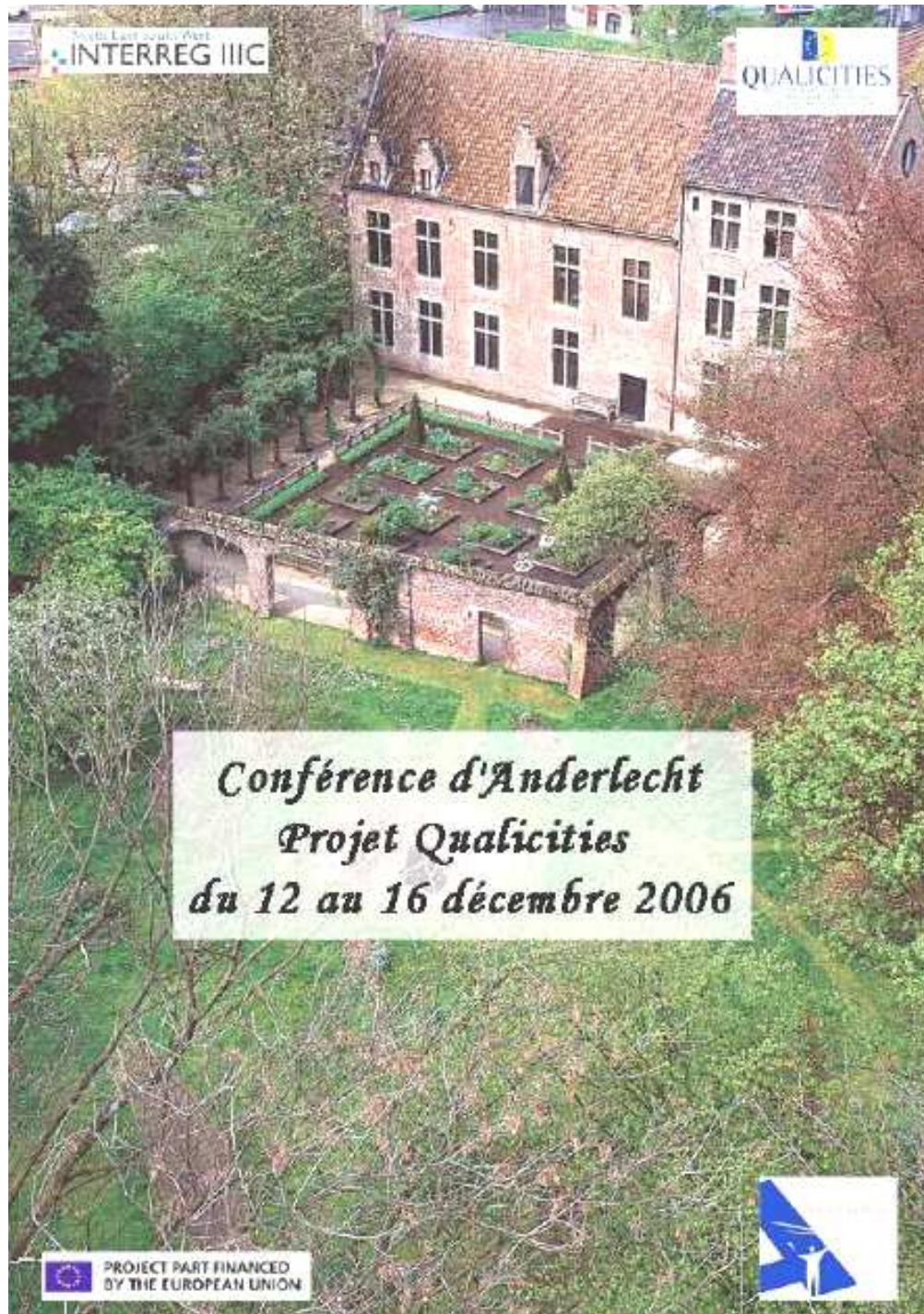
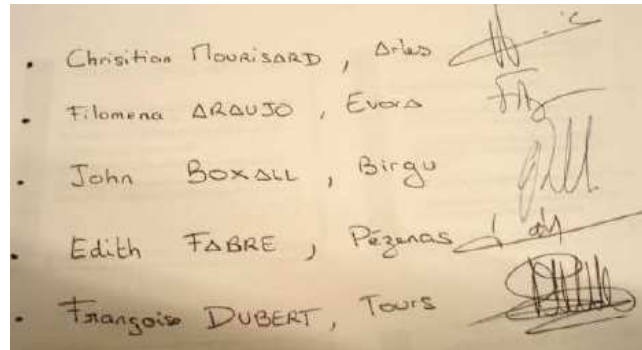


Steering committee Qualicities



Presents :



Agenda

1. Progress state of the local application of the approach
2. Referent document, political validation and set up of the Local Progress Plan
3. Label approach
4. Communication tools
5. State of finance

Progress state of the local application of the approach

A general delay of the installation of the step at the local level was noted. This delay is due to the fact that we created a very powerful tool and rather complex which requires of the users a time of adaptation longer than what we had imagined.

Baranya and Birgu are the most advanced partners in the approach. It remains to them now to carry out but the programming (with means, times and budget)

Pézenas, Anderlecht, Arles, Evora, Vienne and Tours have progressed as well. In these cities the Local Plan of Progress is not yet realised but is being done.

The other partners must now accelerate the local implementation of the approach if they want to be able to achieve the goals before the end of the project.

The City of Olomouc wishes to withdraw project.

The decision of the City of Toledo when with its participation in the project should be given before the end of the year.

Under these conditions, it is obvious that we must re-examine our initial objectives of the 10 cities labeled out of 15 if we wish to create a credible label and approach of quality.

Unanimous validation.

Referential

- Definitions will be added in chapter 2
(Interested parts, target publics, inventory, vectors of culture)
- 3.1 Community involvement
→ fusion of 3 criteria on one:

<p>Within the framework of an integrated policy of sustainable development, the community must engage an approach, type Agenda 21 room *, from which Qualicities constitutes the heritage part. The community must lead its various services to work in synergy (integrated local management) to reach its goals.</p>	<ol style="list-style-type: none"> 1. Pre diagnosis of the lead actions of sustainable development 2. methodological Note 3. Deliberation 4. Set up action lists, times and budget rising from the reflexion.
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- 4. Communication
→ Better distribution: 1 criterion on the label and 1 on the community

European Label Qualicities

<p>The community must elaborate tools of communication on the European label Qualicities intended to inform the interested parts.</p> <p>These tools must respect the graphic charter Qualicities</p> <p>NOTE: A file on the local Qualicities strategy must be available. It includes :</p> <p>Generic documents on the European label:</p> <ul style="list-style-type: none"> - Context of the approach - the European partnership - the referent document - Tools of the label implementation (data base, self evaluation tool...) <p>Local document :</p> <ul style="list-style-type: none"> - List of local committee members - Local information (press releases, meeting dates, exchange forum...) 	<ol style="list-style-type: none"> 1. file on the local Qualicities strategy 2. respect of the graphic charter Qualicities 3. Actualisation 4. Broadcasting list
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- 6.2 List of competent companies:

<p>The community must identify necessary competences to the protection of heritage and sensitize the companies to the acquisition of these competences.</p>	<p>1. actions led towards companies to improve the quality of services.</p>
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- 7.1 Events
→ Sustainable events

<p>The community must make sure that at least one event which it organizes annually is carried out while respecting the principles of sustainable development, and encourage its local partners to do the same. cf Definition + appendix "sustainable Event",</p>	<ol style="list-style-type: none"> 1. Cahier des charges des événements 2. Actions d'incitation
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Schedule of conditions Qualicities for a « sustainable event »

Accessibility

- Choice of an accessible site (or adapted)
- Information on accessibility by soft transport means (car pool, bike, ...)
- Information on accessibility by disabled people (different handicaps)

Documents/ communication

- Inscriptions on line rather than by posts (economy of paper and edition)
- Documentation downloadable on line
- Documents printed back to back
- Information (and or animation) on sustainable event approach

Organisation

- reusable materials (badges, files, stands, paper, etc)
- water and energy saving

Catering

- reusable or recyclable crockery and table accessories
- food produced locally and/or without pollution

Wastes

- set up different bins for recycling

Evaluation

- Eco assessment of the event

(non exhaustive list)

Unanimous validation

Creation, political validation and setting up of the local progress plan

The Local progress plan must be ready as soon as possible

Pattern of the Progress plan

▪ **Definition of Heritages concerned by the approach**

(Perimeter – the inventory of heritages must be produced by every community to define the perimeter)

▪ **Qualicities Strategy**

(Which answers to the diagnosis made by comparison of the community with the referent document = self assessment)

▪ **Composition of the local committee**

(Indicate functions of members)

▪ **Programming** (set up the strategy) :

- Who?
- What?
- When: short, medium or long term? => planning of actions
- How?
- Budget?
- Synergies?

The objective is to complete a work adapted to the community and its means. It is not a question to lay down objectives which would not be realizable for lack of budget, means or time.

The progress plan is not a fix document for the 10 years to come. It will evolve, on the basis of annual evaluation; it is the life of the step within the community. On the contrary, the strategy must be fixed on the long term whereas programming can evolve.

Unanimous validation

Démarche de labellisation

Cf. minutes pages 15 to 19

Decisions made in red,

Unanimous validation but must also be validated in the general assembly of the AVEC network in March 2007.

Applying partners audit for spring 2007

- ◆ December 06: decision of candidature for audit in April-May
- ◆ Return of the Plan of control supplemented to the European technical Pole: February 9, 07 (+ self evaluation, Local Plan of Progress and programming (planning, budget, means) and political letter of commitment,
- ◆ In Cosenza: settlement of the date of Audit
- ◆ Sending of the documents to the auditors 3 weeks before the audit
- ◆ **Audits: April-May**
- ◆ Analyzes and opinion of the auditor: + 1 week
- ◆ Study of the opinions (scientific Committee AVEC) + 2 weeks
- ◆ Decision of the authority of decision (AVEC bureau) + 1 week

These deadlines are very short being given the workloads, however you are the founders of this referent document which was built by you starting from good practices realized in at least one of the partners cities.

You thus have already an advantage compared to the future communities which will postulate and which will not profit from this time of adaptation of which you benefited at the time of its creation.

Following partners are candidate to the audit in April/May

- | | |
|------------------------|--------------------|
| - Anderlecht (Belgium) | - Evora (Portugal) |
| - Arles (France) | - Pézenas (France) |
| - Birgu (Malta) | - Ubeda (Spain) |

Unanimous validation

Communication tools

The choice of communication tools will depend on the budget of the project for 2007. On the basis of the financial reports that must be sent by the partners before the 10th of February, we will be able to decide of real means that will be affected to the communication and to produce the tool.

Unanimous validation

Next meetings:**Cosenza, Italy**

Travel on February 21st 2007

Meeting on february 22, 23 & 24 2007

Back travel on February 25th 2007

Unanimous validation

Except 1 (Ubeda, Spain, because of elections)

Baranya, Hungary

Travel on july 4th 2007

Conference on July 5, 6 & 7 2007

Travel back on July 8, 2007

Unanimous validation

Except 1 (Ubeda, Spain, because of elections)