Common borders. Common solutions

"Black Sea Cross Border Cooperation" Programme

Τίτλος Έργου	Project Title
Ολκάς	**Olkas**
Από το Αιγαίο στη Μαύρη Θάλασσα. Μεσαιωνικά λιμάνια – σταθμοί στους θαλάσσιους δρόμους της Ανατολής	From the Aegean to the Black Sea. Medieval Ports in the Maritime Routes of the East

Reference Number : 1.1.2.66884.168

Πρακτικά	**Minutes**
1ης Συνάντησης της Επιτροπής Διαχείρισης	1st Steering Committee Meeting
Θεσσαλονίκη, 29-30 Μαρτίου 2012	Thessaloniki, March 29th – 30th, 2012
Ευρωπαϊκό Κέντρο Βυζαντινών & Μεταβυζαντινών Μνημείων (ΕΚΒΜΜ)	European Centre for Byzantine and Post-Byzantine Monuments (EKBMM)

Thessaloniki
April 2012

1ST STEERING COMMITTEE MEETING
THESSALONIKI

Contents

LIST OF PARTICIPANTS

Name	Organization	Role in the project
Flora Karagianni	European Centre of Byzantine And Post-Byzantine Monuments (E.K.B.M.M.)- *(GR)*	OLKAS Scientific Coordinator
Anastasia Chatzinikolaou	European Centre of Byzantine And Post-Byzantine Monuments (E.K.B.M.M.)- *(GR)*	Project OLKAS Coordinator
Marina Livadioti	European Centre of Byzantine And Post-Byzantine Monuments (E.K.B.M.M.)- *(GR)*	EKBMM Project Manager
Georgia Tavlaki	European Centre of Byzantine And Post-Byzantine Monuments (E.K.B.M.M.)- *(GR)*	EKBMM Accounting Support
Giota Theochari	*Alpha* MENTOR Ltd.	Technical Advisor
Ufuk Koçabas	Istanbul University, Faculty of Letters, Department of Conservation of Marine Archaeological Objects - *(TR)*	Project Manager
Evren Turkmenoglu	Istanbul University, Faculty of Letters, Department of Conservation of Marine Archaeological Objects - *(TR)*	Secretarial Support
Maria Tsiousia	Culture Center of Thessaloniki S.A.- *(GR)*	Project Manager
Evi Ignataki	Culture Center of Thessaloniki S.A.- *(GR)*	Secretarial Support
Seçil Erden	Cultural Awareness Foundation - *(TR)*	Project Manager
Alexander Minchev	Varna Regional Museum of History - *(BG)*	Project Manager
Denitsa Yordanova	Varna Regional Museum of History - *(BG)*	Secretarial Support
Gabriel Gheorghe Custurea	Museum of National History and Archaeology from Constanta - *(RO)*	Project Manager
Irina Nastasi	Museum of National History and Archaeology from Constanta - *(RO)*	Secretarial Support
Sofronios Paradeisopoulos	Branch of Hellenic Foundation for Culture - *(UKR)*	Project Manager
Vareliy Suntsov	Branch of Hellenic Foundation for Culture - *(UKR)*	Secretarial Support
Ketevan Mikeladze	George Chubinashvili National Research Centre for Georgian Art History and Heritage Preservation - *(GE)*	Technical Advisor – Scientific Responsible
Irina Mania	George Chubinashvili National Research Centre for Georgian Art History and Heritage Preservation - *(GE)*	Secretarial Support – Technical Assistant
Victor Arkhipov	Russian National Committee for Black Sea Economic Cooperation - *(RUS)*	Associate
Ismayilov Asif	Administration of State Historical – Architectural Reserve "ICHERISHEHER"- *(AJ)*	Associate

Apologies were received from:

- Natalia Shterbul, Committee for Preservation of Cultural Heritage - *(UKR) / Associate*

- Alexandru Barnea, Institute of Archaeology "V. PARNAN" - *(RO) / Associate*

The 1st Steering committee meeting of project *"OLKAS: From the Aegean to the Black Sea – Medieval Ports in the Maritime Routes of the East"* in order for the partners to meet each other and talk about the project was realized at the Headquarters of European Centre for Byzantine and Post- Byzantine Monuments on 29th March, 2012 at 9:00 o' clock.

Presentations of the partners, photographs and reading material can be found at the end of the minutes in the APPENDIX.

The detailed agenda of the 1st Steering Committee is in APPENDIX I.

In the Kick-off meeting it was decided to continue and to expand the acquaintance between the partners, the project's priorities, the role of each one and the project's objectives. For this reason it has been decided to present OLKAS per Group of Activity (GA) by the GA Leaders using common methodology in order for everyone to understand better the project. The presentations have been prepared in time and given to everyone in advance.

The agenda of the meeting included:

1. Welcome address and introduction of partners

2. Group of Activities presentation

3. Contractual and financial aspects of the project

4. 1st Seminar for the familiarization with EKBMM's multilingual database "Monuments of the Byzantine world"

5. General discussion regarding project implementation

6. Summary and Results of the Meeting

In the meeting was distributed the following material in the form of USB Stick:

1. Special Conditions and all Annexes of the project / Partnership Agreements

2. Application Form and revised budget

3. Black Sea Rules / Implementing Guidelines & Visibility Manual - templates

4. Kick- off Meeting Material / Presentations & Agenda

5. Steering Committee Material / Presentations, Agenda, Time schedule

➔ **Opening of the Meeting and Welcome Address**

- Welcome Address by Flora Karagianni

- Approval of the Agenda

- Introduction of Participants

➔ **Group of Activities presentations**

(All presentations are included at the minutes as APPENDICES)

➢ The project OLKAS: Management & Coordination of the Action (APPENDIX II)

Anastasia Chatzinikolaou, *OLKAS project manager, European Centre for Byzantine and Post-Byzantine Monuments (GR)*

There was an extended presentation of the project (continuing from the presentation held at the Official Opening by Dr Flora Karagianni), and all of it's contents and a brief analysis of all the Group of Activities. It was briefly explained the role of the task leaders and the importance of the Steering Committee's role were briefly explained. Finally the time- schedule and project's indicators were given a tentative look. During the meeting it was noted that the Lead Partner is open to any suggestions from the partners that will contribute greatly to the project effectiveness and enrichment.

> GA1: Ports Listing and Documentation (APPENDIX III)

> **Marina Livadioti,** *Project Manager - European Centre for Byzantine and Post- Byzantine Monuments (GR)*

At the analysis of GA1 instructions were given about the common model of ports listing documentation so that all partners would understand the model that they should follow for the documentation. (Model is attached in APPENDIX III**)** Copyrights have been further discussed

> GA2: Know – How, Experience and Good Practices Exchange (APPENDIX IV & V)

> **Evren Turkmenoglou,** *Istanbul University,Faculty of Letters, Department of Conservation of Marine Archaeological Objects (TUR)*

At the analysis of the GA2 there has been a lot of discussion about the **International Symposium** foreseen for the project where there was given a proposed date and proposed sessions for it (Model is attached in APPENDIX IV**).** All partners have been asked to prepare and send the names of the scholars that will consist the Scientific Committee for the Symposium and also to prepare and send a first list of the participating people.

GA2 was analyzed in detail as it also involves the **Steering Committee meetings**, the seminars and the Educational Missions. Due to the small number of Steering Committee meetings there was a suggestion of using a communication platform like Skype in order to reduce the cost and be more closely connected.

> GA 3: Creation of Cross Board Cultural Tourism Products (APPENDIX VI & VII)

> **Alexander Minchev,** *Varna Regional Museum of History (BG)*

GA3 was analyzed in detail especially for the **documentary production,** as for the best season to start the film, the preferable places in each port, etc and EKBMM was engaged to find the experts to perform this action. Taking into account its cost and national rules, partners have been informed that this will be done after a call for tender. Furthermore, they were asked to support the team who will visit the sites for the film, in terms of providing facilities, if possible, such as accommodation, or securing the permission for photographs and scenes where they are required.

A lot of discussion has been given for the **exhibition organization** about the materials that will be used for the panels, the dates of the exhibitions and the way of transportation of the exhibition from one country to the other with great reference to the cost of the transportation. Also there has been a suggestion by the Bulgarian and Romanian partner to host the exhibition also in the museums of Varna and Constanta as well, if the exhibition is easy to be moved to these counties and the cost will be easy to handle. Varna Regional Museum of History informed that is able to ensure only the premises for the exhibition but has no financial resources to contribute to the transportation as the organization has no further budget to do it. Copyrights have been also discussed.

The **education program – theater game** took a lot of time to be specified among the partners. Ideas were given on what this activity should be and how the partners should collaborate with each other on this activity. There has been a request for extending the dates of this activity .

> GA 4: Visibility of the Action (APPENDIX VIII)

> **Flora Karagianni,** *European Centre for Byzantine and Post- Byzantine Monuments (GR)*

A description for the promotion of the **project's results** and their **sustainability** after the end of the project was the main topic of this GA. Especially it was discussed the website and the role of the documented ports to it so that it will be accessible to the wider possible public.

➔ **Contractual and Financial Aspects** (APPENDIX IX)

Georgia Tavlaki, *OLKAS Financial Manager, European Centre for Byzantine and Post - Byzantine Monuments (GR)*

Giota Theochari, *Technical Advisor - Alpha* MENTOR *(GR)*

The financial aspects of the project and the importance of the financial sector to move in parallel with the project implementation was noted. The foreseen date of 2nd pre-payment was discussed along with all necessary procedures that have to be made to submit this request along with the dates of submission of the necessary by the program reports. It was estimated that under special conditions the next pre-payment will be asked on October 2012**.**

A lot of questions have been asked for the filling in of the time-sheets of the people working for the project and about the travel costs of the project. Further discussion was made about the next narrative report.

The works of the 1st Steering Committee's first day were completed late afternoon and were characterized by significant participation of all partners to the dialogue that followed along with constructive comments and additions.

The session of the 1st Steering Committee Meeting continued the next day on March 30th, 2012 at 11:00 a.m.

➔ **General discussion regarding project implementation**

At this point there has been an extended discussion about the **logo** of the project with the involvement of all partners. Alternative scenarios of the logo have been presented and in the end the discussion was focused on one of the presented versions, that Ms Flora Karagianni has taken up the responsibility to explore furthermore with the collaboration of the graphic designer.

All partners have been informed for the **communication** and **visibility templates** that have to use for any output of the project as compulsory by the Black Sea Program rules.

Finally there has been a discussion for the running **milestones** and the necessary documents that both EKBMM and the partners should sent.

➔ **Summary and Results of the Meeting**

At the end of the meeting and from the discussion with the contribution of all partners several decisions were made concerning the following key-points:

- the validation of selected ports,
- the Symposium,
- the next Steering Committee,
- the documentary,
- the exhibitions,
- the educational program – theater game,

- next report,

- the logo and

- the documents that have to be send by all partners.

DECISIONS

For the validation of selected ports it was decided that all partners have to decide which ports should be documented and that additions can be made but exclusions of already suggested ports to the application form of the project can not be made. The deadline for this action is August 2012, while the documentation of each port should be sent by using the common model by June 2013 in order to be able to register them in EKBMM's multilingual database.

For the Symposium it was decided that due to the shortage of time it should be held at October 2013 and the partners should by May 30th, 2012 sent the names of the scholars that will participate to the Scientific Committee. Also September 2012 was set as the deadline for the List of Participants and the titles of the papers. Furthermore it was agreed that the suggested sessions were going to be thought by everyone and that was room for suggestions and ideas. Finally it was decided that the milestone for the submission of full paper of August 2013 so that will be included in the proceedings was reachable.

For the next meetings is was decided that the suggestion of communication platforms like Skype would be further examined. It was also decided that in case the above mentioned communication could be achieved then the next meeting could be held on March 2013, in Istanbul.

About the documentary EKBMM has taken up the responsibility to inform all partners as soon as the selection of the specialists that that will perform this activity will be made.

About the exhibitions it was decided that KEPOTHE will communicate with all partners for material (photographs, pictures etc.) that could be used for exhibition and that they will inform the partners about the materials that will be used for the exhibition and the size of the panels. The suggestion to move the exhibition also to Varna and Constanta will be further evaluated.

The decisions about the Educational program – theater game was that each partner (Varna, Costanta) can do separately the event that best suit their museum with the crucial collaboration of the Cultural Awareness Foundation from Turkey, which will form the event to be suitable for children. Also it was decided to move the dates of these events both within 2013 (one in the first semester and 1 in the second). The involved partners will collaborate with each other for the best possible results.

The next report will be a narrative report with deadline of May 18th, 2012 for the material that the partners will send to EKBMM.

For the logo it was decided that there some minor changes have to be made to the suggested one. EKBMM will include them and send the logo again to all partners for the final approval.

The following **deadlines** have been given to all partners for the next months activities:

Work Team – Steering Committee Members	15/4/2012
Narrative Report	18/5/2012
Symposium - Scientific Committee (proposals)	30/5/2012

Ports List	**30/8/2012**

EKBMM has taken up the responsibility to prepare and send to all partners the following **documents:**

OLKAS Logo	**05/4/2012**
Updated Partners Contact Details	**05/4/2012**
Updated Time-schedule (GA3 – Activity 3)	**05/4/2012**
Example of Timesheet	**05/4/2012**
Management Guide	**30/4/2012**
OLKAS Leaflet (Draft)	**30/4/2012**

Finally all partners have been asked to fulfill the Assessment Report (APPENDIX X) that was distributed with file given to all partners which included project's material that would be helpful to the 1st Steering Committee.

In APPENDIX XI photographs of the Meeting

APPENDIX

APPENDIX I

Agenda of the 1st Steering Committee Meeting

List of Participants

"OLKAS"
"From the Aegean to the Black Sea"

Medieval Ports in the Maritime Routes of the East

Preliminary Agenda
1st Steering Committee meeting

Thessaloniki , Hellas   **March 29th – 30th, 2012**

Headquarters of European Centre for Byzantine & Post- Byzantine Monuments (EKBMM)

THURSDAY, March 29th

9:00h Welcome Address

Dr. Flora Karagianni, - *Scientific Coordinator of "OLKAS" project, Head, Office for the Promotion of Scientific Research - European Centre of Byzantine and Post- Byzantine Monuments (GR)*

> ➢ Approval of the agenda

 Introduction of participants

10:00-17:00h Group of activities (G of A) presentation

10:00h The Project OLKAS : Management & Coordination of the Action

- Presentation of the project & GA 5

Co-ordinator: Anastasia Chatzinikolaou, *OLKAS project manager, European Centre of Byzantine and Post- Byzantine Monuments (GR)*
- Questions
- Discussion (ALL)

10:45h GA 1: Ports Listing and Documentation

- Presentation of GA 1 (Objectives, Actions, Deliverables, Milestones, Dead-lines)

Co-ordinator: Marina Livadioti, *Project Manager - European Centre of Byzantine and Post- Byzantine Monuments (GR)*

Activity 1: Final ports catalogue

Activity 2: Validation of the selected ports

Activity 3: Documentation of the selected ports

Co- presenters: Flora Karagianni, *European Centre of Byzantine and post- Byzantine Monuments (GR)*

- Discussion of topics, boundary conditions and role by each WP participant (ALL)

11:30-12:00 Coffee Break

12:00h GA 2: Know – How, Experience and Good Practises Exchange

- Presentation of GA 2 (Objectives, Actions, Deliverables, Milestones, Dead-lines)

Co-ordinator: Evren Turkmenoglou, *Istanbul University,Faculty of Letters, Department of Conservation of Marine Archaeological Objects (TUR)*

Activity 1: Symposium

Activity 2: Seminars

Activity 3: Meetings – Educational Missions

Co- presenters: Flora Karagianni, *European Centre of Byzantine and Post - Byzantine Monuments (GR)*

- Discussion of topics, boundary conditions and role by each WP participant (ALL)

12:45h GA 3: Creation of Cross Board Cultural Tourism Products

- Presentation of GA 3 (Objectives, Actions, Deliverables, Milestones, Dead-lines)

Co-ordinator: Alexander Minchev, *Varna Regional Museum of History (BG)*

Activity 1: Documentary production

Activity 2: Exhibition Organisation

Activity 3: Education program – theatre game

Activity 4: Development of project's outputs

Co- presenters: Flora Karagianni, *European Centre of Byzantine and Post- Byzantine Monuments (GR)*
             Maria Tsiousia, *Culture Centre of Thessaloniki S.A. (GR)*
              Irina Nastasi, *Museum of National History and Archaeology from Constanta (RO)*

- Discussion of topics, boundary conditions and role by each WP participant (ALL)

13:30 – 15.00h   Light lunch

15:00h GA 4: Visibility of the Action

- Presentation of GA 4 (Objectives, Actions, Deliverables, Milestones, Dead-lines)

Co-ordinator: Flora Karagianni, *European Centre of Byzantine and Post- Byzantine Monuments (GR)*

Activity 1: Web Site "Maritime routes"

Activity 2: Dissemination of project's outputs

Activity 3: Common future

- Discussion of topics, boundary conditions and role by each WP participant (ALL)

16:00h Contractual and financial aspects

- Presentation of financial and contractual aspects of the project
- Questions

Georgia Tavlaki, *OLKAS Financial Manager, European Centre of Byzantine and Post - Byzantine Monuments (GR)*
Giota Theochari, *Technical Advisor - Alpha* MENTOR *(GR)*

- Discussion (ALL)

17:30h End of first day

| 21.00h Official Dinner at the Restaurant "GYALOS" |

FRIDAY, March 30th

| 09:00-11:00h Seminar |

09:00h Familiarization with EKBMM's multilingual database "Monuments of the Byzantine world"
- Presentation of the multilingual database
- Use of the database by OLKAS project
- Existing data, New data insertion, editing, publication of documented information
- Accessibility to the database, passwords, users

Chrysoula Bekiari, *Foundation for Research and Technology (FORTH) (GR)*

11:00-11:30 Coffee Break

11:30h General Work (with contribution of all partners)
- Communication general rules
- Dissemination of the project results: e.g. press release work, participation to conferences dealing with the project issues…
- Date of next S.C. meeting
- List of deliverables
- List of milestones
- Any other issues and questions

12:30h Summary
   Results and closing of the meeting (Flora Karagianni, Anastasia Chatzinikolaou*)*

13:00h End of the meeting

| 13.00h Short guided tour at Thessaloniki's port |
| 14.00h Lunch at the Greek Tavern "YEDI" |

Free Afternoon

THANK YOU AND HAVE A GOOD WORK!

"OLKAS"
**"From the Aegean to
the Black Sea. Medieval Ports in the
Maritime Routes of the East"**

Project funded by
the EUROPEAN UNION

Black Sea
CROSS BORDER
COOPERATION

1st Steering Committee meeting
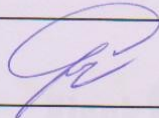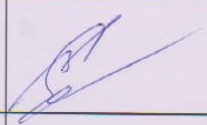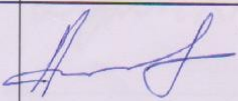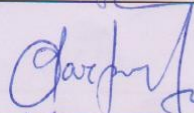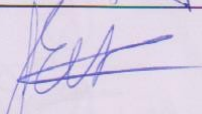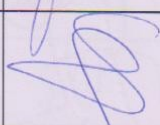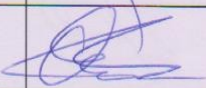
Thessaloniki , Hellas   **Thursday, March 29th, 2012**

**Headquarters of European Centre for Byzantine &
Post- Byzantine Monuments (EKBMM)**

List of Participants

A/A	Name/ Surname	Body	Role in the Project	Signature
1	Ufuk Kocabaş	Istanbul University, Faculty of Letters, Department of Conservation of Marine Archaeological Objects	Project Manager	
2	Evren Turkmenoglu	Istanbul University, Faculty of Letters, Department of Conservation of Marine Archaeological Objects	Secretarial Support	
3	Maria Tsiousia	Culture Center of Thessaloniki S.A.		
4	Evi Ignataki	Culture Center of Thessaloniki S.A.		
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10	Sofronios Paradeisopoulos	Branch of Hellenic Foundation for Culture	Project Manager	

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19	Anastasia Chatzinikolaou	European Centre For Byzantine and Post Byzantine Monuments	Project OLKAS Coordinator	
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"OLKAS"
**"From the Aegean to
the Black Sea. Medieval Ports in the
Maritime Routes of the East"**

Black Sea
CROSS BORDER
COOPERATION

1st Steering Committee meeting
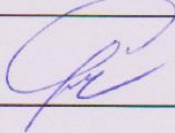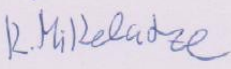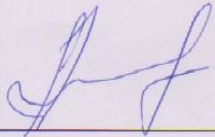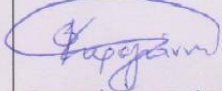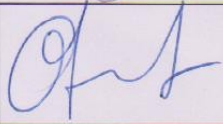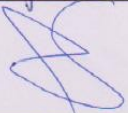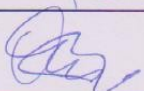
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**Headquarters of European Centre for Byzantine &
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13	Irina Mania	George Chubinashvili National Research Centre for Georgian Art History and Heritage Preservation	Secretarial Support – Technical Assistant	cl.ellania
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22	Giota Theochari	Alpha MENTOR Ltd.	Technical Advisor	

APPENDIX II

Anastasia Chatzinikolaou, OLKAS project manager

European Centre for Byzantine and Post- Byzantine Monuments (GR)

Slide 1:

"OLKAS: From the Aegean to the Black Sea, Medieval Ports in the Maritime Routes of the East

EUROPEAN CENTRE OF BYZANTINE AND POST-BYZANTINE MONUMENTS

Project funded by the EUROPEAN UNION

Slide 2:
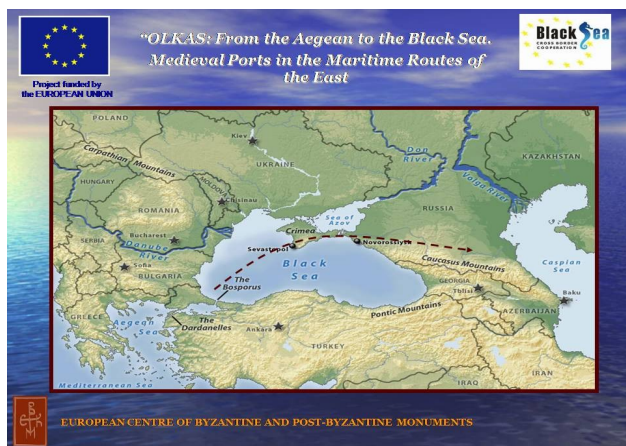
The Project "OLKAS" :

Management & Coordination of the Action

Anastasia Chatzinikolaou,

Architect, Spatial Planner

European Centre of Byzantine and Post - Byzantine Monuments (GR)

OLKAS: *"From the Aegean to the Black Sea" – Medieval Ports in the Maritime Routes of the East"*

Slide 3:

THE IDEA

The project draws its acronym from the homonym commercial Byzantine ship "Olkas".

Region and framework of cooperation

The area of cooperation of the programme lies at the wider region of Black and Caspian Sea.

OLKAS: *"From the Aegean to the Black Sea" – Medieval Ports in the Maritime Routes of the East"*

Slide 4:

THE AIM OF "OLKAS" PROJECT

The wider goal of the project is the creation and establishment of a viable network of inter-state cooperation - among bodies that allocate important past of appreciable collaboration - and which in synergy with other important bodies that are successfully activated in the Black Sea, will record and will project the medieval ports and other important monuments of the area that are related with them, as modern cultural route between Black Sea and Caspian Sea aiming at the increase of economic effect of cultural tourism in the region.

OLKAS: *"From the Aegean to the Black Sea" – Medieval Ports in the Maritime Routes of the East"*

Slide 5:

OBJECTIVES

1. The projection of ports' cultural wealth via the enrichment of knowledge around them.

2. The use, by the participating countries, of shared tools for the documentation of the monuments.

3. The framing of a single cross-border policy for the protection of the cultural landscape and, by extension, the natural environment around the monuments.

4. The promotion of a modern tourism route which will commonly unite and promote them to markets of special interests.

5. The creation of cross-border tourism products and common service standards (thematic routes, documentaries, materials etc).

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Slide 6:

OBJECTIVES

6. The dissemination of expertise and experience, by training competent agencies in each country in issues of cultural management and use of new technologies in the service of cultural tourism.

7. The upgrade of cooperation level and management proficiency of the respective bodies in cultural tourism issues in the wider area in question.

8. The satisfaction of demand from researchers, students and other groups of special interests.

9. The contribution to the social economic and political cohesion of the area.

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Slide 7:

THE NETWORK

The OLKAS network constitutes a factual cooperation of 12 bodies (partners and associates) from 8 countries of the Black Sea

(4) Public Bodies

(2) Research Institutes

(2) Public Bodies (museums)

(3) Bodies governed by public law

(1) University

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Slide 8:

THE NETWORK

Partners	Name of Partner	Country
ENPI Applicant:	European Centre of Byzantine and Post-Byzantine Monuments	Greece
Partner1 / IPA Financial Lead Beneficiary:	Istanbul University, Faculty of Letters, Department of Conservation of Marine Archeology Objects	Turkey
ENPI Partner no 2:	Culture Center of Thessaloniki/ Centre for the Study and Development of the Greek Culture of the Black Sea (Prefecture of Thessaloniki)	Greece
IPA Partner no 3:	Cultural Awareness Foundation	Turkey
ENPI Partner no 4:	Varna Regional Museum of History	Bulgaria
ENPI Partner no 5:	Museum for National History and Archaeology from Constanta,	Romania
ENPI Partner no 6:	Branch of the Hellenic Foundation for Culture	Ukraine
ENPI Partner no 7:	G. Chubinashvili National Research Centre for Georgian Art History and Heritage Preservation	Georgia

OLKAS: *"From the Aegean to the Black Sea" – Medieval Ports in the Maritime Routes of the East"*
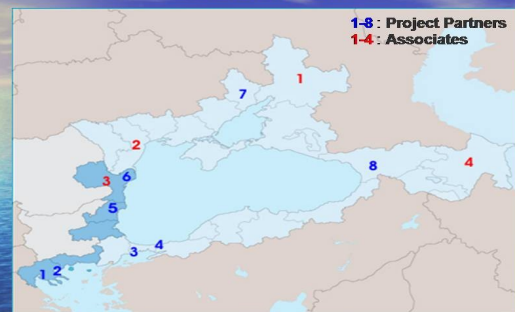
THE NETWORK

Associates	Name of Partner	Country
Associate 1:	Russian National Committee for the Black Sea Economic Cooperation	Russia
Associate 2:	Committee for the Preservation of Cultural Heritage	Ukraine
Associate 3:	Institute of Archaeology "V.Parvan" of the Romanian Academy	Romania
Associate 4:	Administration of the State Historical – Architectural Reserve "Icherisheher" under the cabinet of Ministers of the Republic of Azerbaijan	Azerbaijan

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THE NETWORK

1-8 : Project Partners
1-4 : Associates

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THE PROJECT

"OLKAS: *"From the Aegean to the Black Sea" – Medieval Ports in the Maritime Routes of the East"*

GAs and TIMETABLE

"OLKAS: *"From the Aegean to the Black Sea" – Medieval Ports in the Maritime Routes of the East"*

GAs and TIMETABLE

"OLKAS: *"From the Aegean to the Black Sea" – Medieval Ports in the Maritime Routes of the East"*

EXPECTED RESULTS

- *Creation of a framework for transborder cooperation in order to develop a joint methodology and management tools for the cultural heritage.*

- *Protection and promotion of the monuments and their integration into local plans for spatial development*

- *Development of a joint academic language and joint methodologies*

- *Save cultural landscape and natural environment*

- *Creation of the conditions for the socio-economic development of the region through the vehicle of cultural tourism*

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OUTPUTS

- *Documentation of 32 "old ports"*
- *Documentary production (25 min.)*
- *"Old ports" history (Three exhibitions)*
- *Educational programs - Theatre game (in 2 museums)*
- *Web attractive site: «Maritime routes»*
- *Two seminars*
- *One symposium*
- *One edition*
- *Three contacts with tourist agencies*

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GA5: MANAGEMENT AND COORDINATION OF THE ACTION

This is the 5th of the Project OLKAS Group of Activities and it is a particularly sensitive GA directly connected to the other GAs which aims

- The achievement of the overall objectives of the project
- The know-how exchange and assessment between beneficiaries
- The optimum coordination and management of the project tasks and beneficiaries
- The smooth cooperation between the European Commission (MA) and the project's steering committee.

It consist of 3 Activities:

- Management of activities
- Reporting
- Auditing

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GA5: MANAGEMENT AND COORDINATION OF THE ACTION

The Keys for a successful project are:
- Attractive network,
- Effective management.

Now we have the opportunity to discuss for each GofA:
- Our common work (content – milestones)
- Our methodology
- Our tools
- The competence of partnership
- The plan for the establishment and development of our network

ALTHOUGH WE HAVE TO KEEP THE BASIC LINES OF THE PLANNED PROJECT WE ARE OPEN TO SUGGESTIONS AND INITIATIVES THAT WILL ENRICH THE PROJECT AND WILL MAKE IT MORE EFFECTIVE.

"OLKAS: "From the Aegean to the Black Sea" – Medieval Ports in the Maritime Routes of the East"

GA5: MANAGEMENT AND COORDINATION OF THE ACTION

PARTNERSHIP

The project partnership brings together various actors having different key-roles, and also potential end-users of final products. The project leader (EKBMM), is responsible for main reporting and management actions. All participants should provide the beneficiary for :

- management issues,
- deliverables,
- documents and
- information necessary to successfully carry out this role.

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GA5: MANAGEMENT AND COORDINATION OF THE ACTION

METHODS

To guarantee the best possible achievement of management and coordination actions, two main core boards will be identified:

- Steering committee
- Tasks leaders

THE STEERING COMMITTEE

- The steering committee has the responsibility and the right to make decisions in order to manage the entire project and to secure that the project is conducted and run according to the targets and the time schedule. The steering committee consists of two persons (one + supplementary) from each participant that will participate to all internal meetings.

It is very important for the progress of the project that these persons should stay the same and available till the end.

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Chart Organogram Presentation
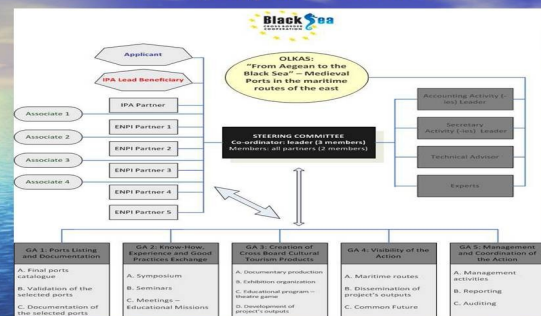
"OLKAS: "From the Aegean to the Black Sea" – Medieval Ports in the Maritime Routes of the East"

GA5: MANAGEMENT AND COORDINATION OF THE ACTION

TASKS LEADERS

For each task, a leader is assigned. The task leader has the following responsibilities:

- to make sure that the targets of the task are established,
- to create motivation and involvement in the task,
- to guarantee the results validation of the task by other partners and
- to carry out synthesis; report results of the task to leader partner

In case you disagree with these arrangements please tell us now.
The role of the Task leader is very important.

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GA5: MANAGEMENT AND COORDINATION OF THE ACTION

PLENARY MEETINGS

The Kick -off meeting is in on going process in order to develop a clear and detailed work plan. Other (2) future meetings will aim to review the work in progress and to plan the actions for the next period.

The members of steering committee will participate to all plenary meetings.

ISTANBUL: 2nd meeting / organizational issues etc. Start 2013

THESSALONIKI: 3rd meeting (and symposium) End 2013

We should all consider the possibility of realizing S.C. meetings through teleconference (e.g. Skype)

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GA5: MANAGEMENT AND COORDINATION OF THE ACTION

PROGRESS REPORTS

Progress reports will be prepared by the project co-ordinator in collaboration with task leaders. Progress reports will include:

- a description of all carried out activities according to the project schedule;
- a review of achieved results, of work delayed, reasons and actions to correct possible problems,
- work planned for the following period,
- resources committed (human resorces, publications, minutes of meetings held.

The first (narrative) progress report we expect to be ready on May 2012.

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GA5: MANAGEMENT AND COORDINATION OF THE ACTION

PROGRESS INDICATORS

The interim report will include a detailed description of main project undertaken activities and actions according to the objectives and to the time-schedule; the foreseen programme scheduled for the rest of the project; the financial statement of expenditure and income at this moment.

An interim expenditure verification will be realised by an external auditor nominated by the beneficiary.

It is crucial because from it's effectiveness the second payment will be approved

We suggest to submit it on October 2012. On the condition that we have spend the 70% of the previous payment (30% of the total budget).

"OLKAS: "From the Aegean to the Black Sea" – Medieval Ports in the Maritime Routes of the East"

GA5: MANAGEMENT AND COORDINATION OF THE ACTION

PROGRESS INDICATORS

The final report will be realised according to the programme Provisions and it will mainly contain:

- a summary of the main achievements and results of the project
- a detailed account of the achieved activities according to the project
- in annex, all relevant documents useful to better show and assess the project results
- the layman's report aiming to inform a larger target group the objectives, the actions and the results of the project
- the final statement of expenditure and income, including
- the expenditure verification carried out by the external auditors.

All deliverables will be written in English: progress reports; interim report; final report.

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GA5: MANAGEMENT AND COORDINATION OF THE ACTION

Activity 1	Management of activities
Co-ordinator of the activity	EKBMM
Participants-Partners	ALL
Description	Effective management of "OLKAS" project
Quantified outputs	- Steering Committee (3) three meetings / in person not through internet - production of a management guide (1) - a copyrights agreement. (1)
Timeschedule	01/2012-12/2013

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GA5: MANAGEMENT AND COORDINATION OF THE ACTION

Activity 2	Reporting
Co-ordinator of the activity	EKBMM
Participants-Partners	ALL
Description	Reporting "on going" evaluation
Quantified outputs	Narrative Progress Report (Every 4 months)/(3) Interim Report (10/2012) Final Report (03/2014)
Timeschedule	05/2012 03/2013 08/2013 10/2012 03/2014

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GA5: MANAGEMENT AND COORDINATION OF THE ACTION

Activity 3	Auditing
Co-ordinator of the activity	EKBMM
Participants-Partners	ALL
Description	For each partner should produce a report for expenditure verification by using as model Annex VII – Terms of reference for an expenditure verification of a grant contract which meets the specific conditions of the Terms of reference.
Quantified outputs	Interim audit report (1) Final audit report (1)
Timeschedule	10/2012 03/2014

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Thank you for your attention

and good work!

"OLKAS: "From the Aegean to the Black Sea" – Medieval Ports in the Maritime Routes of the East"

APPENDIX III

Marina Livadioti, Project Manager

European Centre for Byzantine and Post- Byzantine Monuments (GR)

Slide 1

"OLKAS: From the Aegean to the Black Sea.
Medieval Ports in the Maritime Routes of
the East

Black Sea

EUROPEAN CENTRE OF BYZANTINE AND POST-BYZANTINE MONUMENTS

Slide 2

Ports listing and documentation

Marina Leivadioti,

Archeologist, MSc in Byzantine Archeology

European Centre of Byzantine and Post Byzantine Monuments (GR)

Black Sea

"OLKAS: *"From the Aegean to the Black Sea" – Medieval*
Ports in the Maritime Routes of the East"

Slide 3

Ports listing and documentation

Aim and purpose

- The aim of this group of activities (GA 1) is, through the analysis and record of ports from Byzantine and post Byzantine period of Black Sea, to project in the best possible way their historical and cultural past and constitute the development platform for accurate and true information for whomever it might concern (travelers, researchers, etc) following a common model of documentation .

Black Sea

"OLKAS: *"From the Aegean to the Black Sea" – Medieval*
Ports in the Maritime Routes of the East"

Slide 4

Ports listing and documentation

GREECE (EKBMM)	BULGARIA Varna Regional Museum		TURKEY (Istanbul University)
•Thessalonika	•Cape Kaliakra	•Pomorie	•Istanbul
•Anactoropolis	•Kavarna	•Burgas	
•Chrysoupolis	•Balchik	•Sozopol	
•Cavala	•Kranevo	•Ahtopol	
•Thasos	•Varna		
•Maroneia	•Byala		
•Avdera	•Obzor		
•Anastasioupolis	•Nesebar		

Black Sea

"OLKAS: *"From the Aegean to the Black Sea" – Medieval*
Ports in the Maritime Routes of the East"

Slide 5

Ports listing and documentation

ROMANIA (MINAC)	UKRAINE (Branch for the Hellenic Foundation for Culture)	GEORGIA (G. Chubinashvili)
•Constanta	•Belgorod - Dnestrovsky	•Batumi
•Histria	•Odessa	•Tsikhisdziri - Petra
•Mangalia	•Sevastopol (Chersonesos)	•Gonio
	•Feodosiya	
	•Kerch	

Black Sea

"OLKAS: *"From the Aegean to the Black Sea" – Medieval*
Ports in the Maritime Routes of the East"

Slide 6

Ports listing and documentation

The philosophy of the common model of documentation

Black Sea

"OLKAS: *"From the Aegean to the Black Sea" – Medieval*
Ports in the Maritime Routes of the East"

Slide 7

Ports listing and documentation

Black Sea

"OLKAS: *"From the Aegean to the Black Sea" – Medieval*
Ports in the Maritime Routes of the East"

Slide 8

Ports listing and documentation

Title: (the title of the entry)

1. Name:
- Current name
- Ancient name
- Medieval name
- History of the name

Black Sea

"OLKAS: *"From the Aegean to the Black Sea" – Medieval*
Ports in the Maritime Routes of the East"

Slide 1:

Ports listing and documentation
Title: Christoupolis

1. Name:
- Current name: Cavala
- Ancient name: Neapolis
- Medieval name: Christoupolis
- History of the name

"OLKAS: *"From the Aegean to the Black Sea" – Medieval Ports in the Maritime Routes of the East"*

Slide 2:

Ports listing and documentation
Title: Thessaloniki
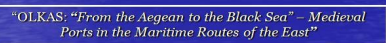
1. Name:
- Current name: Thessaloniki
- Ancient name: Thessaloniki
- Medieval name: Thessaloniki
- Thessaloniki was the half-sister of Alexander the Great and the wife of Kassandros who became a Macrian founder of the city
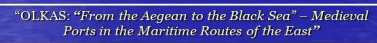
"OLKAS: *"From the Aegean to the Black Sea" – Medieval Ports in the Maritime Routes of the East"*

Slide 3:

Ports listing and documentation

2. Place
- Country
- Geopolitical unit
- Administrative subdivision
- Location

"OLKAS: *"From the Aegean to the Black Sea" – Medieval Ports in the Maritime Routes of the East"*

Slide 4:

Ports listing and documentation

2. Place
- Country: Greece
- Geopolitical unit: Macedonia
- Administrative subdivision: Nomos Thessalonikis
- Location: At the head of Thermaikos Gulf

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Slide 5:

Ports listing and documentation

3. Foundation date

4. Current condition
(number of residents, the role of the site and its importance today, economic role and cultural political role)

5. History

6. Description
(Cultural heritage preserved from the medieval era of the town – building, monuments – short history)

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Slide 6:

Ports listing and documentation

7. Harbor:

8. Fortification:

9. Medieval sites / museums:

10. Textual sources:

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Slide 7:

Ports listing and documentation

11. Bibliography:

12. Links:

13. Visual material:

14. Whiter/date of the entry:

"OLKAS: *"From the Aegean to the Black Sea" – Medieval Ports in the Maritime Routes of the East"*

Slide 8:

Ports listing and documentation

Deadlines:

Validation of the selected ports < August 2012

Documentation of the selected ports < June 2013

"OLKAS: *"From the Aegean to the Black Sea" – Medieval Ports in the Maritime Routes of the East"*
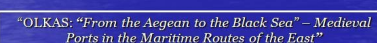
Thank you for your attention

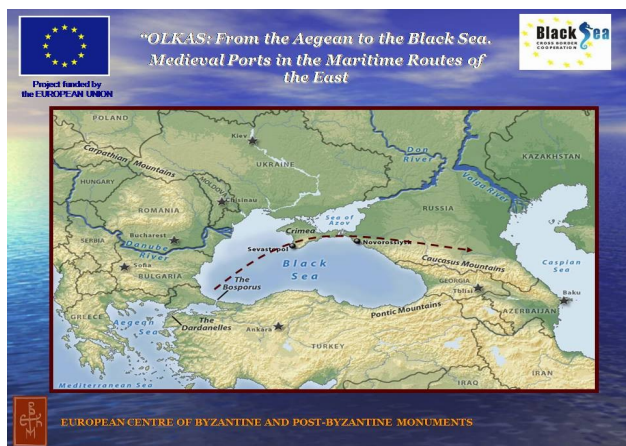"OLKAS: *"From the Aegean to the Black Sea" – Medieval Ports in the Maritime Routes of the East"*

TITLE:	Title of the entry

Name:	
Current name:	
II. Ancient name:	
Medieval name:	
IV. History of the name:	

Place:	
Country:	
Geopolitical unit:	
III. Admini strative subdivision:	
Location:	

2. Foundation date:	

3. Current condition:	(number of residents, the role and its importance today,)

History:	

Description:	(Cultural heritage preserved from the medieval era of the city: standing monuments, excavations)

Harbor:	(**Today:** existence of contemporary port, use etc. **Past:** prosperity period, findings on site, description of the medieval harbor etc. Imported - exported products, trade relations at medieval era)

Fortification:	(date of the original fortification, reconstructions, current situation of the fortification)

8. Medieval sites / museums:	(surviving medieval monuments, visited areas, museums)

Textual sources:	(Written information about the history of the city and the harbor)

Bibliography:	

Links:	Tourist Information

Visual material:	(plans, maps, photos etc from the city and the harbor)

14. Writer/date:	the writer and the date of the entry

APPENDIX IV

Flora Karagianni, Scientific Responsible

European Centre for Byzantine and Post- Byzantine Monuments (GR)

"OLKAS:
From the Aegean to the Black Sea.
Medieval Ports in the Maritime Routes of the East

Dr. Flora Karagianni,
Scientific Coordinator
European Centre of Byzantine and post - Byzantine Monuments (GR)

INTERNATIONAL SYMPOSIUM

Proposed Date:

October – November 2013

PROPOSED TITLE:
From Aegean to the Black Sea.
Medieval Ports in the Maritime Routes of the East

PROPOSED SESSIONS

- 1. COMMUNICATION AMONG THE PORTS
- 2. HISTORY OF THE PORTS
- 3. CULTURAL HERITAGE OF THE PORTS (e.g. castles, harbors)
- 4. THE TESTIMONY OF THE ARCHAEOLOGICAL MATERIAL (e.g. pottery)
- 5. TRAVELS (THE PEOPLE: TRAVELERS, MERCHANTS, PILGRIMS...)

Symposium
International Scientific Symposium

Date: October-November 2013

Committee

1. Scientific Committee
2. Organizing Committee

Deadline for names: 30 May 2012

IMPORTANT DEADLINES

- September 2012: List of participants – Titles of papers
- August 2013: The full text of the paper which will be published in the proceedings

APPENDIX V

Evren Turkmenoglou,

Istanbul University,Faculty of Letters, Department of Conservation of Marine Archaeological Objects (TUR)
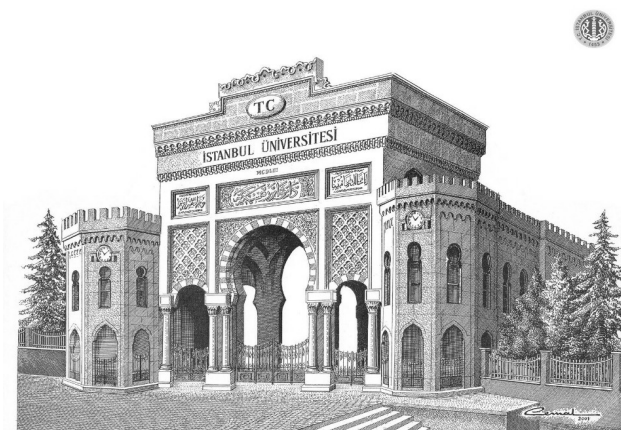
ISTANBUL UNIVERSITY
DEPARTMENT OF CONSERVATION OF MARINE ARCHAEOLOGICAL OBJECTS

- IPA LEAD BENEFICIARY

- IPA PARTNER: CULTURAL AWARENESS FOUNDATION

- IPA (Instrument for Pre-Accession Assistance) is designed to create a single framework and to unite under the same instrument both candidate and potential candidate countries, thus, facilitating the transfer from one status to another.

- The main objectives of IPA are;
  - Strengthening democratic institutions
  - Promotion and protection of human rights and fundamental freedoms and enhanced respect for minority rights
  - Development of civil society
  - Regional and cross-border cooperation

Assignments

Group of Activities 2
(know-how, experience, good practises exchange)

Symposium	Seminars	Meetings, Educational Missions

Objectives

- Maximizing the added value of partners' work through the exchange of know how, experiences and good practices already applied.

Expected Results

- Well organized exchange of information
- Improvement of administrative skills
- Enhancement of knowledge and available materials for tourism use and projection

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Activity 1: Symposium

- Symposium will be organized after completing the programme.

- Participation of experts, academics and local authorities will be provided.

- The results and gathered information regarding the ports will be presented by each partner.

- Documentary will be displayed

- The proceedings of the symposium will be published.

- The proceedings will aslo be published in EKBMM's web site to provide easy public access

---

Activity 2: Seminars

- During the steering committee meetings, short term seminars will be organized in order to improve administrative skills and provide best documentation of the ports and lead its tourism use.

Activity 3: Meeting and Educational Mission

- Organization of steering commitee meetings

- Educational Programmes by Cultural Awareness Foundation

Time Schedule

- Months 13-16: 2nd steering committee meeting and seminar on the use of database.

- Months 21-24: Symposium and proceedings publication

- Istanbul University will also involve in exhibiton organization which will be held in Istanbul between months 21-24

Proposed Halls for Activities in Istanbul

- Istanbul University Central Campus
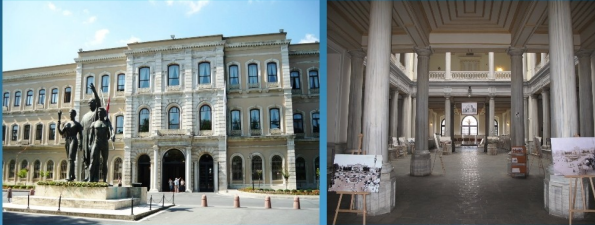
- Rahmi Koç Museum

- Istanbul Archaeology Museum

Documentation of Istanbul Ports
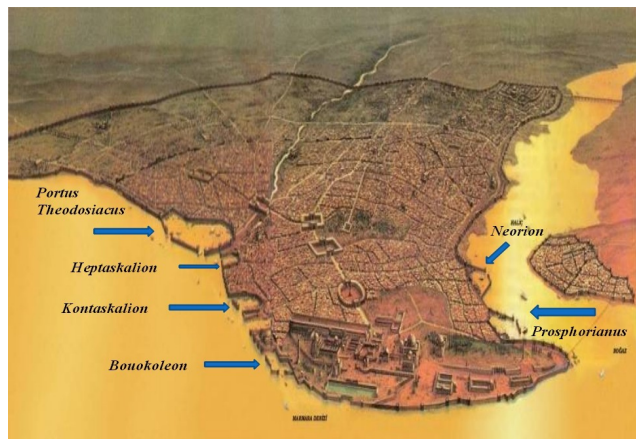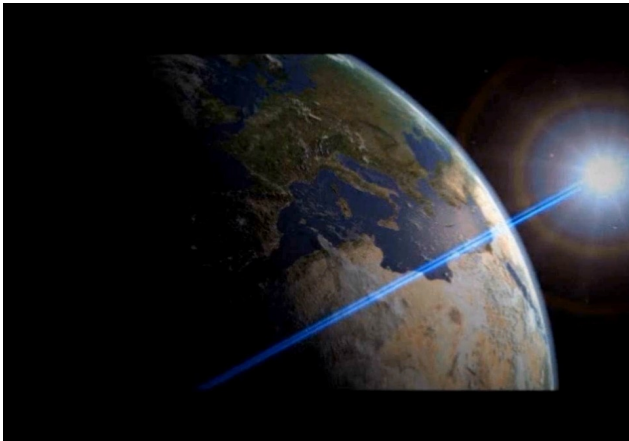
APPENDIX VI

Alexander Minchev,

Varna Regional Museum of History (BG)

Slide 1

Regional Museum of History – Varna

29.03.2012, Thessaloniki, OLKAS Kick-off Meeting

Group of Activities 3:

Creation of cross-border cultural and tourism products

Slide 2

Objective

Creation of sustainable of cross-border cultural and tourist products in order to reinforce the cultural tourism in the target area.

Slide 3

Aims

- Response to the issues of cultural tourism in the area;
- Creation of solutions to the problems of tourism in the target region through the creation of sustainable tourist and cultural products;
- Elaboration of a transnational approach to the development of cultural tourism in the target area.

Slide 4

Partners and their role

Lead Partner for GA 3: Regional Museum of History

Involved Partners: All partners depending on the Activities to take part in.

Slide 5

Activity 1: Documentary Production

Responsible: EKBMM
Participants: All partners
Deliverables: 1 documentary film

Content: Production of a documentary on the medieval ports in the Black Sea basin

Slide 6

Activity 2: Organization of Exhibitions

Responsible: Culture Centre of Tessaloniki
Participants: EKBMM,
Istanbul University,
Branch of the Hellenic Foundation for culture
Deliverables:
1 exhibition on port history in Thessaloniki – Greece (2nd semester 2012)
1 exhibition on port history in Odessa - Ukraine (2nd semester 2013)
1 exhibition on port history in Istanbul – Turkey (2nd semester 2013)

Slide 7

Activity 3: Educational program – theater game

Responsible: Regional Museum of Varna
Participants: Museum for National History and Archeology from Constanta ,
Cultural Awareness Foundation ,
EKBMM
Deliverables:
1 event will be hosted at the Museum of Varna (2nd semester 2013 – to be defined)
1 event at the Museum of Constanta (2nd semester 2013 – to be defined)

Slide 8

Activity 4: Development of project's output

Responsible: EKBMM
Participants: All partners
Deliverables: Basic Publication (20 pages) with main outputs of the project

Content: Visibility and Dissemination of the project results from the GA 3 at local level

Deliverables

1. **Created one documentary of 25 min. in English and into the partners' languages**
2. **Organized exhibitions on ports' history**
3. **Elaborated publication of 20 pages app. on the project outputs and results from GA 3**
4. **Created educational programme through theatre game**

Expected results

1. **Empowerment of the partners' network and team work**
2. **Creation of new channels of communication to promote cultural tourism**
3. **Creation of an innovative approach to the local cultural tourism**
4. **Elaboration of qualitive papers on medieval ports to be used by the third parts**

APPENDIX VII

Maria Tsiousia,

Culture Centre of Thessaloniki S.A. (GR)

Center of Study and Development of the Black Sea

Presentation – Thursday 29/3/2012
- ## Maria Tsiousia
- ## Eugenia Ignataki

[…] (Speaker's presentation) […]

(ppt slide1)
We represent the Center of Study and Development of the Black Sea in Thessaloniki. The Center acts for sixteen years now. It was established in 1996 under the agreement of the Region and of Ministries of Education, Culture, Interior and Foreign Affairs. All these years it acts under the supervision of the Region of Central Macedonia.
Its purpose is, among others, to promote culture through different activities, researches, publications, educational programmes and projects, cross border cultural exchanges.
We cooperate with other cultural and academic organizations, and institutions of public and private sectors in Greece, but also in other countries.
The Centre for Study and Development of the Black Sea has a huge, remarkable, rare and precious archive with books, documents, photographs, maps, gravures, and other historical material.

(ppt slide2)
Our work in this project, we all participate, is to organize an exhibition on Black Sea and north Aegean ports history. The exhibition will present a selection of rare photographs, drawings, gravures, historical nautical maps and other valuable material.

(ppt slide3)
Aim of the exhibition:
A visual "travel" through North Aegean–Black Sea and medieval culture.
We believe that this exhibition will contribute into discovering the characteristics of these ports.

(ppt slide4 istanbul + ppt slide5 nesebar, pomorie)
It will offer visitors an enchanting and educational experience featuring well-known ports (Istanbul) or not so known (Nesebar, Pomorie).

(ppt slide6)
Our objectives are:
Document:
- Ports
- Port cities
- History
- Development
- Maritime life and tradition
- Sights
- Activities
- Culture

PORTS *(ppt slide7)*
The first approach line is ports. Our objective here is to note each port's characteristics, like:
Its geographical setting, its morphology, its orientation (locate the port).
We could also use material that show the terminal facilities of the port (the docks, store buildings, roads or rivers or canals connected to the port).
And we could use maps or other documents which show the access routes to each port.

PORT CITIES *(ppt slide8) + (ppt slide9 Istanbul)*
Second approach is the city or the nearby urban structure surrounding each port. Here we will try to show the
Correlation of the city to port
Neighbouring buildings and condition of streets
And take note of the size of the port in relation to the city.

MARITIME LIFE AND TRADITION *(ppt slide10)*
Through this exhibition we would also like to discover and show
port-related activities (shipbuilding, the markets, fishing, etc…). Activities that had a "key" role to their development.
Also to record crafts and techniques developed through the ports
(workshops, type of boats, used equipment, fishing methods, etc…).

(ppt slide11 odessa)
(the port of Odessa, panoramic view and the old fishing boat)

With documents of the port cities and port activities, we may also understand the relations between the port and the local community and also its impact on the social, economical, cultural conditions of that period. From crafts and techniques, to tradition, legends or even art and literature.

Indicators of change   (*ppt slide12 Thessaloniki*)

Another point that we may search is indicators of change through the historical period we are interested in.
For example, we could:
Observe the coast shape / The changes of landscape through the years (example, the port of Thessaloniki – the chemise).
Also, analyze the development of the port city through the use of historical maps: early structures (archaeological sites), old neighbourhoods, new neighbourhoods.
There may also appear some points which would be good to make a comparison with photographs of present time.

Through all the above, our ambition is to understand the reasons for the existence and development of a port and its city, the activities that revolved around the port, the ports role to culture and economy, the similarities between the ports or their individuality.
Our premium focus is to emphasise the "key" role of the ports as crossroads of trade, art and culture and present the eternal cultural essence that originates from them and connects them. We hope that this exhibition will be a unique testimony of medieval seascapes and medieval heritage.

(ppt slide13)

The exhibition will take place in this year's autumn. About the place of the exhibition, we believe that the Thessaloniki's port would be ideal for the exhibition's implementation, but since it is not officially agreed, we cannot officially state it.

We give our best efforts to collect and present a fine selected and educative material, a sufficient number of documents to get a complete overview of the ports.

During the next months, we are open to any cooperation, any discussion, any ideas and any material that we could work on, so that all together we create a nice exhibition.

We thank you in advance for your precious help and guidance, that would enlighten or enrich our common research and project.

We are also at your disposal.

Thank you very much.

"OLKAS: From the Aegean to the Black Sea – Medieval Ports in the Maritime routs of the East"

**Cultural Center
of Black Sea**

Organize an exhibition on ports history

Aim of Exhibition

**A visual "travel" through
north Aegean-Black Sea
and
medieval culture**

Istanbul

Nesebar   Pomorie
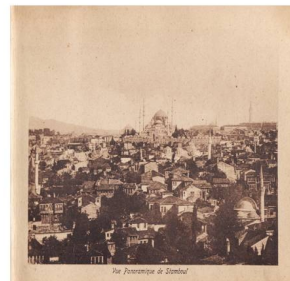
Objectives
Document:

- Ports
- Port Cities
- History
- Development
- Sights

- Activities
- Maritime life & Tradition
- Culture

PORTS

- geographical setting
- morphology
- orientation
- terminal facilities (docks, store buildings, roads or rivers or canals)
- access routes to each port

PORT CITIES

- correlation of the city to the port
- neighbouring buildings
- condition of streets
- size of the port in relation to the city

Urban structure
(Istanbul)

Pont du côté de Galata
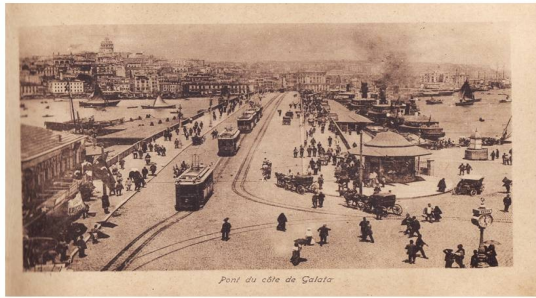
MARITIME LIFE AND TRADITION

- Port-related activities (shipbuilding, markets, fishing, etc...)
- Crafts - Techniques (workshops, type of boats, used equipment, fishing methods, etc...)

MARITIME LIFE AND TRADITION
(Odessa)

ΤΟ ΛΙΜΑΝΙ ΤΗΣ ΟΔΗΣΣΟΥ 1854.
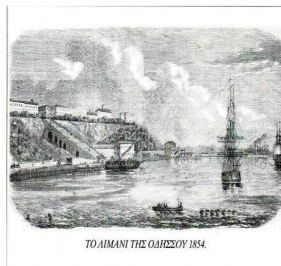
CHANGES OF LANDSCAPE
(Thessaloniki)
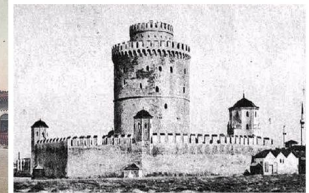
APPENDIX VIII

Flora Karagianni, Scientific Responsible

European Centre for Byzantine and Post- Byzantine Monuments (GR)

GA4: Visibility of the Action

Dr. Flora Karagianni,
Scientific Coordinator
European Centre of Byzantine and Post
- Byzantine Monuments (GR)

"**OLKAS:** *"From the Aegean to the Black Sea" –*
Medieval Ports in the Maritime Routes of the East"

GA4: Visibility of the Action

This is the 4th of the Project OLKAS Group of Activities and refers to all visibility activities that aims to:

✤ the promotion of all project's results to the wider possible public

✤ ensure that the results of our project will be sustainable after the period of the implementation

It consist of 3 Activities:

1) Maritime routes

2) Dissemination of project's outputs

3) Common Future

"**OLKAS:** *"From the Aegean to the Black Sea" –*
Medieval Ports in the Maritime Routes of the East"

GA4: Visibility of the Action

Activity 1	Maritime routes
Co-ordinator of the activity	EKBMM
Participants-Partners	ALL
Description	a website which will host mainly the route to the ports of Black Sea. It will be a pleasant and informative "peregrination" which will work as a navigator for anyone interested in the subject. The ability to link with the database and download important archives – libraries will satisfy the most demanding users. The site itself will also be used as a supportive framework for "OLKAS" project to promote its goals, its partners and mainly its achievements.
Quantified Outputs	OLKAS : "Maritime routes" Web site (1)
Timeschedule	09/2012-12/2013

"**OLKAS:** *"From the Aegean to the Black Sea" –*
Medieval Ports in the Maritime Routes of the East"

GA4: Visibility of the Action

Activity 2	Dissemination of project's outputs
Co-ordinator of the activity	EKBMM
Participants-Partners	ALL
Description	A systematic effort to promote all the outputs during and after the completion of the project. The outputs of the project are addressed to: • Groups of people with specialized interests and namely scholars, libraries, historical archives etc. • The wide public and potential visitors of sites in the Black Sea Basin, people interested in cultural tourism. • Institutions, authorities and agencies involved in the management of cultural heritage, the tourist development of a region and spatial planning. • The private sector and namely agents or individuals involved in the cultural tourism industry.
Quantified Outputs	The project results / products dissemination plan (through the following initiatives, which may be addressed to more than one of the aforementioned targeted groups:) • Conferences held at a national level for the presentation of the project to all interested parties. (1 per partner) • Press releases, publicity through the mass media and announcements in specialized journals. (2 per partner) • links to web sites, related to the cultural heritage or the tourism industry, which will host the national promotional pages of the project. (30) • Printed informative material in English and translated in local languages providing the basic information about the purpose of the project. (in 7 languages)

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GA4: Visibility of the Action

Activity 3	Common Future
Co-ordinator of the activity	EKBMM
Participants-Partners	ALL
Description	Funding for the "OLKAS" Project will make a decisive contribution to completion of a project which has been launched using its own financial resources. The feasibility study and marketing plan for the new Network will propose immediate measures for implementation. It is clear that the Network to be created on completion of the project may have resources which will ensure, at least, its viability, through economic exploitation, perhaps even in commercial terms, of the database and website. An important issue for the future of the initiative will be the effort to link entrepreneurs with tourism interests in the area.
Quantified Outputs	• Feasibility study and marketing plan for the new Network (1 study - EKBMM), • Two networking events with tourism industry (Istanbul, Thessaloniki), • direct contacts with agencies involved in the cultural tourism industry, such as national tourism associations, local authorities, travel agents etc. (target: 3 contacts)
Timeschedule	09/2012-12/2013

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Medieval Ports in the Maritime Routes of the East"

APPENDIX IX

Georgia Tavlaki, OLKAS Financial Manager,

European Centre of Byzantine and Post - Byzantine   Monuments (GR)

Giota Theochari, Technical Advisor

Alpha MENTOR (GR)

Slide 1

"OLKAS: From the Aegean to the Black Sea, Medieval Ports in the Maritime Routes of the East

Project funded by the EUROPEAN UNION

Contractual

&

Financial Aspects

Georgia Tavlaki
OLKAS Financial Manager / European Centre for Byzantine & Post Byzantine Monuments (GR)
Giota Theochari
Technical Advisor / *Alpha* MENTOR (GR)

EUROPEAN CENTRE OF BYZANTINE AND POST-BYZANTINE MONUMENTS

Slide 2

A. OUR ROLE IN THE PROJECT

● **Georgia Tavlaki is responsible for:**
✓ Accounting issues
✓ Payment installment issues

● **Giota Theochari is going to support EKBMM for:**
✓ Financial Reports (Interim & final report)
✓ Other financial issues

"OLKAS: "From the Aegean to the Black Sea" – Medieval Ports in the Maritime Routes of the East"

Slide 3

B. BASIC ASSUMPTIONS

● **Legal Framework that has to be fully understood in order to achieve effective management:**

a) the *Special Conditions* that compete and/or replace several articles of the General Conditions (Annex II)

b) *Annex II – General Conditions applicable to European Community-financed grant contracts for external actions*

c) *the Partnership Agreement* that each body has signed with EKBMM.

d) the *Implementing Guidelines for Grant Beneficiaries*

e) the *Application Form*

"OLKAS: "From the Aegean to the Black Sea" – Medieval Ports in the Maritime Routes of the East"

Slide 4

C. ROLE OF FINANCIAL MANAGER

Financial Manager is the person who handles the financial management of behalf of each body for the project and he/she should be very well informed about the rules that govern the financial issues.

Responsibilities of Financial Manager:
1. Operating of the dedicated to the project's bank account
2. Payment Installments Monitoring
3. Appropriate Bookkeeping
4. Preparation of Reports
5. Preparation of Procurement procedures
6. Request for budget modification

"OLKAS: "From the Aegean to the Black Sea" – Medieval Ports in the Maritime Routes of the East"

Slide 5

C. ROLE OF FINANCIAL MANAGER
Responsibilities of Financial Manager

1. *Operating of the dedicated to the project's bank account*

The bank account should be credited with:
- the amounts transferred by EKBMM,
- amounts representing partners' own co-financing (if the case)
- national co-financing (if the case)

Make sure that all expenditures for the activities are easily identifiable and traced to and within the accounting and bookkeeping system.

ANY CHANGE to the bank account should be notified immediately to EKBMM

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Slide 6

C. ROLE OF FINANCIAL MANAGER
Responsibilities of Financial Manager

2. *Payment Installments Monitoring*

Pre- financing Installment	Amount	Date of installment/ Foreseen date	Actions to be taken	Legal Framework
1st	157,668.17€ (30%)	28/02/2012	All actions have been completed	Special Conditions, Article 4.2 & 4.4
2nd	262,780.29€ (50%)	October 2012	1. Expenditures incurred (funds at 70% at least of the previous payment) 2. Interim Report Approval (Narrative + Financial Section) 3. Consolidated expenditure verification	Special Conditions, Article 4.2
Final	105,112.12€ (20%)	March 2014	1. Final Report Approval (Narrative + Financial Section) 2. Consolidated expenditure verification	Special Conditions, Article 4.2

"OLKAS: "From the Aegean to the Black Sea" – Medieval Ports in the Maritime Routes of the East"

Slide 7

C. ROLE OF FINANCIAL MANAGER
Responsibilities of Financial Manager

3. *Appropriate Bookkeeping (Special Conditions, Article 7.2.16)*

The appropriate accounting and double-entry bookkeeping system shall be run in accordance with the accounting and bookkeeping policies and rules that apply in each partner's country.
Accounts and expenditure relating to the project must be easily identifiable and verifiable.
Accounts must provide details of interest accruing on funds paid by the JMA.

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Slide 8

C. ROLE OF FINANCIAL MANAGER
Responsibilities of Financial Manager
4. *Preparation of Reports (Special Conditions, Article 7.2.4)*

Type of Report	Period Covering	Submission Date	Content	Responsible for preparation
Narrative Progress Report	Every 4 months	05/2012 03/2013 08/2013	Technical Part with no submission of supporting documents	Project Manager
Interim Report	Beginning until the month that 70% of the previous payment has been spent	10/2012 (foreseen)	Technical Part & Financial Section & submission of request for payment supported by consolidated expenditure verification	Project Manager, Financial Manager & Auditors
Final Report	Whole project	03/2014	Technical Part & Financial Section & submission of request for payment supported by consolidated expenditure verification	Project Manager, Financial Manager & Auditors

Reports should be in English, cover the Action as a whole and must conform with ANNEX VI of the Grant Contract
Payment Requests should stand at 70% at least of the previous payment

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C. ROLE OF FINANCIAL MANAGER
Responsibilities of Financial Manager

5. Procurement Procedures (Grant Contract - Annex IV)

Refer to Annex IV - *Procurement by grant Beneficiaries in the context of European Community external actions* for all procedures that have to do with procurement.

Failure to comply with the rules can lead to ineligibility of expenditures.

National thresholds have to be also applied when national procurement rules are also compulsory

"OLKAS: "From the Aegean to the Black Sea" – Medieval Ports in the Maritime Routes of the East"

C. ROLE OF FINANCIAL MANAGER
Responsibilities of Financial Manager

6. Request for budget modification

→ 1st Budget Modification has already been asked and approved.

Correct procedure to ask for budget modification:

Discuss with EKBMM and all partners → Official Request to EKBMM supported by appropriate documentation → Request Preparation by EKBMM → Official Request to JMA by EKBMM

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D. BUDGET HEADINGS & EXPENDITURE ELIGIBILITY

Expenses	Unit	n. of units	Unit rate (in EUR)	Costs (in EUR)*
TOTAL				
PERSONEL				
1.1.5 Project Manager (Partner 5) (part-time 50% over a 24 month period, part-time salary 700,00 euros)	Per month	2*50%	1.400,00	1.400,00
	Per month	22*50%	1.400,00	15.400,00
1.1.6 Assistant Manager (Partner 5) (full-time 100% over a 24 month period, full-time salary 708,33)	Per month	2*100%	708,33	1.416,66
	Per month	22*100%	708,33	15.583,26
1.2.5 Accounting Support (Partner 5) (part-time 25% over a 24 month period, part-time salary 133,33)	Per month	2*25%	533,32	266,66
	Per month	22*25%	533,32	2.933,52
SUBTOTAL				36.999,84
TRAVEL				
2.1.1 Travel in Thessaloniki's Meeting				2.816,00
Travel expenses for 2 persons from the body from Romania to Greece	per person	2	700,00	2.800,00
Per Diem for 2 persons from the body from Romania for 2 days	per day	4	222,00	
2.1.1. Travel in Istanbul's Meeting				1.324,00
Travel expenses for 2 persons from from Romania to Turkey	per person	2	400,00	800,00
Per Diem for 2 persons from the body from Romania for 2 days)	Per day	4	131,00	524,00
2.1.2 Travel for Symposium in Thessaloniki	Per travel			2.732,00
Travel expenses for 2 persons from the body from Romania to Greece	per person	2	700,00	1.400,00
Per Diem for 2 persons from the body from Romania for 3 days	Per day	6	222,00	1.332,00
SUBTOTAL				6.344,00
OFFICES				
4.3 Furniture and office supplies	Per month	3	306,45	919,35
SUBTOTAL				919,35
SUBCONTRACTED SERVICES				
5.3 Costs for expenditure verification**	Per service	0	0,00	0,00
5.5 Translation, interpreters	Per page	125	20,00	2.500,00
5.7.5. Educational program - theater game organization	Per event	1	1.500,00	1.500,00
SUBTOTAL				4.000,00
TOTAL				48.263,19
ADMINISTRATIVE COSTS (7%)				3.080,64
GRANT TOTAL				51.343,83

D. BUDGET HEADINGS & EXPENDITURE ELIGIBILITY

a) Human Resources:

It involves personnel costs for the time spend on carrying out the project activities in accordance with the application form.

The calculation of the cost of an employee includes the following:
- ❑ Gross salaries
- ❑ Social security costs
- ❑ Other remuneration-related costs

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D. BUDGET HEADINGS & EXPENDITURE ELIGIBILITY

a) Human Resources

When reporting staff salaries and associated costs make sure of the following:

- ❑ The calculation has to be based on the actual salary rate (staff's gross salary + employer's charges in accordance with national legislation) and must exclude any administration overheads.
- ❑ If the staff members work less than 100% of their actual working time for the project, the calculation must be based on the hourly rate resulting from the actual salary rate divided by the total number of hours worked by the staff member for the beneficiary or partner (as registered in the organisation"s time recording system). This hourly rate is then multiplied by the number of hours actually worked on project activities.
- ❑ Detailed proofs should be provided, specifying, for each staff function the eligible amount for salary (per month) and the eligible amount corresponding to the employee and to employer"s contributions paid (per month), split on the reported Payment Orders.

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D. BUDGET HEADINGS & EXPENDITURE ELIGIBILITY

a) Human Resources

A short description of tasks for each day is recommended

Only paid hours can be included in time sheets

Timesheets have to be signed by the employee and the project manager

TIMESHEET			
Name of the Organisation:			
Contract No.			
Project Name			
Name of the expert:			
Position			
Month:		Year:	
Day	Description of Activities Performed	Hours or Days Worked	Place of Performance
Total			
Total hours or days			
Date, Signature of the Expert		Date, Signature of Project Manager	

"OLKAS: "From the Aegean to the Black Sea" – Medieval Ports in the Maritime Routes of the East"

D. BUDGET HEADINGS & EXPENDITURE ELIGIBILITY

a) Human Resources

For the justification of the salaries the following documents must also be provided:
- ❖ employment contract ;
- ❖ pay roll;
- ❖ pay – slips;
- ❖ job description with the specification of the time spent for project activities, if applicable;
- ❖ time sheet ;
- ❖ proofs of payment: cash book, payment orders, statements of account, list with identification of card accounts – where the salaries are transferred on cards, etc

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D. BUDGET HEADINGS & EXPENDITURE ELIGIBILITY

b) Travel

Transportation costs: Use the most economic form of transportation but keep in mind that the principle of economy requires that the resources used shall be made available in due time, in appropriate quantity and at the best prices.

Per diems: cover the accommodation, meals, local travel and miscellaneous expenses.

Supporting documents for travel and subsistence costs (invoices, transportation tickets, boarding passes, agendas of meetings, list of participants, materials, photographs, etc) .

Attention: Any subsistence costs for external experts should be described in their contract and included under budget heading: Subcontracted Services.

"OLKAS: "From the Aegean to the Black Sea" – Medieval Ports in the Maritime Routes of the East"

D. BUDGET HEADINGS & EXPENDITURE ELIGIBILITY

c) Offices

Involves mainly the expenditures for the exhibition implementation. It refers to small expenditures that can not be integrated to Personnel costs or other budget categories as printings and translations etc. In general these expenditures have been thought to refer to expenditures as maintenance e.g. in current tableau, electricity, lighting etc.

D. BUDGET HEADINGS & EXPENDITURE ELIGIBILITY

d) Subcontracting Services

Includes all the costs deriving from the service contracts for the purpose of the project (professional experts, organization of meetings and symposiums, etc.) and other costs deriving directly from the Grant Contract requirements (dissemination activities – promotional material, evaluation costs, expenditure verification, translations etc.)

Supporting documents: award procedures, contracts, invoices, proofs of delivery of services, deliverables, photographs, proofs of payment etc.

D. BUDGET HEADINGS & EXPENDITURE ELIGIBILITY

e) Administrative Costs

Is a flat rate of 7% maximum that covers the indirect costs of the action and for which you do not need to provide supporting documents.
Eligible costs for this category are: administrative service, bookkeeping, salary administration , postal/telephone services, copying, office supplies etc.

Value added Tax: VAT is considered as eligible costs **only** when you can show that you are not able to reclaim it.

JMA HAS THE RIGHT TO REQUEST THE PROJECT'S SUPPORTING DOCUMENTS WITHIN 7 YEARS AFTER THE PAYMENT OF BALANCE

E. AUDIT

All partners should have either :
a) Designated controller (EU Member States) or
b) Approved auditor (Partner Counties)
Each partner through it's auditor should produce a report for expenditure verification by using as model Annex VII - *Terms of reference for an expenditure verification of a grant contract* which meets the specific conditions of the Terms of reference.

This audit report should accompany :
- request for further pre-financing payments
- final report

F. WHAT WE NEED FROM YOU AND WHEN

Type of Report	Narrative Report
Form Type	Implementing Guidelines/ A05 Narrative Progress Report
Responsible Person	Project Manager
Period	02/01/2012 – 30/04/2012
Content	Report all the activities that have taken place during the above mentioned period, the problems that you have encounter etc.
Date of Submission to EKBMM	18/05/2012
Date of Submission to JMA	28/05/2012

Thank you for your attention

APPENDIX X

Assessment Report

Project funded by
the EUROPEAN UNION

ASSESSMENT REPORT

Express your opinion!

In order to assess our common work, please fill in this report.

A. MEETING ORGANIZATION

EXCELLENT	VERY WELL	WELL	SATISFACTORY	BADLY
☐	☐	☐	☐	☐

B. MATERIAL – INFO FOR THE FRAMEWORK (Black Sea Basin 2007-2013)

EXCELLENT	VERY WELL	WELL	SATISFACTORY	BADLY
☐	☐	☐	☐	☐

C. INFORMATION ABOUT PARTNERS AND NETWORK

EXCELLENT	VERY WELL	WELL	SATISFACTORY	BADLY
☐	☐	☐	☐	☐

D. PROJECT AND GROUP OF ACTIVITIES INFORMATION

EXCELLENT	VERY WELL	WELL	SATISFACTORY	BADLY
☐	☐	☐	☐	☐

E. DIALOG

EXCELLENT	VERY WELL	WELL	SATISFACTORY	BADLY
☐	☐	☐	☐	☐

F. REMARKS - COMMENTS:

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Name: ....   **Signature:** ....

Thank you for your cooperation!

APPENDIX XI

Photos