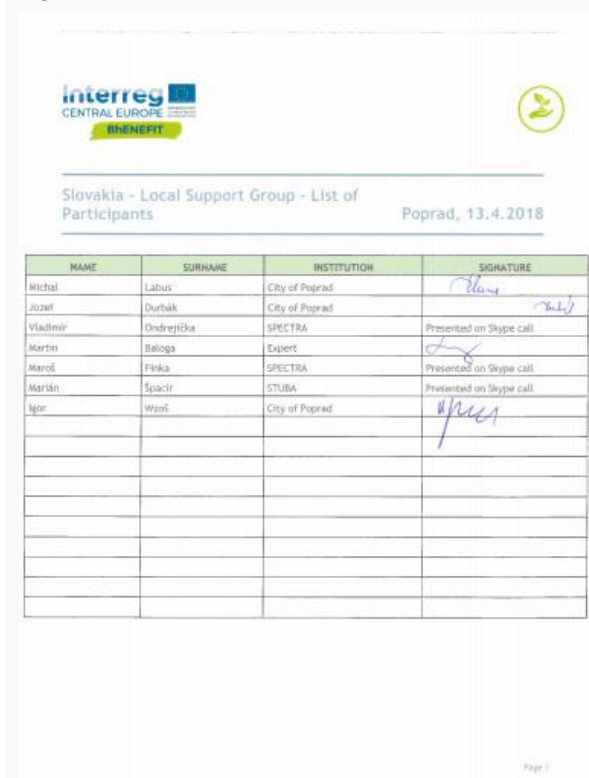
**Fifth meeting**

Date	13.04 .2018
Duration	1,5 hours
Place where the meeting have been conducted	Skype conference
Participants (list of the participants)	<ul style="list-style-type: none"> <li>• Prof. Ing. Maroš Finka, PhD, SPECTRA CE</li> <li>• Ing. Vladimír Ondrejčíka, SPECTRA CE</li> <li>• Ing. Marián Špacír, STU BA</li> <li>• Ing.arch. Martin Baloga, Local expert</li> <li>• Ing. Jozef Durbák, City of Poprad</li> <li>• Mgr. Michal Labus, City of Poprad</li> <li>• Mgr. Igor Wzoš, City of Poprad</li> </ul>
Meeting agenda	<ul style="list-style-type: none"> <li>• Monitoring of implementation</li> <li>• Administrative tasks</li> <li>• Work management - preparation for 3<sup>rd</sup> Consortium meeting in Modena</li> </ul>

Meeting outputs	<ul style="list-style-type: none"> <li>• Monitoring evaluation of meeting agenda</li> <li>• Finished administrative tasks</li> <li>• Presentations for the meeting - discussed content</li> </ul>
Lesson learned	Comprehensive steps within project to be presented in Modena

signature sheet

References to relevant tools presented and/or used during the meeting (signature sheet, pictures or images, PPT presentations, web-links



NAME	SURNAME	INSTITUTION	SIGNATURE
Mitchal	Labus	City of Poprad	<i>[Signature]</i>
Jozef	Durňák	City of Poprad	<i>[Signature]</i>
Vladimír	Ondrejčíka	SPECTRA	Presented on Skype call
Martin	Baloga	Expert	<i>[Signature]</i>
Maroš	Finka	SPECTRA	Presented on Skype call
Martin	Špacír	STUBA	Presented on Skype call
Igor	Wzoň	City of Poprad	<i>[Signature]</i>

**Sixth meeting**

Date	18.05 .2018
Duration	2,5 hours
Place where the meeting have been conducted	Skype conference



<p>Participants (list of the participants)</p>	<ul style="list-style-type: none"> <li>• Prof. Ing. Maroš Finka, PhD, SPECTRA CE</li> <li>• Ing. Vladimír Ondrejčíka, SPECTRA CE</li> <li>• Ing. Marián Špacír, STU BA</li> <li>• Ing.arch. Martin Baloga, Local expert</li> <li>• Ing. Jozef Durbák, City of Poprad</li> <li>• Mgr. Michal Labus, City of Poprad</li> <li>• Mgr. Igor Wzoš, City of Poprad</li> </ul>
<p>Meeting agenda</p>	<ul style="list-style-type: none"> <li>• Monitoring of implementation</li> <li>• Administrative tasks</li> <li>• Results from 3<sup>rd</sup> Consortium meeting</li> <li>• Tasks to be done</li> </ul>
<p>Meeting outputs</p>	<p>Monitoring evaluation of Project implementation              Budget missed expenditures within PR1 and PR2              Preparation of the Budget Realistic forecast              Preparation of the 2<sup>nd</sup> monitoring report:</p> <ul style="list-style-type: none"> <li>• <i>Local governance level</i></li> <li>• <i>National/main governance level &gt; processes/ integration</i></li> <li>• <i>Specific procedures involving public and private sectors on HBA</i></li> </ul>
<p>Lesson learned</p>	<ul style="list-style-type: none"> <li>• Lack of time to cover budget low expenditures within the 2nd period in the frame or last forecast and expectations</li> <li>• Procurement services prepared for all planned tasks</li> <li>• BP video and chronicle video (2nd video) were clarified with PP5</li> </ul>
<p>References to relevant tools presented and/or used during the meeting (signature sheet, pictures or images, PPT presentations, web-links)</p>	<p>signature sheet and pictures:</p>



Slovakia - Local Support Group - List of Participants

Poprad, 18.5.2018

NAME	SURNAME	INSTITUTION	SIGNATURE
Igor	Wozd	City of Poprad	<i>Igor Wozd</i>
Martin	Baloga	Expert	<i>Martin Baloga</i>
Michal	Lalton	City of Poprad	<i>Michal Lalton</i>
Jozef	Durbák	City of Poprad	<i>Jozef Durbák</i>
Vladimír	Ondrejčík	SPECTRA	Presented on Skype call
Marián	Špačír	STUBA	Presented on Skype call
Maroš	Finka	SPECTRA	Presented on Skype call

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## SLOVENIA

### General information

Project number:	CE1202
Project acronym:	BhENEFIT
Partner no:	PP5
Institution:	ICRA

### Local support Group creation and characteristics

<p>Identification of the subjects involved (brief description of the steps for the identification of the participants)</p>	<p>Mailing Phone calls Existing URBACT Local Urban Group members</p>
<p>Subjects involved (list the backgrounds of the subjects that is the civil society backgrounds involved)</p>	<ul style="list-style-type: none"> <li>• Different departments within the local administration: Municipality of Idrija (cultural and social department)</li> <li>• Elected bodies responsible for the different policy areas connected to the challenge being addressed:             <ul style="list-style-type: none"> <li>○ Idrija Mercury Heritage Centre (holistic and sustainable management of UNESCO cultural heritage - national institution)</li> <li>○ City Museum Idrija (presentation of movable and immovable, tangible and intangible heritage)</li> <li>○ Idrija Heritage Centre (touristic promotion and marketing of Idrija's heritage)</li> </ul> </li> <li>• Beneficiaries e.g.: interested citizens</li> </ul>

	<ul style="list-style-type: none"> <li>• Third sector, NGOs, social enterprises, especially those that represent the interests of specific groups or deliver public services:           <ul style="list-style-type: none"> <li>○ 2x NGOs (strategic development &amp; youth involvement organizations)</li> <li>○ SME</li> </ul> </li> </ul>
List of the subject involved	<ul style="list-style-type: none"> <li>- Municipality of Idrija (culture, investments, financing, politics)</li> <li>- Idrija Mercury Heritage Centre (holistic and sustainable management of UNESCO cultural heritage - national institution)</li> <li>- City Museum Idrija (presentation of movable and immovable, tangible and intangible heritage)</li> <li>- Idrija Heritage Centre (touristic promotion and marketing of Idrija's heritage)</li> <li>- 2x NGOs (strategic development &amp; youth involvement organizations)</li> <li>- SME</li> <li>- Other interested citizens</li> </ul>
Expected outputs	<ul style="list-style-type: none"> <li>- Assessment of stakeholder's real needs and problems (implemented by ICRA)</li> <li>- SWOT analysis of existing situation of HBA management</li> <li>- List of proposed improvements possible to implement in short-term (one year) and long-term (several years) period</li> </ul>
Timeframe for the production of the expected outputs	<ul style="list-style-type: none"> <li>- September 2017 - June 2018</li> </ul>
Contribution expected to the network	<ul style="list-style-type: none"> <li>- Proposed improvements and solutions</li> </ul>

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### Goals of the Group

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Description of the activities purpose	<p>By the Local Support Group, we are trying to make a contribution to, first of all, assessment of stakeholder's real need and problems, which would make the firm foundations to plan our work properly at the fist place, and secondly, to see the readiness and needs of the stakeholders and also local politics to improve the existing situation. On the other hand, we are trying to involve the citizens and NGO's views on the situation and to get to know their needs. Here we are luck to be able to join with the already exiting Urban Local Group, which deals manly with these questions and consequently with the urban use renewal. As we now urban use and use of historical urban areas (HUA) are closely linked. And as we saw one of the most important questions about sustainable and holistic approach of management of HUA is to find the right use for involved historical buildings and areas.</p>
Description of the Group expectations	<p>Group expectations follow the activities purpose: to get to now real needs and problems, find if it's possible to find implementable solutions and involve all the relevant stakeholders in the process and the dialogue.</p>

## Reports of LSG meetings

<b>First meeting</b>	
Date	27 <sup>th</sup> October 2017
Duration	1h
Place where the meeting have been conducted	Idrija
Participants (list of the participants)	<p>Ana Ogrič (ICRA)          Jožica Lazar (ICRA)          Tina Lisac (ULG coordinator)          Maja Majnik (Municipality of Idrija)          Cveto Koder (Studio Koder d.o.o. Idrija)          Ivanka Leskovec (Local City community - KS Idrija)</p>

	Tomaž Mivšek (Municipality of Idrija)
Meeting agenda	<p><b>Work on T1 topics:</b> Presentation of project and expected workplan (implementation of interviews of relevant stakeholders)</p> <p><b>Work on T2 topics:</b> Presentation of project topics and expected outputs (GIS and BIM platforms in the fourth pilot areas and possible uses)</p>
Meeting outputs	Informed participants
Lesson learned	-

Attendance sheet, minutes, pictures

References to relevant tools presented and/or used during the meeting (signature sheet, pictures or images, PPT presentations, web-links)



## AUSTRIA

### General information

Project number:	CE1202
Project acronym:	BhENEFIT
Partner no:	9
Institution:	Boku - University of natural resources

### Local support Group creation and characteristics

<p>How did you identify the organisations/ subjects to be involved? (brief description of the <b>steps for the identification</b> of the participants)</p>	<p>For the analyses of the HBA governance in Austria we contacted several experts and stakeholders. The inventory and team of involved experts was completed by local experts from Graz and Bad Radkersburg, who illustrated the issues from an administrative perspective.</p> <p>The local support group was involved via e-mail exchange, phone calls and several meetings in person.</p>
<p>Which Subjects are finally involved in the LSG ? (list or represent with a diagram the names/organisations and brief presentation of the backgrounds of the subjects involved)</p>	<p>Target group type: Local public authority: 9</p> <ul style="list-style-type: none"> <li>• City of Graz (2) Bad Radkersburg (3) as well as administrative members of the municipality (1) and the city council (3).</li> <li>• Regional public authority</li> <li>• Bundesdenkmalamt (1)</li> <li>• real estate management (2)</li> <li>• experts in planning and restoration (1)</li> <li>• Head of community (1)</li> <li>• members of the local tourism organization (3),</li> <li>• Hotel owner and employees (2)</li> <li>• owners of historic buildings in Bad Radkersburg (2).</li> </ul>

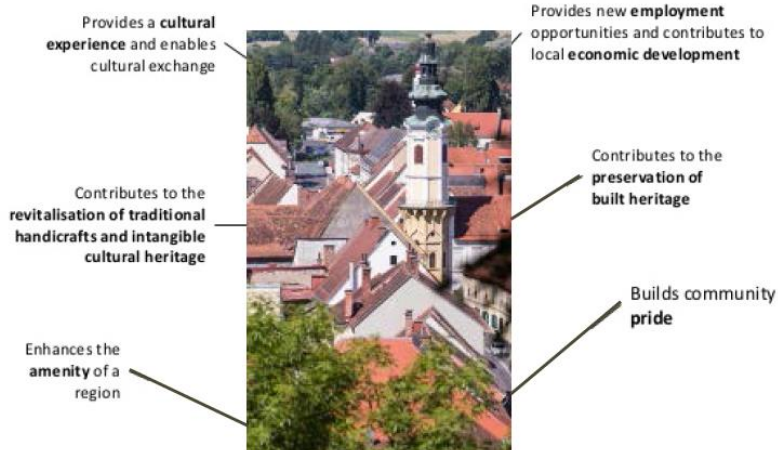
<p>How was the detailed scope and expected outputs of the LSG defined? How can you summarize them?</p>	<p>The expected outcome of to the LSG to engage the city in order to reason together about the need of a HBA management model that is environmentally, economically and socially sustainable:</p> <ul style="list-style-type: none"> <li>• combining the daily maintenance of historic heritage with its preservation and valorization in a sustainable way,</li> <li>• looking for novel solutions to maintain and to use the urban historic areas and optimizing its energy efficiency and sustainable use.</li> </ul>
<p>Did you define a work plan with the LSG?</p>	<p>The LSG will firstly work on the general assessment of HBA governance system at national and local framework in order to support BOKU in the identification of main topics, critical aspects, strengths, needs and opportunities.</p> <p>In parallel with project development, the LSG will work on T2 topics in order to provide useful informations especially for the identification of local features and peculiarities to take into account for a sustainable performance of historic built environments.</p>
<p>How do you relate the LSG to the BhENEFIT project implementation?</p>	<p>The LSG will be an active part of the project contributing in the realisation of assessment about HBA governing principles in the national and local framework; the group will also work on the identification of possible solutions for an efficient HBA management within cities involved.</p>
<p>How do you plan to relate the LSG to the BhENEFIT project follow-up?</p>	<p>The cooperation with certain members of the LSG is already existing. The work defined will produce possible solutions for the improvement of heritage conservation, valorisation and promotion within the region. After the conclusion of Bhenefit project the idea is to go on with meetings in order to</p>

### Goals of the Group

<p>Description of the activities purpose</p>	<p>The general goals of the Local Support Group are to discuss about stakeholder's needs and problems to be shared with the consortium in order to find possible shared solutions; to engage people about the management of HBA in order to ameliorate the existing situation finding shared solutions with an holistic approach; to provide possible benefits of heritage tourism as follow</p>
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## Benefits of heritage tourism



Description of the Group expectations

The Group expectation is to be informed about the general purpose of the activity, to be listened about general needs and problems, to find solutions for the management of HBA.

## Reports of LSG meetings

### First meeting

Date	18.08.2017
Duration	2 hours
Place where the meeting have been conducted	Bad Radkersburg Congress center
Invitation	By phone call
Participants (list of the participants)	<ul style="list-style-type: none"> <li>• Oliver Schmid-Selig - BOKU;</li> <li>• Ulrike Pröbstl-Haider - BOKU;</li> <li>• Franz Brander - City director of Bad Radkersburg.</li> </ul>





### Second meeting

Date	13.11.2017
Duration	2 hours
Place where the meeting have been conducted	Bad Radkersburg Municipality
Invitation	By phone call
Participants (list of the participants)	<ul style="list-style-type: none"> <li>• Oliver Schmid-Selig - BOKU;</li> <li>• Ulrike Pröbstl-Haider - BOKU;</li> <li>• Franz Brander - City director of Bad Radkersburg.</li> </ul>
Meeting agenda	<ul style="list-style-type: none"> <li>• General overview and feedbacks of HBA governance system in Austria, Steiermark region and in the city of Bad Radkersburg;</li> <li>• Presentation of the possibility to realize BIM pilot action in Bad Radkersburg.</li> </ul>
Meeting outputs	First general assessment of HBA management
Lesson learned	-





Place where the meeting have been conducted	Bad Radkersburg Congress Center
Invitation	By phone call
Participants (list of the participants)	<ul style="list-style-type: none"> <li>• Oliver Schmid-Selig - BOKU;</li> <li>• Ulrike Pröbstl-Haider - BOKU;</li> <li>• Franz Brandner - City director</li> <li>• Sonja Ornigg- Head of the Congress Center of Bad Radkersburg;</li> <li>• Helnrich Schimdlechner- Mayor of Bad Radkersburg;</li> <li>• Josef Sommer - Vice Major of Bad Radkersburg.</li> </ul>
Meeting agenda	T2 pilot action in Bad Radkersburg: steps for the implementation of the pilot action
Meeting outputs	Information about steps to be done for the implementation of the pilot action
Lesson learned	-
References to relevant tools presented and/or used during the meeting (signature sheet, pictures or images, PPT presentations, web-links)	<ul style="list-style-type: none"> <li>• Attendance sheet</li> </ul>

