

Project: TwinRegion

Minute: Katarína Hallová (KH)

Date: April, 4, 2011 Time: 10am – 1.10.pm

Participants: Zoltán Rózsa (ZR), Stanislav Filip (SF), Katarína Hallová (KH), Silvia Švecová (SiS), Marína Nižňanská (MN), Thomas Prorok (TP), Alexandra Schantl (ASCH), Bernhard Krabina (BK), Marcel Gencgel, Bernadette Malz (BM)

Excused:

TOP	Single subject, contents	Agreement	Who?	When?
AP1 Information	Elaboration and Implementation of Website	Project website at www.twinregion.kdz.eu was introduced. It was agreed to obtain a site domain www.twinregion.eu or www.twin-region.eu for the final version of the project website. A suggestion to upload internal project documents to the site for project team members to work with electronically was met with support. In result, team members will be sent access information.	BK/CRR	April 11
AP1 Information	Project Information Sheet	First draft is being prepared by KDZ and will be sent to CRR for reviews and translation Final version to be ready by the end of the month.	ASCH/KH/SIS	April 8/April 30
AP3 Study	Interview Guideline	First draft of the guideline was revised. Team members expressed concern related to budgetary questions. In conclusion, an additional form for budgetary questions dealing only with relevant activities will be prepared. Interview Guideline suggestions to be updated based on conclusions of the team meeting.	BK CRR/KDZ	April 11 April 8
	List of Interview Partners	Project team members were presented the modified list of possible areas of cooperation. It was agreed that interview partners would obtain the list before the actual interview. List of Interview Partners from the city of Bratislava was presented. It will be followed up with list of partners from surrounding cities/municipalities and strategic partners. List of Interview Partners from the city of Vienna, surrounding cities and strategic partners to be finalized.	BK CRR KDZ	April 19 April 19

	Interviews	Preparatory works to be started with addressing interview partners and sending out basic information packages. The interviews to be conducted at the end of April / beginning of May in order to finish interviewing partners by mid of May and incorporate the results into the Study – present findings at the May 31 workshop.	CRR/KDZ	April / May
	Table of Contents / Study	It was agreed to follow the initial structure of the study. Based on overview of the interview information the final structure will be determined.	CRR/KDZ	May
	International Best Practices	(see “Fiche for International Best Practices”) The goal is to find cooperation practices that fit the project, elaborate co-operational standards.	KDZ	
		CRR to contribute with more examples of international best practices, include OECD examples.	CRR	April 15
		It was suggested to check for specific projects within the organizations presented as examples for best practices and look for implementation of specific projects.	CRR/KDZ	April 19
		First draft of assessment structure to be prepared and sent for revisions.	KDZ	April 11
	Theoretical Background	First draft to be prepared and distributed to project team members.	CRR	April 11
		Working group of expert team members to meet and discuss theoretical background and best international practices (Bratislava, 10am, VŠEMvs)	CRR/KDZ	April 19
AP3/ AP4	Working plans	Working plans to be updated and finalized, distributed to project team members.	CRR	April 15

Next meeting: May, 12, 2011, 10am-1pm, Bratislava (VŠEMvs)