

D.2.1.1 Kick-off Meeting

RAM S.p.a.
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Document Control Sheet

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Annexes

- Agenda of the CHARGE Kick-off Meeting and I° Steering Committee Meeting
- Attendance list of the CHARGE Kick-off Meeting and I° Steering Committee Meeting
- Project presentations of the CHARGE Kick-off Meeting and I° Steering Committee Meeting
- Minutes of the CHARGE Kick-off Meeting and I° Steering Committee Meeting

1. INTRODUCTION

The Kick-off Meeting (KoM) is one of the so called “Project start activities”, together with the signature of the Partnership Agreement, PA submission, the request for advance payment and the setting up of the management structures (e.g. Project Steering Committee).

The organization of the KoM represents a fundamental step to be reached in order to allow all project partners to meet each other (probably) for the first time, define jointly all management process, procedures and figures, verify the adequacy of the project work plan in comparison with the project contents and fulfil first administrative points.

Hence, as also specified by the IT-HR Factsheet 6 – “Implementation Manual”, the Kick-off Meeting Agenda should foresee the:

- Confirmation of objectives, activities and responsibilities.
- Setting up the project Steering Committee (member appointment).
- Elaboration and agreement on a detailed work plan for the first part of the implementation period.
- Agreement on quality standards for the first outputs to be delivered.
- Finalization of required documents, if any (e.g., sign the Partnership Agreement, verify the procedures for the controllers).
- Agreement on administrative and reporting procedures.
- Discussion and eventually provision of technical arrangements for shared working spaces/environments
- Clarification of any doubt.

2. KICK-OFF MEETING

The first CHARGE event (Kick-off Meeting + 1° Steering Committee Meeting) has been held during last 09th May 2018 at the premises of North Adriatic Sea Port Authority (PP2) in Venice.

The IT-HR Project Manager assigned to CHARGE project, Ms. Petra Laus, also participated to the event; while almost all project partners attended the event (ADSPMAC and ADSPMAM joined through a skype call; MSTI was absent).

During the KoM, divided into two sections (morning and afternoon) have been treated following topic:

- Morning Section:
 - o Update of IT-HR Programme;
 - o Overall project presentation;
 - o Presentation of all project partners.
- Afternoon Section:
 - o Detailed presentation of each project Work Package;
 - o Project Steering Committee nomination;
 - o Conclusions and next steps.

All details can be found in the *Minutes of the KoM* attached to the present document, together with the *Agenda*, the *Attendance list* and the *Presentations*.