

Protocolul Ședinței Comitetului Director  
Programul de Reabilitare A Monumentelor Istorice în Cartierele Istorice ale orașului Timișoara, Cetate,  
Fabric și Iosefin

La 13 februarie 2013 a avut loc în Primăria Timișoara, o reuniune a Comitetului Director pentru a se constitui Comitetul Director pentru monitorizarea și luare a deciziilor de implementare a Programului de Reabilitare.

Participanții la întâlnire au fost:

- Sorin Ciurariu Emilian (Director al Direcției Urbanism / Președinte al Comitetului Director)
- Aurelia Junie (Directorul Direcției de Dezvoltare)
- Mariana Dimitriu (Șef de Birou Contabilitate / Direcția Economică)
- Bogdan Dumitru (Șef de Birou Urmărire Venituri din Valorificarea Patrimoniului / Direcția Economică)
- Lavinia Alexandrescu (Serviciul de Achizitii Publice)
- Martin Staia (Director Direcția Clădiri, Terenuri și Dotări Diverse)
- Cristian Marchis (Serviciul Juridic consilier juridic)
- Daniela Teicu (BRCCI Consilier financiar)
- Matthias Hitzel (Teamleader Consultants instituționale / reprezentant al KfW)
- Thorsten Spohler (Teamleader Ateliere de arhitectură / reprezentant al KfW)
- Rudolf Gräf (Consultant de arhitectură)
- Martin Wessely (Consultant instituțională)

În cadrul întrevederii următoarele aspecte au fost discutate și aprobate:

1. Se constituie Comitetul Director pentru programul de Reabilitare a Monumentelor Istorice în Cartierele Istorice ale orașului Timișoara, Cetate, Fabric și Iosefin . Membrii Comitetului Director sunt prezentați în tabelul anexat.
2. Manualul de proceduri al Programului a fost adoptat, în general. Versiunea revizuită complet - va fi pregătită până la 22 februarie 2013 în limba engleză și limba română.
3. Comitetul Director aprobă imaginea fluturașul și solicită ofițerul de marketing BRCCI să asigure tipărirea în timp util a 30.000 de exemplare.
4. Angajații BRCCI trebuie să înceapă imediat, cu activitățile de marketing și comunicare activă, cu toate asociațiile de proprietari și proprietarii de clădiri istorice din lista prioritară.
5. Membrii Comitetului Director vor solicita scurte rapoarte lunare despre progresul implementării Programului de la angajații BRCCI
6. Comitetul Director recunoaște necesitatea de a se completa poziții de personal neocupate din cadrul BRCCI

Semnat la 31 ianuarie 2013

de

Sorin Ciurariu Emilian (președinte al Comitetului Director)

Aurelia Junie (Directorul Direcției de Dezvoltare)

Mariana Dimitriu (Șef de Birou Contabilitate / Direcția Economică)

Bogdan Dumitru (Șef de Birou Urmărire Venituri din Valorificarea Patrimoniului / Direcția Economică)

Lavinia Alexandrescu (Serviciul Achizitii Publice)

/ Martin Staia (Director Direcția Clădiri, Terenuri și Dotări Diverse)

Cristian Marchis (Serviciul Juridic Consilier juridic)

Daniela Teicu (BRCCI Consilier financiar )

Matthias Hitzel (Teamleader Consultants instituționale / reprezentant al KfW)

Thorsten Spohler (Teamleader Ateliere de arhitectură / reprezentant al KfW)

Nici o obiecție:

Nicolae Robu (primar sau Timișoara)

Jutta Rothacker (KfW Project Manager)

### **Protocol of Steering Committee Meeting**

Rehabilitation Program of Historic Monuments in the Historic City Quarters of Iosefin, Fabric and Cetate in Timisoara

On March the 26<sup>th</sup> 2013 a meeting of the Steering Committee took place in the City Hall of Timisoara to constitute the Steering Committee as the major monitoring and decision-making assembly of the Rehabilitation Program.

The attendees of the meeting were:

- Nicolae Robu (Mayor)
- Dan Diaconu (Deputy Mayor)
- Jutta Rothacker (KfW Project Manager)
- Sorin Emilian Ciurariu (Director of Urban Directorate/Chairman of the Steering Committee)
- Aurelia Junie (Director of Development Directorate)
- Mariana Dimitriu (Head of Accounting Unit/Economic Directorate)
- Bogdan Dumitru (Head of Income Unit/Economic Directorate)
- Lavinia Alexandrescu (Public Acquisition Unit)
- Martin Staia (Director of Buildings, Land and Other Miscellaneous Directorate)
- Cristian Marchiş (Legal Unit Legal Counselor)
- Daniela Ţeicu (BRCCI Financial Counselor)
- Matthias Hitzel (Teamleader Institutional Consultants/ Representative of KfW)
- Thorsten Spohler (Teamleader Architectural Consultants/ Representative of KfW)
- Rudolf Gräf (Architectural Consultant)
- Martin Wessely (Institutional Consultant)

During the meeting the following issues were discussed and approved:

1. The last draft of the Manual for Procedures was submitted to KfW, Deputy Mayor, the Steering Committee Members, the Social Directorate and to the Communication on March 5<sup>th</sup> 2013. Comments have been received referring to the following issues which are in the process of being adjusted by BRCCI and the consulting team:
  - The Preliminary Agreement and the Final Cooperation Agreement now have a limited duration of validity of up to 12 months, to set an adequate timeframe for the decisions of participating owners' associations.
  - The Program Conditions Hand-out was complemented with more specific information regarding the procedures of project implementation

- The chapter for Procurement has been adjusted in coordination with the Public Acquisition Unit of the Municipality. Consequently the electronic bidding part of the procedure will be eliminated. Furthermore KfW has requested to include a no objection by the owners at the end of the procurement procedure. Specific time frames have been adjusted in order to give bidders an adequate timeframe to prepare their offers. A procedure of revision of documents has been defined in the case of objection by KfW or the owners.
  - The chapter regarding the Disposition Fund Procedure Management will be adjusted to express the position of the Romanian Ministry of Finance (MoF) in the Manual more clearly. Furthermore the procedure for the audit of the Disposition Fund will be described in more detail. The MoF also provided a flowchart for the procedure which should be included in the Manual. Moreover the Economic Directorate should arrange for the opening of the revolving account in the treasury bank. The different decision procedures regarding the use of "first" funds directly from KfW or from funds which were already recovered in the revolving fund need to be clarified. Some specific financing Scenarios (e.g. projects above EUR 250.000 with direct payments by an owners' association) will be described in more detail.
  - On the basis of comments by Ms. Rothacker, the chapters 5 (Specific Procurement Requirements according to Separate Agreement), 7 (Communication and Marketing) and 8 (Decisiontaking and Monitoring of the Program) of the Manual will be restructured to show a clearer breakdown of the operational workflow as well as the responsibilities of the involved staff.
  - BRCCI and the consultants will continue to carry out formal changes in the Manual (including all annexes) based on the comments received by KfW, the municipal directorates involved and their own findings.
2. A consolidated draft of the Manual is currently in preparation. We assume that there will be no major conflicts with regard to the different comments. However the consolidated draft version will be provided to each member of the Committee for revision prior to the next Steering Committee meeting on April 18<sup>th</sup> 2013.
  3. The final version of the Manual will be submitted to the City Council of Timisoara after the consolidated draft has been approved during the next Steering Committee Meeting.
  4. An overview of the status of project implementation was presented to the Steering Committee showing upcoming projects currently being prepared for the conclusion of preliminary cooperation agreements.
  5. The final structure of the Steering Committee was approved according to the table attached to this protocol (s. Annex 1: Structure of Steering Committee).

Signed on March 26<sup>th</sup>, 2013  
by

Sorin Emilian Ciurariu (Chairman of the  
Steering Committee)



Mariana Dimitriu (Head of Accounting  
Unit/Economic Directorate)



Aurelia Junie (Director of Development  
Directorate)

Bogdan Dumitru (Head of Income  
Unit/Economic Directorate)



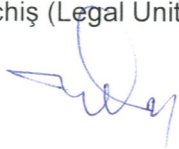
Lavinia Alexandrescu (Public Acquisition  
Unit)



Martin Staia (Director of Buildings, Land and  
Other Miscellaneous Directorate)



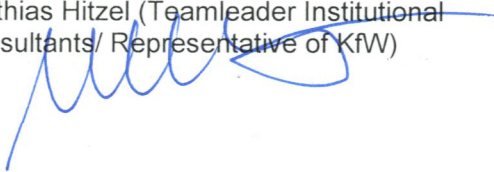
Cristian Marchiș (Legal Unit Legal  
Counselor)



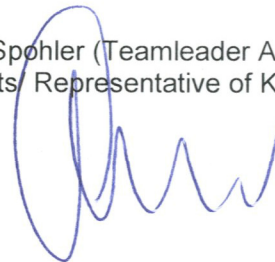
Daniela Teicu (BRCCI Financial Counselor)



Matthias Hitzel (Teamleader Institutional  
Consultants/ Representative of KfW)

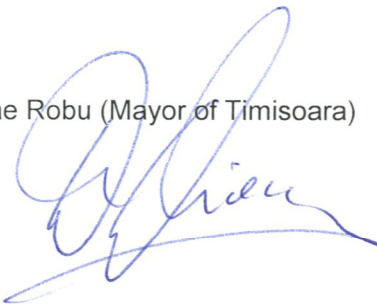


Thorsten Spohler (Teamleader Architectural  
Consultants/ Representative of KfW)



No Objection:

Nicolae Robu (Mayor of Timisoara)



Jutta Rothacker (KfW Project Manager)



STRUCTURA COMITETULUI DIRECTOR/ STERING COMMITTEE STRUCTURE			
GRUP DE DECIZIE/ DECISION GROUP			
	Membru/ Full Member	Înlocuitor/ Substitute	Responsabilitate/ Responsibility
<b>Primar/MAYOR</b>	<b>Nicolae Robu</b> (Primar Timisoara)/(Mayor or Timisoara)	<b>Dan Diaconu</b> (Viceprimar)(Vicemayor)	<b>Aprobare pentru Proiectele de Reabilitare sau ajustări</b> conceptuale ale programului/ <b>No objection</b> for Rehabilitation Projects or conceptual program adjustments
<b>KfW</b>	<b>Jutta Rothacker</b> (KfW Manager de proiect)/(KfW Project Manager)	<b>Consultanti/Consultants</b>	<b>Aprobare pentru Proiectele de Reabilitare sau ajustări</b> conceptuale ale programului/ <b>No objection</b> for Rehabilitation Projects or conceptual program adjustments
<b>Direcția Urbanism/ Urban Directorate</b>	<b>Sorin Emilian Ciurariu</b> (Director)/(Director of Urban Directorate)	<b>Ciprian Cădariu</b> (Șef Birou Autorizări)/(Head of Permits Unit)	Președintele, Coordonatorul Comitetului de Coordonare/ Chairman, Coordination of Steering Committee.
<b>Direcția Economica/ Economic Directorate</b>	<b>Mariana Dimitriu</b> (Sef Birou Contabilitate)/( Head of Accounting Unit)	<b>Steliana Stanciu</b> (Sef Serviciu Buget)/( Head of Budget Unit)	Raporteaza: Fondul de dispunere și Fondurile Revolving, / Reporting: Dispo Funds, Revolving Fund,
	<b>Bogdan Dumitru</b> (Sef Birou Urmărire Venituri și Valorificarea Patrimoniului)/(Head of Income Unit)		Raporteaza: referitor la Procedura de recuperare a banilor, / Reporting: Recovery Procedures,
GRUP DE COORDONARE/ COORDINATION GROUP			
	Membru/ Full Member	Înlocuitor/ Substitute	Responsabilitate/ Responsibility
Direcția Dezvoltare/Development Directorate	<b>Aurelia Junie</b> (Director)/(Director of Development Directorate)		Raporteaza: consultanta program/Reporting: Consultancy relating to the KfW program
Serviciul Achizitii Publice/ Public Acquisition Unit	<b>Lavinia Alexandrescu</b> (Serviciul Achizitii Publice)/( Public Acquisition Unit)		Raporteaza: referitor la Achizitia Publica/ Reporting: Public Procurement
Direcția Clădiri, Terenuri și Dotări Diverse/ Buildings, Land and Other Miscellaneous Directorate	<b>Martin Staia</b> (Director)/(Director of Buildings, Land and Other Miscellaneous )		Raporteaza: referitor situatia cladiri publice/Reporting: Public Buildings Situation
Serviciul Juridic/Legal Unit	<b>Cristian Marchiș</b> (Consilier Juridic)/(Legal Counselor)		Raporteaza situatia din punct de vedere legal/ Reporting Law Suits
BRCCI	<b>Daniela Teicu</b> (BRCCI Inspector de specialitate)/(BRCCI Financial Counselor)	<b>Cristian Pașcalău</b> (BRCCI Inspector de specialitate)/(BRCCI Architectural Counselor)	Prezinta Proiectele de Reabilitare (Assessment Reports), coordoneaza întâlnirea/ Present Rehabilitation Projects (Assessment Reports), Coordinate meetings