**PREPARE Group Meeting**

**25th May 2019, Lisbon, in synergy with EduZWaCE meeting**

**MINUTES of the meeting**

**Participants:** Peter Glavič, Thomas Schoenfelder, Pavel Ruzika, Oihana Hernáez, David Camocho, Aida Szilagyi, Mihaela Labosel, Barbara Hammerl,

The Meeting started at 12:00 EEST and was led by the Secretariat. The main topics discussed:

1. PREPARE information and communication

2. Project proposals in 2018 – 2019

3. Prepare future project proposals

4. ERSCP Round Table 2019 in Barcelona –Prepare Workshop

5. Next Prepare Core Meeting

6. Prepare Networking

1. **PREPARE information and communication**

Aida asked feedback from participant members regarding performance of the new Secretariat

* The email addresses shall be reviewed and include new recipients (Barbara) –
* Check Prepare mail and contact list included in the website
* Check the functions of the website, if needed claim expert help, the functionalities should include automatic transfer of news as emails to all members in the contact list
* The Newsletter should be quarterly –for this purpose the Secretariat should ask selected partners to send news every four months. The newsletter should be released on LinkedIn and FB,
* Secretariat should check the Prepare group profile on LinkedIn, 85 participants
* More synergies between Prepare and EREK should be identified
* The leaflet of Prepare has been printed and shared with participants
1. **Project proposals in 2018 – 2019**

Aida reported about the work done during year 2018 and 2019

 2 projects proposals were submitted on Erasmus, including four Prepare members and a new aspiring members which is the NCPC S

Presently, four Prepare members are involved in KATCH-e project; Knowledge Alliance on Product-Service Development towards Circular Economy and Sustainability in Higher Education and 8 Prepare members are involved in the Erasmus +, Strategic Partnership project EduZWaCE, Education for Zero Waste and Circular Economy.

1. **Prepare future project proposals**

It has been agreed we will have two project proposal on ERASMUS PLUS

- Smart cities - including national organisation in the project – Barbara

- SDGs in companies - Aida – gamification, incentives, games

- Design for circular economy, product service

**Available financing at the moment**

ELENA – PROGRAM on smart cities and regions – analysis should turn into investments projects = project development assistance on Horizon 2020, maybe is working at the international level

Pavel will send a link and provide more information

SPIRE – maybe too ambitious

GULBENKIAN FOUNDATION – founding program – David will provide info

**Interreg Europe**, focused on improving the development and implementation of regional policies.

Eligible entities from all 28 EU Member States, Norway and Switzerland as full members of the programme.

Priority axes are:

* Strengthening research, technological development and innovation
* Enhancing the competitiveness of SMEs
* Supporting the shift towards a low-carbon economy in all sectors
* Protecting the environment and promoting resource efficiency.

More information: <https://www.interregeurope.eu/projects/apply-for-funding/>

The call opens on 7 May and closes on 22 June 2019.

1. **ERSCP Round Table 2019 in Barcelona –Prepare Workshop**

Prepare intends to organize a workshop at ERSCP Barcelona 2019 on Smart Cities at the request of the Austrian Ministry. .

For this purpose an abstract has been provided and accepted, to the ERSCP organisers. Following Jaco's Quist recommendation we should have a DIALOGUE SESSION, meaning 90 minute sessions featuring paper presentations with a specific thematic focus, project presentations, panels, discussions or one workshops related to the conference theme. It has been advised to include non-academic participants and innovative formats. A dialogue session may be prepared and submitted by an external session organizer and does not require the submission of full papers.

Topics proposed for Barcelona Prepare Workshop Exchange of experiences in the field- of:

- Urban energy resources and circular economy in cities, sustainable cities, closed cycles

- Paper should be presented as introduction into the workshop – Hans

- Other related abstracts on the similar topic shall be selected and speakers invited to participate in the workshop - with Jaco’s help

- Prepare members to contribute in the workshop (Maria, Arne, Oihana, Peter, HANS, Christina, Aida)

- Aida will handle minute of San Sebastian workshop on Smart City to Barbara for inspiration

- Dialogue concept – 2 tables, three topics, and inputs, people switch between the tables

- Facilitator from each table to be from Prepare – graphic recording

- Propose topics and questions for discussions, define three challenges

- Select a challenge and work on the solutions – Peter proposed plastic in cities

- Aida will consult Jaco about how to advertise the workshop –

- Barbara will issue the Agenda and circulate it among members

1. **Next Prepare Core Meeting**

The Core Prepare meeting could take place in synergy with:

* The ERSCP Conference in Barcelona, 15 – 18th of October
* the International Conference on Circular Economy in Portoroz on 24-25 October 2019 and the EduZWaCE Multiplier event organised during the Conference

The Secretariat will initiate a doodle to check the interest of members.

1. **Prepare Networking**

Copernicus Alliance Conference next year – Peter will check and propose Prepare participation

Environmental European Days - EU Days for Transportation- can we do something ?

ERSCP Conference – 2021 open call for hosting the Round Table

SCORAI and COPERNICUS will be invited in the EduZWaCE Multiplier Event in Portoroz

The PREPARE Secretariat