



**LIFE11 ENV/IE/922**  
**Burren Tourism for Conservation**  
**Minutes of Meeting**

<b>Project</b>	Steering Group Meeting	BGL
<b>Date</b>	6/12/2012	
<b>Location</b>	Temple Gate Hotel, Ennis, Co. Clare	

<b>Attendance</b>	<b>Person</b>	<b>Organisation</b>	<b>Abbr.</b>
Yes	Ger Dollard	Clare County Council	GD
Yes	Monica Meehan	Clare County Council	MM
Yes	Phil Deegan	Shannon Development	PD
Yes	Sarah Gatley	Geological Survey of Ireland	SG
Yes	Kevin Kidney	Failte Ireland	KK
Yes	Carleton Jones	NUIG	CJ
Yes	Beatrice Kelly	Heritage Council	BK
Yes	Margaret Keane	National Monuments Service	MK
Yes	Christine Grant	National Monuments Service	CHG
Yes	Hugh Carey	National Monuments Service	HC
Yes	Paul McMahon	Office of Public Works	PMcM
Yes	Lynne Barratt	LIFE Monitoring Team	LB
Yes	Brian Callinan	Consultant	BC
Yes	Carol Gleeson	Burren Geopark/Clare County Council	CG
<b>Apologies</b>	Gabriel Cooney	UCD	GC

		<b>NOTE</b>
<b>1.0</b>	<b>Welcome</b> by Mr. Ger Dollard, Director of Service, Clare County Council followed by introductions from representatives of partner organisations and introduction of the project monitor, Dr. Lynne Barratt, who liaises between the project and the EU LIFE programme.	
<b>2.0</b>	A series of <b>presentations</b> were made (copies attached) on <ol style="list-style-type: none"> <li>1. the overall project work programmes and proposed management structures by Carol Gleeson</li> <li>2. financial administration and reporting by Brian Callanan</li> <li>3. Lynne Barratt provided added information and recommendations (outlined below).</li> </ol>	

	<p>4. Brian Callanan outlined the main elements of the proposed partnership agreement and the partners agreed on certain actions to progress the project.</p>	
<p>3.0</p>	<p><b>Monitor's recommendations:</b></p> <p>Use the full time allocated to the development of the Inception Report (to be submitted by end of June 2013) which will assess the viability of the project and the details of the work programme and revised budgets. This is a very important step in the projects and should not be rushed.</p> <p>Develop a 'benefits' package for stakeholders; clearly outlining what they will achieve from participating in the project</p> <p>All partners should familiarize themselves with LIFE; look up the programmes web site <a href="http://ec.europa.eu/environment/life/">http://ec.europa.eu/environment/life/</a> and consult other LIFE projects we can learn from.</p> <p>Become familiar with the tool kits available in the LIFE programme and what is expected by the Commission in terms of indicators, reporting, time records, auditing, etc.</p> <p>Always use the LIFE logo in all communications on the project. As the project will be active in Natura 2000 site, this logo should be used also.</p> <p>Develop links with relevant other EU LIFE projects. Visit projects that can assist if possible. A welcome outcome would be a blueprint for managing tourism in SAC's/Natura 2000 sites.</p> <p>Keep all financial records for permanent staff (P60's, payroll and bank records) for duration and for 5 years after the project is completed, as the Commission may decide to conduct an audit. If there are any irregularities, the project partners will have to reimburse the Commission. <u>This has happened!</u></p> <p>Make sure all invoices reference the project correctly; <b>LIFE11 ENV/IE/922 Burren Tourism for Conservation</b>. The project name on all EU LIFE correspondence/reports remains Burren Tourism for Conservation; however, we can create a more user friendly name locally; Burren Geopark Life is suggested.</p> <p>Use the service provided by the monitoring programme; submit all reports to Lynne for assessment before submitting them to the Commission.</p> <p>ONLY the lead beneficiary (Clare County Council) can communicate directly with the Commission; all other partners should bring any issues to CCC.</p>	

4.0	<p><b>Next Steps:</b></p> <p>The partners agreed to the following:</p> <p><b>Partnership Agreement:</b> Review the attached draft partnership agreement with their organisations legal team. Any queries should be forwarded to Carol Gleeson and Brian Callanan. Shannon Development will remain as a benefactor until Failte Ireland officially takes over the organisation. The partnership agreement will be signed as soon as all parties are satisfied with the document's contents.</p> <p><b>Resource Audit:</b> Collate any information/data bases/reports etc that the partners are aware of which may assist the development of the project. Forward this information on to Carol Gleeson.</p> <p><b>Work Programme:</b> Partners will meet in January to develop details of the 3 Actions; Action B1 Tourism Enterprises, Action B2 Habitats &amp; Monuments and Action B3 Conservation Management (eg. identify sites and criteria) and to agree a programme of local stakeholder engagement.</p> <p><b>Budget revisions:</b> Carol Gleeson &amp; Brian Callanan to review the current budget lines to enhance the project management component of the project. All partners will retain their agreed budget amount.</p> <p>The partners agreed to invite relevant personnel within their organisations to the next meeting.</p> <p>The partners agreed that the most appropriate location for the next meeting is Ennis. We will save a visit to the Burren for later in the year.</p>	
5.0	<p><b>Date of Next Meeting</b>  <b>22<sup>nd</sup> January? In Ennis. Venue to be confirmed.</b></p>	