



PILOT PROJECT 1

INSTITUTIONAL AGREEMENTS FOR CAPITALIZATION OF INNOVATION STRATEGIES

EXPERIENCES OF PARTNERS IN THE PP1

SICILY LABOR DEPARTMENT

The work must be between 7 and 10 pages. It must be sent by September 10 to my address and that of the executive Valeria Scopelliti (v.scopelliti@regcal.it).

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SUMMARY SHEET PP1

TITLE	PILOT PROJECT 1 INSTITUTIONAL AGREEMENTS FOR CAPITALIZATION OF INNOVATION STRATEGIES
PARTNER	SICILY REGION
SECTOR	
STAKE HOLDER	MAYORS OF MAIN SICILIAN TOWNS AND CITIES TIME BANK MANAGERS TIME BANK ASSOCIATIONS TRADE UNIONS SCHOOLS
ACTIVITIES	Stipulation of an agreement (Memo of Understanding) Capitalization seminar
EXPECTED RESULTS	Develop a culture of innovation through a time bank processes producing a reciprocal volunteering scheme without the use of money

Pilot Project 1 - Description

The pilot project one (PP1), coordinated by Calabria Region, is the application of joint strategies for growth and innovation in public and private sectors. Each project partner has to play a series of activities leading to the ultimate constitution of an Institutional Agreement for the development and innovation of local plans, identifying a target for own region / cluster specific to pursue a strategy of local development.

Labor Department is part of the Sicilian Ministry of Labor, Social Policies and Family, its main role is to formulate and implement the regional welfare policies through technical and administrative actions, as well as the administrative and accounting management of the assigned resources

Due to its institutional character, the Labor Department acts as project partner with the assignment to analyze and appraise the existing innovation policies in the Sicilian Region, to experiment and pilot local



innovation plans through the involvement of the relative stakeholders; to create the institutional conditions, through support and assistance plans, as to increase investments in the market of knowledge. With regard to its proper institutional characteristic, Labor Department decided to choose for the realization of PP1 an innovative and creative way to implement at regional level the “Time Bank” concept, an innovative way for the creation of a new economy that is not solely based on money but on exchanges of time and competencies. The Labor Department of Sicilian Region will focus on “Time Bank” as a concept of creating community. Time bank is a platform where groups and individuals can trade time and skills bypassing money as a measure form. An institutional agreement will be signed between The Department and the Palermo Municipality to spread and improve the Time Bank concept.

Pilot Project 1 – The activities of Sicilian Region

Target Cluster: Time Banks

A social innovation and a look beyond social economics: Time banks aim to help people build a community where members exchange services, know-how and help, via a time broker who matches members’ needs and abilities, to produce a reciprocal volunteering scheme without the use of money

According to its creator, Edgar Cahn, time banking had its roots in a time when "money for social programs [had] dried up"[and no dominant approach to social service in the U.S. was coming up with creative ways to solve the problem. Cahn believed that one of the major failings of many social service organizations was their unwillingness to enroll the help of those people they were trying to help. He called this a deficit based approach to social service, where organizations view the people they were trying to help only in terms of their needs, as opposed to an asset based approach, which focuses on the contributions towards their communities that everyone can make. He theorized that a system like time banking could "[rebuild] the infrastructure of trust and caring that can strengthen families and communities.". He hoped that the system "would enable individuals and communities to become more self-sufficient, to insulate themselves from the vagaries of politics and to tap the capacity of individuals who were in effect being relegated to the scrap heap and dismissed as freeloaders."

As a philosophy, time banking is founded upon five principles, known as Time Banking's Core Values:

- Everyone is an asset - The real wealth of a society is its people. Every human being can be a builder and contributor. A time bank recognizes this by allowing members to define for themselves what they consider to be a valuable asset, and enshrining its value through the hour for an hour principle;



- Some work is beyond a monetary price - Work must be redefined to include whatever it takes to raise healthy children, preserve families, make neighborhoods safe and vibrant, care for the frail and vulnerable, redress injustice and make democracy work. A time bank provides liquidity to activity that informally contributes towards this objective;
- Reciprocity in helping - The impulse to give back is universal. Wherever possible, we must replace one-way acts of largess in whatever form with two-way transactions. “You need me” becomes “we need each other” in a time bank;
- Social networks are necessary - Humans require a social infrastructure as essential as roads, bridges and utility lines. Social networks require ongoing investments of social capital generated by trust, reciprocity, and civic engagement. A timebank creates a system that builds social capital – every action leaves a footprint;
- A respect for all human beings - By respecting and recognizing value in the contribution we can all make, we hard-wire a critical feedback loop into the way we work.

Time banks aim to help people to spend time building community through the mechanism of members exchanging time and help among themselves, via a time broker who matches member needs and abilities, to produce a reciprocal volunteering scheme. It is predominantly aimed at those on the margins of the conventional economy – the jobless, those in low-income households, the retired etc. The services exchanged typically include companionship; giving lifts, telephone support, sharing skills, gardening, dog-walking etc. Participants are able to meet some of their needs (without spending money) and are also able to begin to see themselves as providers of useful services to the community, gaining self esteem and confidence. Time bank promotes the formation of networks of friendship and support in neighborhoods, which brings benefits in terms of increased health and welfare, and may also lead to greater involvement in community organization in general increased participation in local civic life. However, rather than focusing on existing networks and communities, time banks aim to link different communities, bringing together people from different social groups, creating social capital among disparate groups. In particular, time banks wish to include people who would not normally be involved with community volunteering – and the benefits of participation are of particular relevance to socially excluded people.(Cahn 2000). To set up a Time –bank there are few steps to take in consideration, mainly basic procedures in order to make it a successful organization. As very respectable association there will be the need to find a Location that will become a hen the base can’t be on a base of the time Bank, obviously the search will have to be conducted on the territory of pertinence. Once the location has been chosen there will be few technological devices



that will be in need to purchase such as a laptop or computer, fax machine and a phone. Access to technology is essential for the success of organization, it will help with the filling up of the lists of people (that are assets). The lists have to be updated constantly and be as precise as possible. In order to be able to optimize the services rendered, the timekeeper will have to fill up the time sheets carefully with the correct names and addresses. TimeKeeper is essentially the key word to the perfect functioning of the Time Bank, it is a software operated by one person that will record and update all the information regarding the development of services by the people, their time spent and received and so forth. It is to be used mainly just by an operator, not because it's difficult to manage but simply because the confidentiality of information will be handled by the same person. It's called also time broker. A catalog with all the services that a time bank provides on the territory is an important tool, so is publication of pamphlets and brochures, to let people know about time bank and its services and potentialities.

Institutional agreements for capitalization of innovation strategies

Sicilian Region Labor Department, in its capacity as Project partner of the Knowing project – PO MED, and Palermo Local Council in its capacity as active institutional subject at local level are going to stipulate a Memorandum of Understanding for the implementation of the Project activities Pilot Project 1 as required by the approved Application Form – component 3.3 (see test attached here below).

The purpose of this Memorandum of Understanding is to state the rights and obligations of the Parties, these being the Labor Department and the Local Council, resulting from the allocation of the implementation of the activities “capitalization of innovation strategies Pilot Project 1” concerning the promotion and diffusion of the Time Banking in the Palermo territory as provided both in the Application Form approved and in the KnowInG Steering Committee.

The realization of the promotion and diffusion activities of Time Bank in the Municipality of Palermo territory should be carried out as described down below.

1. Identification and selection of subject of private or public sector that carries out activities related to those typically recognized as a "Time Bank"; must be a public and / or private subjects that carry out activities proper of the "Time Bank" from at least three years in the of Municipality and Regional territory. This activity should be completed no later than 1 month after the conclusion of this Convention.
2. Preparation and signing of a memorandum of understanding with the subject selected, as in the previous point, for the definition of institutional relationships; The protocol will determine content and methods of corporate communication with the purpose of dissemination to the municipal territory for the benefit of



citizens of the mission of the Time Bank. In addition, the Municipality will ensure, at the times and modalities to be established, the access of representatives of the Time Bank in the structures open to the public in various districts of the City in order to facilitate the distribution of promotional material in favor of citizens; this activity should be completed no later than 15 days after the conclusion of the activity referred in the previous point.

3. Designation of services contractor for the supply of promotional and information material and gadgets; specifically :

- layout and printing of information leaflets / brochures related to the opportunities that Time Bank gives (to be addressed to different target groups);
- design and laying of canvas/ totem advertising, with a special compartment brochure, for the furnishing and decoration of corners to be allocated for the communication needs of Time Bank;
- production and airing of a TV commercial lasting 30 s through a regional broadcasting level station for dissemination and promotion of the Time Bank;
- purchase of a special banner advertising in a regional edition newspaper for the dissemination and promotion of the Time Bank;
- purchase of promotional items that will be free distributed to citizens / users in the marketing campaign for the Bank of Time.

This activity should be completed no later than 70 days after the conclusion of the activity referred in the previous point. Of course, they all have to be carried out in compliance with national, regional and community in terms of free market competition.

Seminar of Capitalization

Labor Department will hold Capitalization Seminar in November 2012. The seminar will take place in Palermo. Its thematic will be: "Knowledge that creates economy – Time Bank and Ceramic Labs case studies". Through a call for bids, a one day event will be organized and it will grant the diffusion of information about KnowInG activities carried out by the Department. This will be also the occasion to organize a round table with stakeholders where the time bank concept will be explained as well as all activities about PP1.



Memorandum of Understanding

Assessorato Regionale della Famiglia, delle Politiche Sociali e del Lavoro - Dipartimento regionale del lavoro, in its capacity as Project partner of the Knowing project – PO MED, with its office in Palermo via Imperatore Federico, 72B, Tax Identification Number 80012000826, VAT number 02711070827, represented by the pro tempore General Director – (hereinafter referred to as Department);

AND

Palermo Local Council with its head office at Street, VAT Number Tax Identification Number, represented by its legal representative _____, in its capacity as active subject at local level agree as follows

Memorandum of understanding for the implementation of the Project activities

Pilot Project 1 as required by the approved Application Form – component 3.3

Article 1 – Legal Basis

This Contract is entered into in terms of the following legislation:

- o Regulation (EC) No. 1080/2006 of the European Parliament and of the Council of 5 July 2006 on the European Regional Development Fund and repealing Regulation (EC) No 1783/1999 and, in particular, arts. 17 and 20 relating to the responsibility of the Certifying Authority (hereinafter referred to as the CA) and of the Member States (hereinafter referred to as the MSs) as well as the final beneficiaries regarding the management and control systems;
- o Council Regulation (EC) No. 1083/2006 of 11 July 2006 and subsequent amendments, laying down general provisions on the European Regional Development Fund, the European Social Fund and the Cohesion Fund and repealing Regulation (EC) No. 1260/1999;
- o Council Regulation (EC) No. 1341/2008 of 18 December 2008 amending Regulation (EC) No. 1083/2006 laying down general provisions on the European Regional Development Fund, the European Social Fund and the Cohesion Fund, in respect of certain revenue-generating projects;
- o Council Regulation (EC) No. 284/2009 of 7 April 2009 amending Regulation (EC) No. 1083/2006 laying down general provisions on the European Regional Development Fund, the European Social Fund and the Cohesion Fund concerning certain provisions relating to financial management;
- o Regulation (EC) No. 397/2009 of the European Parliament and of the Council of 6 May 2009 amending Regulation (EC) No. 1080/2006 on the European Regional Development Fund as regards the eligibility of energy efficiency and renewable energy investments in housing;
- o Commission Regulation (EC) No. 1828/2006 of 8 December 2006 and subsequent amendments, setting out rules for the implementation of Council Regulation (EC) No. 1083/2006 and of Regulation (EC) No. 1080/2006 of the European Parliament and of the Council;
- o Commission Regulation (EC) No. 1998/2006 of 15 December 2006 on the application of Articles 87 and 88 of the Treaty to de minimis aid;
- o Directives 2004/17/EC and 2004/18/EC of the European Parliament and of the Council of 31 March 2004 on the coordination of procedures for the award of public works contracts, public supply contracts and public service contracts and other regulations and directives relating to public procurement;
- o Commission Regulation (EC) No. 846/2009 of 1 September 2009 amending Regulation (EC) No. 1828/2006 setting out rules for the implementation of Council Regulation (EC) No. 1083/2006 laying down general provisions on the European Regional Development Fund, the European Social Fund and the Cohesion Fund and of Regulation (EC) No. 1080/2006 of the European Parliament and of the Council on the European Regional Development Fund;
- o Transnational Operational Programme MED approved with the Decision of the European Commission C(2007) 6578 of the 20th December 2007 CCI: 2007CB163PO045 ;
- o Notice Ref. of the 31st May 2010 of the MA of the Operational Programme – PACA region – that informs the LP of the project Knowing 2G- MED09-189 that the project has been approved without any pending condition from the Selection Committee of the programme;
- o the Subsidy contract of the Knowing 2G- MED09-189 signed between the MA and LP of the project in order to set the rule conditions how to apply for the project refunding in the frame of the ERDF rules;

For the Italian Republic

- o Laws and Regulations governing the general Accounting System of the State;
- o Law no. 241/1990 which lays down general rules regarding administrative action, transposed into national Legislation no. 15/2005;
- o Legislative decree of 12 April 2006 no. 163 titled “Code of public contracts relating to works, services and supplies implementing Directives 2004/17/EC and 2004/18/EC”;
- o Law of 4 August 2008 no. 248 regarding public procurement;
- o CIPE Resolution no. 36 of 15 June 2007 (G.U. no. 241 of 16 October 2007) – Definition of criteria for national public co-funding of European socio-structural interventions for the programme period 2007-2013;
- o DPR of 3 October 2008 no. 196 (G.U. no. 294 of 17 December 2008), Italian Regulation implementing Regulation (EC) no. 1083/2006. Presidential decree of 3 October 2008 no. 196 “Regulation to execute Regulation (EC) No 1083/2006 regarding general provisions relating to ERDF, ESF and the Cohesion Fund”;
- o Law of 13 August 2010, no. 136 and subsequent amendments in relation to “Extraordinary plan against the Mafia, and mandate to the Government with regard to anti-Mafia rules” (G.U.N. No. 196 of 22 August 2010);

Article 2

Purpose of the Contract

1. The purpose of this Contract is to state the rights and obligations of the Parties, these being the department and the Local Council, resulting from the allocation of the implementation of the activities “capitalization of innovation strategies Pilot Project 1” concerning the promotion and diffusion of the Time Banking in the Palermo territory as provided both in the Application Form approved and in the Knowing’s Steering Committee.
2. The realization of the promotion and diffusion activities of Time Bank in the Municipality of Palermo territory should be carried out in line with the following requirements:

ACTIVITIES TO BE REALIZED	TECHNICAL SPECIFICATIONS	TIMES OF ACHIEVEMENT	MINIMUM REQUIREMENTS FOR THE IMPLEMENTATION OF ACTIVITIES
Identification and selection of subject of private or public sector that carries out activities related to those typically recognized as a "Time Bank"	Public and / or private subjects that carry out activities proper of the "Time Bank" from at least three years in the of Municipality and Regional territory	This activity should be completed no later than 1 month after the conclusion of this Convention	Compliance with national, regional and community in terms of free market competition
Preparation and signing of a memorandum of understanding with the subject selected as in the previous paragraph for the definition of institutional relationships	The protocol will determine content and methods of corporate communication with the purpose of dissemination to the municipal territory for the benefit of citizens of the mission of the Time Bank. In addition, the Municipality will ensure, at the times and modalities to be established, the access of representatives of the Time Bank in the structures open to the public in various districts of the City in order to facilitate the distribution of promotional material in favor of citizens	This activity should be completed no later than 15 days after the conclusion of the activity referred in the previous paragraph	Compliance with national, regional and community
Designation of services contractor for the supply of promotional and information material and gadgets	Layout and printing of information leaflets / brochures related to the opportunities that Time Bank gives (to be addressed to different target groups); - Design and laying of canvas/ totem advertising, with a special compartment brochure, for the furnishing and decoration of corners to be allocated for the communication needs of Time Bank; - Production and airing of a TV commercial lasting 30 s through a regional broadcasting level station for dissemination and promotion of the Time Bank; - Purchase of a special banner advertising in a regional edition newspaper for the dissemination and promotion of the Time Bank; - Purchase of promotional items that will be free distributed to citizens / users in the marketing campaign for the Bank of Time	This activity should be completed no later than 70 days after the conclusion of the activity referred in the previous paragraph	Compliance with national, regional and community

3. Art 09 The amount of stated sums by the Department in favor of the Municipality for the realization of the listed activities in the previous point is equal to € 10.000,00. Payment modalities will be better detailed in the next Art. 09 ;

4. The Local Council accepts the provisions stated in this Contract and shall be committed to implement the activities under its responsibility.

Article 3

Validity of the agreement and the project

1. This Agreement comes into force on the date of its signature by the department and remains in force until the date of the closure activities.

Article 4

Obligations of the Local Council

1. the Local council shall:

- a) ensure the proper financial management of the funds allocated to the activities required in project pilot 1;
- b) reply, in the capacity of sole contact person, to all requests for information to the Department with particular reference to the data and issues relating to the physical, procedural and financial progress necessary for the implementation of the monitoring system;
- c) be accountable for any breach in the obligations as highlighted this Contract;
- d) ensure compliance with relevant Community, national and regional legislation relating to the eligibility of expenses, public procurement, competition, environmental protection, equal opportunities, information and publicity;
- e) use a separate accounting system or an adequate accounting codification system for all project transactions;
- f) provide to all relevant Programme stakeholders (Authorities, Auditors, Evaluators etc.) any information requested which is directly related to the Project and allow access to documents, data and the premises / sites where the Project results have been implemented;
- g) Cooperate with the MA, the Certifying Authority, Audit Authority or any relevant entity during any on-the-spot checks held in connection with the project and be held responsible for any consequences;
- h) report any breach of the obligations resulting from this Contract to the Department;
- i) comply with all obligations relating to information and publicity highlighted in Art. 11 of this Contract;

Article 5

Obligations of the Department

1. The department:

- a) ensures the compliance with this Contract, verifies the effective implementation of the activities and the proper utilization of the Programme funds, in respect of obligations imposed by the same Programme and by the current Community, national and regional legislation;



- b) informs the Local council about any modifications and variations occurring at Programme level which may affect this Contract, the implementation of the Project, the claims and the transfer of the respective funds;
- c) provides to disburse the lump of money solely by means of reimbursement of expenses incurred by the local council.

Article 6

Eligible costs

1. The contribution is given solely for the implementation of the project activities.
2. In order to be considered eligible the expenses must be:
 - a) incurred in full compliance with relevant Community, national and regional legislation relating to the eligibility of expenses; transparency, equal treatment and non-discrimination whenever a good/service is procured; competition; environmental protection; equal opportunities; and information and publicity;
 - b) adequate and incurred in accordance with proper financial management; incurred in an efficient and effective manner; and also in accordance with the rules listed in the Manual of the OP MED;
 - c) documented with invoices and/or any other accounting documents having equivalent probative value;
 - d) Expenditures properly paid out and appropriately documented by means of receipts;
 - e) verified by the First Level Controllers of each Member State and validated by the LP;
3. The expenses must be in conformity with the obligations stated in Regulation (EC) No. 1828/2006 and Regulation (EC) No. 846/2009 and any subsequent amendments including those relating to information and publicity.
4. Double funding under other public funds is not allowed.

Article 9

Financial Flow chart

1. The Department will open in the appropriate sections of the balance dedicated to the interventions of the project Knowing an "under chapter" in order to allow the Municipality, upon specific authorization, payment of suppliers for the implementation of activities under Art. 2 of this Convention
2. All documentation produced by the Municipality relative to administrative acts and facts for the generation of costs should be forwarded to the Department to allow the validation of expenditure

Article 10

Recovery of Irregular Payments

1. In the case of irregularity, Articles 17 and 20 of Regulation (EC) No. 1080 shall apply.

Article 11

Information and Publicity

1. The Local Council is obliged to fulfill their obligations relating to information and publicity, in terms of Articles 8 and 9 of Regulation (EC) 1828/2006, the Manual for the Reporting of Expenses of the OP MED.
2. All documents and publications published and events held throughout the project need to clearly emphasize that the deliverable was financed under the OP MED clearly stating that these are ERDF Funds. Partners should always follow Reg. (EC) 1828/2006, Chapter II, Section 1.
4. The Department is authorised to use the results of the Project in order to guarantee widespread publicity and make it available to the public.
5. Any information, appearances in the media or any form of publicity must be communicated to the department;

Article 12

Ownership and use of the results of the project

1. The Local Council must guarantee that all documentation related to the Project co-funded by the Operational Programme MED is free from any copyright obligations, in line with both Community and national legislation relating to intellectual property.

Article 13

Retention of documentation

1. The Local Council shall fulfill the obligations relating to the retention of and the access to the respective documentation, in terms of Art. 90 or Reg. (EC) 1083/2006.
2. The Local Council shall provide any required documentation or information to independent evaluators in charge of the Programme evaluation, in terms of Art. 47 of Regulation (EC) No. 1083/2006.

Article 14

Registration

1. This Contract is in the form of a private writing and shall be registered only in the case of use by the interested party.

Article 15

Languages

1. This Contract is drawn up in Italian and English.

Article 16

Disputes

1. This Contract is governed by Italian national laws and regulations. In the case of disputes, all parties should find a mutually acceptable solution. If the parties do not manage to do so, all disputes shall be settled by the Italian Law Court.

.....
(Place and date)

.....
(Place and date)

.....
(Name of the people that will sign and Function)
(Signature and stamp)

.....
(Signature and stamp)