



**Report on the SEE Heritage network meeting held
on 8-10 February 2008, Kotor, Montenegro**



Organized by:

EXPEDITIO Centre for Sustainable Spatial Development and
NOTAR Center for Preservation and Promotion of Kotor Documentary Heritage,
on behalf of the **SEE Heritage network**



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The fourth meeting of the SEE (South East European) Heritage Network

The fourth SEE Heritage Network meeting was held on 8-10 February 2008, in Kotor, Montenegro.

The meeting started with a welcome by the host, *Aleksandra Kapetanović* and *Joško Katelan* on behalf of EXPEDITIO and NOTAR. Among other things, they presented the Agenda of the meeting, pointing out some practical issues.

On behalf of the donor, Foundation Open Society Institute – Representative Office Montenegro (FOSI ROM), the participants were greeted by Ms. Tamara Srzentić.

It was followed by a short introduction of the participants who reported about their current activities.

Then, the new members from Croatia were presented, Mr. Miljenko Smokvina, representative of PRO TORPEDO Rijeka – Society for Promotion and Protection of Rijeka's Industrial Heritage and Mr. Stanko Piplovic, representative of the Association of friends of cultural heritage of Split.

The meeting was also attended by two guests from Azerbaijan, Ms. Aytekin Imranova, representative of Islam, Democracy and Human Rights NGO and Ms. Irada Aliyeva, representative of the Association of Protection Women's Rights. These two organizations became the associate members of the network.

Ms. Marijana Ivanova from Foundation Open Society Institute (FOSIM), Macedonia presented the follow-up activities of the last network's meeting held in Ohrid, Macedonia, summarizing the conclusions of the meeting.

The SEE Network afterwards discussed the following issues:

- Web-site
- Membership
- Strategic plan 2008-2012

Website

Lejla Hadzic from CHwB presented the work done so far.

At the meeting in Ohrid, NGOs responsible for coordinating website activities were selected. In the meantime, the coordinators were supposed to submit all information needed for the site. However, it has not been done completely.

-At this meeting, it was emphasized that the site was one of the most important concrete results of the network and the basis for its future work. It was agreed that it should be activated as soon as possible.

-On the site, space for new members has been added.

-It was decided that the missing information should be sent by 15 March 2008. The texts should be sent to Lejla by e-mail and photographs on CD by post.

-Lejla will send a link for test page.

The following issues have been opened:

-future maintenance of the site

-is there possibility that the site becomes one of the main portals for SEE heritage

SEE Heritage network meeting & Workshop "Devastation of Cultural Heritage"

8-10 February 2008, Kotor, Montenegro

Membership criteria

Follow-up of the discussion at the last meeting in Ohrid about membership and about new members of the Network was also part of the discussion in Kotor.

It was agreed that, apart from the membership, there should be established a group of friends/supporters and associate members.

Supporters/friends

These can be:

NGOs, individuals, organizations, but also state institutions, media, and private sector representatives that would like to support the SEE heritage network in terms of assistance in acceptable manner. Supporters and friends can follow the SEE heritage network meetings in an informal manner.

Supporters and friends can be from or outside the SEE region.

Associate members

- NGOs dealing with cultural heritage protection coming from the countries outside the Southeast Europe region can become associate members.
- These NGOs doesn't need to fill in the application for membership and their participation in the meeting is self funded or can be funded by the NGO organizing the meeting in case they can afford their presence at the meeting.
- The activities in terms of following and sending the appeals from the meeting depend on the free will of the associate members.

The associate members do not have the voting power, they act only as observers

We also talked about how supporters/friends and associate members could benefit from the network and what would be their role. They would:

- Be listed on the website
- Receive regular newsletters
- Be invited to the network meetings or joint project (but they would have to cover their expenses themselves)

It was proposed to write a joint letter that would be sent to all those we see as possible supporters and that each organization should propose 10 possible interested parties.

As far as **regular members** of the network are concerned, the Membership criteria and the Application form for the membership in the SEE heritage network were revised at the meeting.

It was agreed that the new members of the network that attended the meeting in Ohrid (Butrint Foundation, Europa Nostra Serbia, Projektor) did not have to go through the membership procedure. However, the new representatives from Croatia, attending the meeting in Kotor will have to follow the procedure

It was also agreed that all the network's members should fill in the application form, so as to have information about all the members for a database.

As far as the **application for membership** is concerned, it was confirmed that applying NGOs must have at least part of their program activities dedicated to the cultural heritage protection.

Then, that Applying NGOs must have a valid registration in:

1. the countries where they work

2. the countries where they come from, but in that case the concerned NGOs have to have at least 5 years of an ongoing activities, in the country where they work (Southeast Europe country)

In order to become a part of the network, applying NGOs have to fill in the application and have to be evaluated positively by the evaluation committee, which consists of NGO representatives from the member countries.

The network members can recommend new members of the network.

Each NGO that is a part of the network has to delegate the responsibilities for the follow up of the network work to max 3 colleagues from the NGO, who would be present (on rotating basis, or if decided differently within the NGO) at the network's meetings. This will ensure the continuity of the work.

Application process

The application is facilitated by sending the following documents:

1. Filled in SEE heritage network membership application form
2. Valid registration document
3. Program of the activities
4. Short CV's of the person/s that would be delegated with the responsibility for the follow up of the network's work

The Documents will be sent to the e-mail of NGO NOTAR cdknotar.ko@cg.yu

Upon receiving the documents, NOTAR will forward those to the e-mails of members of the presiding evaluation committee.

Evaluation committee

The evaluation committee is made of NGO representatives from:

- Albania
- Bosnia and Herzegovina
- Kosovo
- Macedonia
- Montenegro
- Serbia
- Later Bulgaria, Croatia, Romania (when members from these countries join the network)

Members of the evaluation committee - NGO representatives from each country, will be selected on each SEE Heritage network meeting.

At the meeting in Kotor, the members of the evaluation committee until the next meeting were selected:

- Albanian National Trust
- Mozaik
- Notar
- Suburbium
- FOSIM
- Ec ma ndryshe
- CHwB

The responsibilities of the evaluation committee were defined as well.

- After receiving the application forms from NGO NOTAR, the evaluation committee has up to 30 days to facilitate the decision on receiving new members. If the evaluation committee decides the process can be shorter, but it cannot be longer than 30 days.
- The evaluation committee has the full freedom to decide about new members of the network, and after that bear responsibility for its decision.
- The evaluation committee will work mainly through e-mail correspondence.

At the meeting in Kotor, we talked for the first time about the dismissal of an NGO from the network. It has been agreed that the presiding evaluation committee has the right to send a «dismissal note» to every NGO being a member of the network in case that the NGO doesn't participate in the two consecutive meetings of the network. If the NGO is not present at the third meeting after its absence and after receiving the «dismissal note», the presiding evaluation committee has to notify the NGO about its dismissal from the network with the information on possible re-applying for the network membership.

As we agreed at the meeting in Kotor, all the members of the network are expected to send:

- Filled in Application form
- Valid registration form from the country where you operate or where your NGO is originally from
- Program of the activities
- Short CVs of the persons within the NGO delegated to follow the work of the network

All the documents should be sent by 15 March 2008 to NOTAR e-mail address cdknotar.ko@cg.yu

Strategic plan

The representatives of the NGOs worked on this document in working groups and adopted a draft version.

In order to precise the purpose, target groups, expected results the Drafting committee was selected. It should further develop the Strategy and Working program and prepare them for discussion at the next meeting of the Network.

The representatives of NGOs discussed the draft version of the Strategic plan that had been prepared by the working group selected in Ohrid: Margareta, Lejla, Alexa, Kapllan and Sandra. In some phases, Rupert and Josko joined the group.

First, we tried to give answers to the questions **WHY** we need a strategic plan and **FOR WHOM**.

Why?

- To stay focused
- To achieve the vision
- Common agreement, collaboration
- Basis for future activities
- Evaluation implementation
- Improved planning
- To become "formal"

For whom?

1. for us – SEE heritage network
2. donors, supporting group, public, media, decision makers, business....

This was followed by a longer discussion about the objective and purpose of the strategy, expected results, as well as the activities. It became evident that some of those topics were not enough clear and that some members had different opinions about them. We concluded that it was difficult to reach the decision about these issues by a broader discussion of all the members. That's why it was agreed to form a working group for the strategy, which considered all the options and presented the results to other members.

After two meetings, the members of the working group presented two possible options for the strategic plan for the network.

Option One: 3-year strategic plan for a formal network. This option would involve formalizing our network by legally registering it in one of the participatory countries as an NGO. The country in which it will be registered would then serve as the headquarters of SEE Heritage Network and one coordinator would be employed to oversee and organize all activities. The yearly activities would tentatively include two network meetings with public debates, two workshops for capacity-building, the upkeep of the website, appeals/lobbying and campaigns, as well as some bi-tri-multi lateral projects. This strategy would provide the network with more weight financially which would then lead to our ability to implement more projects and especially to concretely follow-up on appeals/lobbying. A rough budget revealed that funding these yearly activities would require 200,000 Euros per year.

Option Two: This second option is to remain the Ad hoc, informal network that we have been up until now. We would thereby avoid having a legal status, but an individual network organization or more than one organization would have then to fundraise for every meeting, activity, or workshop. We would have to fundraise for a yearly sum to keep the website running. We could continue to do appeals/lobbying but it would have little weight without financial back-up and we wouldn't have a yearly budget to allocate so we would be unable to react immediately to incidents of heritage abuse. The funds for all bi-tri-multi lateral projects would have to be raised by individual organizations. The approximate budget for two meetings per year, two workshops per year and website maintenance would be 40,000 Euros.

After the presentation of the options, the network members chose preliminary one of the options. They chose the first option unanimously. However, it was decided that they should discuss this issue within their organizations and inform about their decision by 15 April 2008.

Future activities

- work on the strategy
- finalizing the site
- finalizing the membership procedure

Butrint Fondacija offered to organize the next network meeting in Albania, in the last week of June 2008.