



Interreg MMIAH Liverpool City Region local partners steering group meeting
Tuesday 25 September 2018, 3.00pm
Bridge Cottage, Port Sunlight Village

Present

Denise Courcoux, Katherine Lynch, Natasha Mealor, Daniel Poole, Steve Sherlock

Apologies

Mark Catherall, Peter Sandman

Item	Comments
1. Project update	<p>SS gave an overview of progress to date. key updates as follows:</p> <ul style="list-style-type: none">• The MMIAH steering committee meeting took place in Plymouth in August. Lead partners gave project partners more information on the methodology for the evolutionary study which then leads to the Director Plan.• Ongoing delay in setting up the online portal for progress reports and claims. The Technical Officer for the project is awaiting feedback from the lead partners to progress development.• A weekly Skype call is now taking place with all partners to update on progress for each region.• A standard template for the interreg newsletter is being developed and the first issue is due for release in November. This will be updated every 3-4 months.• NM informed partners that the MMIAH webpage has now been updated and reminded all to send any comms related documents to LEP.

2. Project updates

Tate Liverpool

SS informed group of first claim submission date therefore Tate agreed to submit all procurement evidence for FLC in 2 weeks – all agreed October 15. SS reiterated the points from the project eligibility criteria that all information must clearly relate to each stage of procurement to supply.

NM to send DP main headings of progress report. Tate’s project report can also be appended to the report. This is also to be received by October 15 detailing the project inception, delivery and legacy activities. SS reiterated that these should be framed in the MMI context.

Helen Legg – new CEx at Tate Liverpool has expressed an interest to attend next steering group meeting.

Port Sunlight

SS informed Port Sunlight that project proposals for WP6 are now urgent. KL agreed to submit a detailed proposal outlining development timelines, project summary and objectives and high-end budget breakdown in 2 weeks’ time.

KL currently drafting a brief for the PSVT master plan and going through procurement process – KL to confirm if she has the eligibility document - LEP to send.

DP to liaise with KL regarding brand guidelines.

KL and MC to provide PS with proposals for project by October 15.

Southport

MC also agreed to submit a detailed project proposal by October in a subsequent call (28.09.18) with SS.

3. AOB

SS to inform partners of possible actions following on from conference call with Mazars.

SS updated all on legacy and evaluation detailed in work package 7. A brief to produce a promotional video is being developed and due for circulation in October.