

2014 - 2020 Interreg V-A
Italy - Croatia CBC Programme
Call for proposal 2019 Strategic

CoAStal and marine waters integrated monitoring systems for ecosystems proteCtion AnD managemEnt

CASCADE

Project ID: 10255941

Priority Axis: Environment and cultural heritage

Specific objective: Improve the environmental quality conditions of the sea and coastal area by
use of sustainable and innovative technologies and approaches

D2.4.5

Local events (about a total of n. 10 guided
tours, n. 10 laboratories, n. 10 seminars, n.
10 workshops, n. 5 scientific training)

PP in charge: All PPs

Guidelines

Final version

Public document

June, 2023

Project acronym	CASCADE
Project ID number	10255941
Project title	CoAStal and marine waters integrated monitoring systems for ecosystems protection AnD managemEnt
Priority axis	3 - Environment and cultural heritage
Specific objective	3.2 - Contribute to protect and restore biodiversity
Strategic theme	3.2.1 - Marine environment
Word Package number	WP2
Word Package title	Communication activities
Activity number	Activity 2.4
Activity title	Events, Training and Workshops
Partner in charge	All PPs
Partners involved	All PPs

2014 - 2020 Interreg V-A
Italy - Croatia CBC Programme
Call for proposal 2019 Strategic

**CoAStal and marine waters integrated monitoring systems for
ecosystems proteCtion AnD managemEnt
CASCADE**

Priority Axis: Environment and cultural heritage

Specific objective: Improve the environmental quality conditions of the sea and coastal area by use of sustainable and innovative technologies and approaches

**GUIDELINES FOR LOCAL
EVENTS AND FESTIVAL OF
ADRIATIC SEA**

Act. 2.4 Events, training and workshops

Act. 5.4 (Ocean literacy and) local events

Work Package:	2. Communication activities 5. Pilots for endangered species restoration and integrated coastal / marine management system
Activity:	2.4 Events, training and workshops 5.4 (Ocean literacy and) local events, only part linked to local events
Author /PPs name	PP8 DELTA 2000
Deliverable:	Guidelines for organization of local events useful for D.2.4.1 , D.2.4.2 D.2.4.3., D.2.4.5 and D.5.4.3
Versions	Draft / proposal
Type	Guidelines
Date	V03 – June 9 th , 2021
Availability	Confidential / Internal use

Summary

1. TERMS OF REFERENCES FROM APPICATION FORM.....	4
2. General aim	5
3. Cross-border event FESTIVAL OF ADRIATIC SEA	7
4. LOCAL EVENTS of Deliverables D.2.4.5: general overview about events foreseen	11
5. LOCAL EVENTS of Deliverables D.5.4.3 general overview about events foreseen	14
6. PROPOSED TASKS	16
7. DETAIL OF PARTNER BUDGET FOR THE ACTIVITIES 2.4.....	19
8. DETAIL OF PARTNER BUDGET FOR THE ACTIVITIES 5.4.....	22
9. GENERAL GUIDELINES FOR EVENTS	24

1. TERMS OF REFERENCES FROM APPLICATION FORM

From application form and communication strategy the act. 2.4 and Act. 5.4 foreseen as follows:

ACT. 2.4 EVENTS, TRAINING AND WORKSHOPS

Activity number	4
Title	Events, Training and Workshops
Description	<p>CASCADE PPs will organise events targeted to stakeholders, citizens and tourists with the aim to enhance and increase the awareness about the marine environment, disseminate information and knowledge about the scientific activities and results of the project, as follows:</p> <ul style="list-style-type: none"> -cross-border event (i.e. Festival of the Adriatic Sea); -seminars, lectures and workshops; -training and educational activities; -summer schools. <p>Specific dissemination materials will be prepared for each event (e.g. brochure, gadgets). Moreover, CASCADE will participate to Natura 2000 conferences and workshops (at least 2) and scientific conferences also outside the cooperation area (e.g. EUROGOOS, EGU conferences). Other events will be kick-off and closure events (M4, M34), one of them being organized in Italy and one in Croatia. These events will also engage with stakeholders (Activities 2.3 and 5.4).</p>
Start date	01/01/2020
End date	31/12/2022
Activity deliverables	<p>D2.4.1 [PP in charge: Delta 2000, delivery: M34] Final report on the outcome of all CASCADE public events D2.4.2 [PP in charge: Delta 2000, delivery: M34] Final report on training activities, seminars and workshops D2.4.3 [PP in charge: Delta2000, delivery: M30] N.1 cross-border event D2.4.4 [PP in charge: UNISALENTO, delivery: M30] n.1 summer school D2.4.5 [PP in charge: all PPs, delivery: M1-M36] local events (about a total of n. 10 guided tours, n. 10 laboratories, n. 10 seminars, n. 10 workshops, n. 5 scientific training) D2.4.6 [PP in charge: all PPs, delivery: M1-M36] n. 10.000 depliants about the events realized, posters, n. 10.000 info cards to promote the events, n. 5 press releases.</p>
Activity budget	€ 399.071,00

ACT. 5.4 OCEAN LITERACY TOOLKIT AND EVENTS

Activity number	4
Title	Ocean literacy toolkit and events
Description	<p>Defined as an understanding of the ocean's influence on you and of your influence on the ocean, Ocean Literacy is a way not only to increase the awareness of the public about the ocean, but it is an approach to encourage all citizens and stakeholders to a more responsible and informed behavior towards the ocean and its resources. Based on project results and partners expertise a website on ocean literacy for the Adriatic Sea collecting results and solution will be provided. With an easy-to-use interface, the website will be an interactive hub that will collect the multimedia toolkit including: a booklet, interactive list of infographics, videos, webinars, a list of institutional resources. A series of events will be organized in order to actively involve local communities (e.g. guided tours and scuba diving for general public for scientific, tourist and recreational purposes; laboratories and didactical activities for schools).</p>
Start date	01/06/2020
End date	31/12/2022

This guidelines are referred to :

→ **D2.4.3 [PP in charge: Delta2000, delivery: M30] N.1 cross-border event : Festival of Adriatic Sea**

→ **D2.4.5 [PP in charge: all PPs, delivery: M1-M36] local events (about a total of n. 10 guided tours, n. 10 laboratories, n. 10 seminars, n. 10 workshops, n. 5 scientific training) :** guided tours / educational tours , laboratories, seminars, workshop and scientific trainings.

→ **D.2.4.6 [PP in charge: all PPs, delivery: M1-M36] n. 10.000 depliants about the events realized, posters, n. 10.000 info cards to promote the events, n. 5 press releases**

Other deliverables connected with these are : **D.2.4.1/D.2.4.2 for the reporting activities**

→ **D.5.4.3 [PP in charge: all PPs, delivery: M1-M36] local events (about a total of n. 10 guided tours and scuba diving for general public for scientific, tourist and recreational purposes; n. 10 Laboratories and didactical activities for schools)**

2. General aim

As general aim and in line with communication plan of project, in the involved areas, partners have to organize events to target groups as general publics, visitors, citizens and tourist with the aim to valorise and increase the awareness in the citizens about the marine environmental , disseminate information and knowledge about the scientific activities and results of the project and activities realized in the pilot area and also increase the tourist sustainable attractiveness of Adriatic area.

The events are also addressed to stakeholders, scientists/technical, local, regional and national public authorities, associations, NGOs, universities and researches institutes with the aim to disseminate information about tool and data resources developed in the project, project and researches results, disseminate results of activities and pilot projects etc.

The CASCADE events have to be linked with the pilot interventions with the aim to give information and disseminate activities realized in the pilot sites . So the events have to be realized in all pilot sites. If a pilot interventions involved more than one partner, it is necessary that the partners involved for that site decided jointly events that intend to realized, avoid overlapping but considering that some events have to be realized at least in one site

Pilot interventions/areas and partners involved:

P1: Grado and Marano Lagoon and Gulf of Trieste (IT); PP: ArpaFVG; UNIBO

P2: Transitional (e.g. Goro area and Bevano Mouth) and coastal areas in Emilia Romagna (IT); PP: ARPAe; UNIBO; CMCC; Delta2000

P3: Torre Guaceto - Canale Reale, Punta della Contessa, Melendugno in Puglia (IT); PP: Regione Puglia; CMCC; UNISALENTO

P4: Neretva river mouth (HR); PP: IOF, DNC; CMCC

P5: Coastal area in Veneto (IT); IUAV with the support of CORILA;

P6: Miljašić Jaruga river mouth, Nin bay (HR); City of Nin; IOF

P7: Coastal area in Molise (Biferno river mouth, Campomarino Coast and Bonifica Ramitelli SAC) (IT); PP: UNIMOLISE

P8: Northern-eastern Adriatic in Croatia (HR); IRB

P9: Cetina river mouth (HR); PP: Sea and Karst

P10: Torre del Cerrano, Pineto Abruzzo (IT); PP: UNIMOLISE

P11: Marche coastal area (IT); Regione Marche.

3. Cross-border event FESTIVAL OF ADRIATIC SEA

The cross-border event **FESTIVAL OF ADRIATIC SEA** is concept as an itinerant review of events / widespread events that lead to the discovery of the pilot sites of Adriatic Coast involved in CASCADE project..

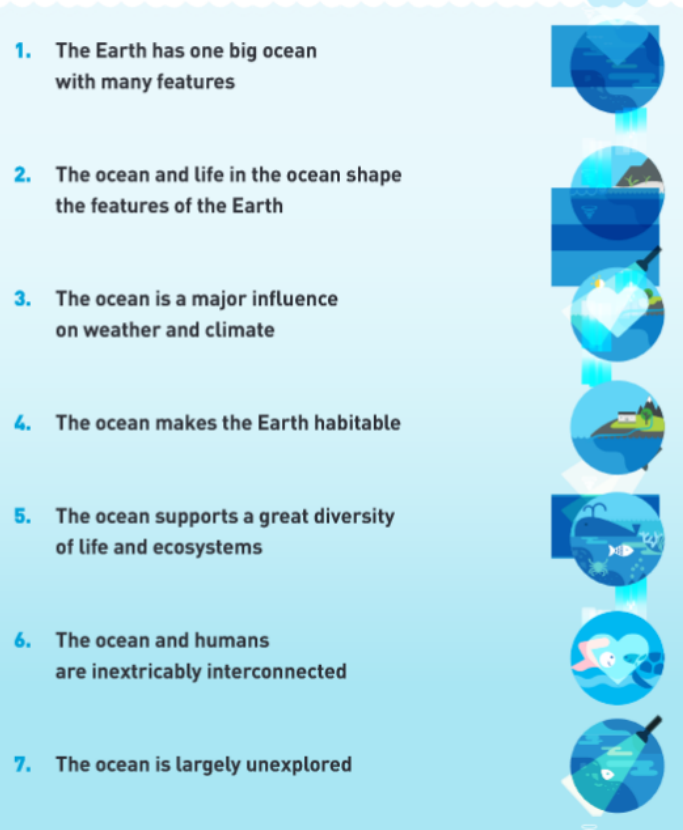
The proposal to create an itinerant sea festival called “FESTIVAL OF ADRIATIC SEA”, located on the territories of **pilot interventions**, aimed at promoting the activities of the project but also at conveying and disseminating information and contents capable of significantly impacting the levels of knowledge and behaviour of people, leveraging on empowerment and awareness of the importance of environmental values aimed at protecting, preserving and conserving the marine environment.

The specific contents of the individual activities will be identified and elaborated on the basis of the specific areas of activity of the project and will be inspired by the following seven principles of ocean education

(Cfr. Ocean Literacy Framework - Ocean Literacy: The Essential Principles and Fundamental Concepts of Ocean Sciences K-12 ¹

The events and activities realized will be identified with the icons of essential principles of Ocean Literacy, to reinforce strengthen the connection between Ocean literacy principles and the activities carried out within Cascade, strengthen the dissemination and information of the principles and objectives of respecting the sea and oceans. ²

The essential principles of Ocean Literacy



1. The Earth has one big ocean with many features
2. The ocean and life in the ocean shape the features of the Earth
3. The ocean is a major influence on weather and climate
4. The ocean makes the Earth habitable
5. The ocean supports a great diversity of life and ecosystems
6. The ocean and humans are inextricably interconnected
7. The ocean is largely unexplored

¹ <http://oceanliteracy.wp2.coexploration.org/ocean-literacy-framework>

² Also for the activities realized in the framework of D.T.5.4.3. Ocean literacy and events.

The Earth has one big ocean with many features.

1. The ocean and life in the ocean shape the features of Earth.
2. The ocean is a major influence on weather and climate.
3. The ocean made the Earth habitable.
4. The ocean supports a great diversity of life and ecosystems.
5. The ocean and humans are inextricably interconnected.
6. The ocean is largely unexplored.

Festival will be coordinate by responsible of WP Communication for HR side and By DELTA 2000 for Italian side, with the support in particular of Lead partner Puglia Region and CMCC .

We propose to organize the Festival of Adriatic Sea in the months of May - June 2022 in coincidence with events of European Maritime Days.

Plan of activities for the Festival of Adriatic Sea

Activities	Description	PPs involved
Definition of joint communication identity of CASCADE events, included the Cross Border Festival of Adriatic Sea	Definition of coordinate image: logo, coordinate layout and slogan for the events organized in the framework of events realized in CASCADE project (all events included Cross border Festival of Sea and local events)	DELTA 2000 in cooperation with PPs
Development and production of toolkits and dissemination tools	Toolkit consisting of: <ul style="list-style-type: none"> • Posters • Territorial map of the Festival of the sea • Gadgets (flags, beach ashtrays, canvas bags, water bottles, etc.) • Exhibition panels and backdrops 	All sites/ pilot areas involved <i>In each pilot sites identification of the toolkit that intend to realize</i> <i>- PP8 DELTA 2000 Realisation of toolkit (folder, gadget, poster ecc.) to promote plastic free events or other events to raise awarness and inform the target about environmental values consumption of local fish in restaurants, etc.</i> <i>- ppx please specify what kind of toolkits intend to develop</i>
Preparatory actions	Technical, organizational, information and training meetings	All sites/ pilot areas involved
Experiential paths of education for responsible and sustainable consumption	Marine educational-environmental laboratories taste laboratories, food and wine meetings and guided tours in the marinas/marinerie	All sites/ pilot areas involved
Show, performances, digital contest, ecc.	Implementation of public events of various kinds on the issues identified	All sites/ pilot areas involved
Meetings, Talk show	Cycle of meetings, structured in different formats, with the involvement and participation of experts, researchers, disseminators, influencers, testimonials, etc.	All sites/ pilot areas involved
Exhibitions, exhibitions, digital installations linked to the ocean literacy web site.	Exhibitions and traveling exhibitions Digital installations	All sites/ pilot areas involved <i>- PPx please specify what kind of events you intend realize and for which pilot site</i>

4. LOCAL EVENTS of Deliverables D.2.4.5: general overview about events foreseen

D2.4.5 [PP in charge: all PPs, delivery: M1-M36] local events (about a total of n. 10 guided tours, n. 10 laboratories, n. 10 seminars, n. 10 workshops, n. 5 scientific training): guided tours / educational tours , laboratories / training , seminars, workshop and scientific trainings.

Type of event	Aim	Target	Description/example	PPs involved
<p><i>10 guided tours</i></p> <p>* No scuba diving in this guided tours – See D.5.4.3 for this type of activities</p>	<p>Dissemination message on marine environment and its threats, supported by dissemination material with a high visual impact (leaflets etc.).</p> <p>Increase potential touristic market of sites and areas involved</p>	<p>General public, tourist, citizens</p> <p>Operators/agencies, touristic guides, info points, natural reserves, associations</p>	<p>For example</p> <ul style="list-style-type: none"> - guided tours in the pilots sites in order to promote the preservation of the ecosystem and / or inform about the existent biodiversity - boat tours in sea area / pilot sites <p>Specific events will be organized for operators/agencies, touristic guides, info points, natural reserves, associations, which may benefit from CASCADE results by uptaking marine environment data and information on areas of interest, to increase their potential touristic market.</p>	<p>To be defined : at least one events for each pilot site³</p> <p><i>Proposal: PP8 DELTA 2000 minimum n.1 guided tours</i></p> <p><i>PPX... to be completed by partners / please specify if you are interested in realized this type of event and for which pilot site</i></p>
<p><i>10 laboratories</i></p> <p>* No labo and activities for schools – See D.5.4.3 for this</p>	<p>Dissemination message on marine environment and its threats, supported by dissemination material with a high visual impact (leaflets etc.).</p>	<p>General public, tourist, citizens</p>	<p>Environmental education programs for schools, citizen science campaigns and outreach projects,</p> <p>For example:</p> <ul style="list-style-type: none"> - laboratories activities with the aim to make know the biodiversity, the 	<p>To be defined at least one events for each pilot site</p> <p><i>PP8 DELTA 2000 minimum n.2</i></p>

³ Please note that the events are referred to pilot sites: if more than one partner is involved in the pilot sites, it is need to jointly decide and specificity which partners will realized the events proposed. This note also for laboratories, seminary, workshops (see lines below).

Type of event	Aim	Target	Description/example	PPs involved
type of activities			ecosystem, environment also with an interaction with participants about the state and functioning of the various coastal marine ecosystems, transformations induced by man over the centuries - experiments - simulation on site about ecological research, through the acquisition of ecological data in marine sites	<i>PPX... to be completed by partners / please specify if you are interested in realized this type of event and for which pilot site</i>
10 seminars 10 workshops	The aim of seminars could be: - general about the project, the general results, in particular to sensitize the populations and citizens - scientific – technical addressed to scientific, universities, stakeholders to disseminate tools and data researches, results of pilot project and project results, share experiences/	Local, regional and national public authorities Regional and local development agencies (involved in the management of marine areas) Association and env. Agencies (involved in the management of marine areas) Universities SME and other enterprises and their associations (operating in the fisheries and aquaculture sector) Education and research institutes Citizens	The seminars are designed to create a space for discussion and common reflection and are aimed at both professionals and an audience of "non-professionals". As general line the seminar concentrates on delivering the information and discussion of the pertinent issue. Workshop similar to the seminars, but the participants are given the opportunity to practice skills and receive feedback, with an active participation of all participants	To be defined at least one events for each pilot site PP8 DELTA 2000 minimum n.1 workshop and n.1 seminars <i>PPX... to be completed by partners / please specify if you are interested in realized this type of event and for which pilot site</i>

Type of event	Aim	Target	Description/example	PPs involved
	best practises etc.			
<i>5 scientific training</i>	Scientific training activities dedicated to deepening some technical-scientific topics in some contexts connected with the results of the pilot projects , share experiences/ best practises etc.	Local, regional and national public authorities Regional and local development agencies (involved in the management of marine areas) Association and env. Agencies (involved in the management of marine areas) Universities SME and other enterprises and their associations (operating in the fisheries and aquaculture sector); Education and research institutes Citizens	Possible themes will be defined	To be defined, as general the university or scientific partner have to organized 1 scientific training <i>PPX... to be completed by partners / please specify if you are interested in realized this type of event</i>

5. LOCAL EVENTS of Deliverables D.5.4.3 general overview about events foreseen

D.5.4.3 [PP in charge: all PPs, delivery: M1-M36] local events (about a total of n. 10 guided tours and scuba diving for general public for scientific, tourist and recreational purposes; n. 10 Laboratories and didactical activities for schools).

Type of event	Aim	Target	Description/example	PPs involved / PPX PARTNERS PROJECT PLEASE ADD YOUR PROPOSAL
<i>10 guided tours and scuba diving for general public for scientific, tourist and recreational purposes</i>	Dissemination message on marine environment and its threats, supported by dissemination material with a high visual impact (leaflets etc.).	General public, tourist, citizens	- scuba diving to discover sea biodiversity - scuba experience for scientific purpose Etc.	To be defined : at least one events for each pilot site ⁴ <i>PPX... to be completed by partners / please specify if you are interested in realized this type of event and for which pilot site</i>
<i>10 Laboratories and didactical activities for schools</i>	Dissemination message on marine environment and its threats, supported by dissemination material with a high visual impact (leaflets etc.).	Schools – students	Environmental education programs for schools, citizen science campaigns and outreach projects, For example: - laboratories activities with the aim to make know the biodiversity, the ecosystem, environment also with an interaction with participants about the state and functioning of the various coastal marine ecosystems, transformations induced by man over the centuries - experiments	To be defined : at least one events for each pilot site PP8 DELTA 2000 minimum n.2 <i>PPX... to be completed by partners / please specify if you are interested in realized this type of event and for</i>

⁴ See note above

Type of event	Aim	Target	Description/example	PPs involved / PPX PARTNERS PROJECT PLEASE ADD YOUR PROPOSAL
			- simulation on site about ecological research, through the acquisition of ecological data in marine sites	<i>which pilot site</i>

6. PROPOSED TASKS – Timetable

WHAT	PPs and ROLE OF EACH PPs	DEADLINE	Note and comments by PPs
Definition of 1 st GUIDELINES FOR LOCAL EVENTS CONNECTED WITH FESTIVAL OF ADRIATIC SEA about the Act. 2.4, excluded the summer camps (ref. UNISALENTO)	PP8 DELTA 2000 with the support of PP2 Ruder B. Institution & CMCC	By June 2021	xxxx
Evaluation and suggestions about 1 st <i>GUIDELINES FOR LOCAL EVENTS CONNECTED WITH FESTIVAL OF ADRIATIC SEA</i>	All pps	by 20 July 2021	xxxx
Collection observation By PPs about 1 st <i>GUIDELINES FOR LOCAL EVENTS</i> Sea and send the completed version to PPs	PP8 DELTA 2000 with the support of PP2 Ruder B. Institution	End of July 2021	xxxx
Final deadline to identify what, how and what partners organized the events foreseen and definition of realization of promotional material (posters, cards, etc.)	All PPs have to identify the events that will organize	September 2021	xxxx
Start the organization about the name, coordinate and unique layout and slogan for the events organized in the framework of additional logo and slogan about FESTIVAL OF ADRIATIC SEA and events	PP2 Ruder B. Institution and PP8 DELTA 2000 with cooperation of other partners	During autumn 2021	xxxx
Start with events organization	All PPs	FROM AUTUMN 2021	xxxx

WHAT	PPs and ROLE OF EACH PPs	DEADLINE	Note and comments by PPs
<p>Events ...</p> <p>D2.4.5 [PP in charge: all PPs, delivery: M1-M36] local events (about a total of n. 10 guided tours, n. 10 laboratories, n. 10 seminars, n. 10 workshops, n. 5 scientific training)</p> <p>+ D.5.4.3 [PP in charge: all PPs, delivery: M1-M36] local events (about a total of n. 10 guided tours and scuba diving for general public for scientific, tourist and recreational purposes; n. 10 Laboratories and didactical activities for schools).</p>	<p>Each PPs involved in events organizations have to</p> <ul style="list-style-type: none"> - organize events - final reporting for each event (based on template that will be provided by PP8 + PP2) - n.01 press releases minimum for each event <p>* Please note that the events are referred to pilot sites: if more than one partner is involved in the pilot sites, it is need to jointly decide and specify which partners will realized the events proposed.</p>	During year 2022	xxxx
D2.4.3 N.1 cross-border event: Festival of Adriatic Sea	Cross Border Events as itinerant events organized in the framework of itinerant cross border events	June 2022	xxxx
D2.4.6 [PP in charge: all PPs, delivery: M1-M36] n. 10.000 depliants about the events realized, posters, n. 10.000 info cards to promote the events, n. 5 press releases.	PPs involved (will be defined in the next steps partners involved in the realization of promotional material - depliants about the events realized, posters, info cards etc)	- before the events	xxxx
Conclusion of events organization	All PPs	November 2022	xxxx
<p>Final reporting</p> <p>D2.4.1 [PP in charge: Delta 2000, delivery: M34 proposal by M36] Final report on the outcome of all CASCADE public events</p> <p>D2.4.2 [PP in charge: Delta 2000, delivery: M34] Final report on training activities, seminars and</p>	Delta 2000 with the contribution of PPs that organized events.	<u>Proposal</u> : by the end of project M36 .	xxxx

WHAT	PPs and ROLE OF EACH PPs	DEADLINE	Note and comments by PPs
workshops			
Final reporting D.5.4.3 [PP in charge: all PPs, delivery: M1-M36] local events (about a total of n. 10 guided tours and scuba diving for general public for scientific, tourist and recreational purposes; n. 10 Laboratories and didactical activities for schools)	CMCC	November 2022	

7. DETAIL OF PARTNER BUDGET FOR THE ACTIVITIES 2.4

Note : This budget included all the budget lines included in the Act. 2.4 not only for local events, but also for summer schools – UNISALENTO.

The Budget for travel and accommodation could be used for local travel (ex. For organisation of events, etc.) or for the participation at the events organized by other partner in the framework of Festival of Adriatic Sea.

PARTNERS / BUDGET LINES	€
ARPA FVG	3.500,00
Travel and accommodation	3.500,00
ARPA EMILIA ROMAGNA	13.640,00
External expertise and services	5.000,00
Office and administration	540,00
Staff	3.600,00
Travel and accommodation	4.500,00
CIRSA UNIBO	7.180,00
Office and administration	480,00
Staff	3.200,00
Travel and accommodation	3.500,00
DELTA 2000 - SOCIETA' CONSORTILE A R.L.	41.445,00
External expertise and services	31.000,00
Office and administration	945,00
Staff	6.300,00
Travel and accommodation	3.200,00
DUBROVACKO-NERETVANSKA ZUPANIJA	12.875,00
Office and administration	375,00
Staff	2.500,00
Travel and accommodation	10.000,00
FONDAZIONE CENTRO EURO-MEDITERRANEO	25.050,00
External expertise and services	3.000,00
Office and administration	1.050,00
Staff	7.000,00
Travel and accommodation	14.000,00
GRAD NIN	22.692,00
External expertise and services	8.000,00
Office and administration	612,00
Staff	4.080,00
Travel and accommodation	10.000,00

PARTNERS / BUDGET LINES	€
INSTITUT RUDER BOSKOVIC	31.400,00
External expertise and services	17.500,00
Office and administration	900,00
Staff	6.000,00
Travel and accommodation	7.000,00
INSTITUT ZA OCEANOGRAFIJU I RIBARSTVO	29.000,00
External expertise and services	5.000,00
Travel and accommodation	24.000,00
ATRAC	49.338,00
Equipment	20.000,00
External expertise and services	4.000,00
Office and administration	2.475,00
Staff	16.500,00
Travel and accommodation	6.363,00
JAVNA USTANOVA ZA MORE I KRÅ – PUBLIC INSITUTIONS FOR MNGM PROTECTED AREA IN SPLIT DALMATIA COUNTY SEA AND KARST	9.415,00
Office and administration	315,00
Staff	2.100,00
Travel and accommodation	7.000,00
MARCHE REGION .	9.261,00
External expertise and services	2.811,00
Office and administration	450,00
Staff	3.000,00
Travel and accommodation	3.000,00
PUGLIA REGION	70.100,00
External expertise and services	35.000,00
Office and administration	2.100,00
Staff	14.000,00
Travel and accommodation	19.000,00
UNIVERSITA' DEGLI STUDI DEL MOLISE – UNIVERSITY UNIMOL	7.975,00
External expertise and services	2.300,00
Office and administration	375,00
Staff	2.500,00
Travel and accommodation	2.800,00
UNIVERSITA' DEL SALENTO – SALENTO UNIVERSITY	54.475,00
Office and administration	975,00
Staff	6.500,00
Travel and accommodation	47.000,00

PARTNERS / BUDGET LINES	€
UNIVERSITY IUAV DI VENEZIA	11.725,00
Office and administration	225,00
Staff	1.500,00
Travel and accommodation	10.000,00
TOTAL BUDGET ACT. 2.4	399.071,00

8. DETAIL OF PARTNER BUDGET FOR THE ACTIVITIES 5.4

Note : This budget included all the budget lines included in the Act. 5.4 so also the budget for “Ocean Literacy” not only for local events (So also D.T.5.4.1 AND D.T.5.4.2)

PARTNERS/ BUDGET LINES	€
AGENZIA REGIONALE PREVENZIONE AMBIENTE ENERGIA EMILIA ROMAGNA	14.070,00
External expertise and services	12.000,00
Office and administration	270,00
Staff	1.800,00
ALMA MATER STUDIORUM UNIVERSITA' DI BOLOGNA	4.600,00
Office and administration	600,00
Staff	4.000,00
DELTA 2000 - SOCIETA' CONSORTILE A R.L.	33.600,00
External expertise and services	29.000,00
Office and administration	600,00
Staff	4.000,00
DUBROVAČEKO-NERETVANSKA ½UPANIJA	2.760,00
Office and administration	360,00
Staff	2.400,00
FONDAZIONE CENTRO EURO-MEDITERRANEO SUI CAMBIAMENTI CLIMATICI	93.000,00
External expertise and services	10.000,00
Office and administration	10.500,00
Staff	70.000,00
Travel and accommodation	2.500,00
INSTITUT ZA OCEANOLOGRAFIJU I RIBARSTVO	3.450,00
Office and administration	450,00
Staff	3.000,00
ATRAC	28.100,00
External expertise and services	12.000,00
Office and administration	2.100,00
Staff	14.000,00
REGIONE MARCHE - SERVIZIO ATT. PRODUTTIVE, ISTRUZIONE LAVORO	3.250,00
Office and administration	337,50
Staff	2.250,00
Travel and accommodation	1.000,00
REGIONE PUGLIA	53.775,00
External expertise and services	30.000,00
Office and administration	2.775,00
Staff	18.500,00
Travel and accommodation	2.500,00
UNIVERSITA' DEGLI STUDI DEL MOLISE	6.550,00

External expertise and services	800,00
Office and administration	750,00
Staff	5.000,00
UNIVERSITA' DEL SALENTO	22.400,00
External expertise and services	4.000,00
Office and administration	2.400,00
Staff	16.000,00
UNIVERSITA' IUAV DI VENEZIA	34.500,00
Office and administration	4.500,00
Staff	30.000,00
Total ACT. 5.4	300.392,50

9. GENERAL GUIDELINES FOR EVENTS

Preliminary meeting

Eventually it could be organized a preliminary restrict meeting with institution / involved bodies, universities, scientific bodies, etc. to organized events, define aims, topic, agenda, etc.

If yes, please collect attendance sheet + brief minutes with description of who has been involved and brief minutes of meeting and/or input for the following activities.

Organisations events

Some suggested steps **-before the event** :

- The events have be customized and defined taking in consideration the target groups identify and involved in the events.
- definition of an invitation lists : type of subjects and bodies involved , their role
- definition of a programme/agenda and date of events (before preferably a “save the date”)
- Considering the type of event, it is suggested/it could be need the presence of facilitator / moderator
- To be more effective, as possible the events should be implemented using interactive methods involving participants, in particular workshops, laboratories.
- The connections of events with the pilot sites involved in CASCADE project is pivotal.
- The events have to organized taking in mind the aim of project communication and aim of events considering the type of events organized (workshops, seminars, laboratories, etc.) and relative target groups involved.
- For each events, prepare minimum n.01 press articles

Some suggested steps **-during the event** :

- Local events should include the presentation of the CASCADE project in the beginning
- Take in mind guidelines for the content and themes of event
- Take note and take pictures/video to prepare the minutes of each workshops
- Local events should include the presentation of the CASCADE project in the beginning
- A final part | conclusion should be foreseen and stimulate by a facilitator of the events in particular for events as workshop and seminars.

Follow-up report ⁵: *each event organized by the project should contain the follow-up report describing the typology of the audience present, in case of both online and offline events, and setting up the description of each of the speakers' presentations and main conclusions of the discussion that took place. Also some relevant photos should be enclosed too per each of the speaker and in case of the online event*

⁵ This part is an abstract of the new “Guidelines for final project communication deliverables” of IT HR programme V 1.1. OF 20.11.2020 available at this link [Final_Deliverables_Project_website_update_20201120.pdf](#)

several screenshots of the main speakers and audience should be enclosed to the follow up report. Please remind never to upload the attendance sheets from the events since these information are against GDPR. Instead qualify your audience in numbers (nr. of participants) and by segmenting the typology of the stakeholders (i.e. 5 business supporting organizations representatives, 20 regional public authority representatives, 10 national public authority rep., 10 students etc...). If the event included the press conference, please briefly mention the number and name of the media present, press-clip the earned articles that have been published on the press or link in the video section the video reportage and include some photos in the follow-up report.

Also the pilot actions, trainings, labs, focus groups, brokerage events, b2b etc.. need to foresee a follow-up report as above detailed. Please have in mind to include the most representative photos and when photo-shooting the pilot actions concentrate on the activities and the object of the pilot.

Public events and meetings, especially high level events (Mid-term or Final Project Conference): these events cannot be self-referenced and limited to the partnership only, but need to involve the qualified speakers, miscellaneous types of audience and high number of participants.

Examples of the follow-up report to be prepared as minimum requirement.

- [Example](#)

Guidelines for minutes / reporting

Considering the example proposed by JS above, we propose the following scheme to prepare the minutes of follow up report with the following minimum information:

1. **Type of event and summary of event**
2. **Place and date of event**
3. **Participants** (number of participants, affiliations):
4. **Moderator / facilitator** (name, profession, experience):
5. **Information, knowledge and skills delivered** : Contents and themes presented and discussed with indication of speakers (name surname if possible)
6. **Results and conclusions** (what was worked out during the events and inputs in case for next activities):
7. **Minute attachments:**
 - A. Workshop /seminars agenda, programme laboratory, training programme, programme guided tours
 - B. List of participants in case of events in presence (using the template of project CASCADE) or registration lists/participant lists in case of on line events – NOT FOR THE WEBSITE CONSIDERING THE GDPR RULES but only for reporting use.

- C. Pictures, video and other communication tools; in case of on line events make screen shot / picture about the screen and if possible registration of on line events.
- D. Eventually survey distributed
- E. Eventually communication/ training material
- F. Press releases, press articles and other media communication

ON-LINE EVENTS – MINIMUM REQUIREMENTS⁶

*In relation to the current period of pandemic emergency situation related to the Covid-19 and impossibility of the projects to implement the traditional off-line events in presence both on local, national and cross-border level, at the Programme level are set the following **minimum communication requirements** for the organization of the **on-line project events** in order to **guarantee the deliverable quality, all requirements will be valid till the end of programme. All projects should include some of the following activities related to the dimension of the event.***

- *Setting up of an interactive landing page or dedicated web space*
- *Event video production or video of the pilot actions carried out in streaming*
- *Engagement of the well-identified and motivated target groups by the means of activities carried out on social media (i.e advertising segmented per users groups)*
- *Adequate online promotion and information about the event (pre-event and post-event)*
- *Presence of the moderator of the event and of the coordinator of the chat box (regia)*
- *Proactive communication during the event by the means of i.e. live-tweeting (using the pre-event defined hashtag and aimed at creating the trending topic on Twitter)*
- *Adequate graphic composition for the layouts of the background scenes (with project(s) logos and/or coordinated visual identity of the specific event) of speakers going live in interviews in hybrid modality – speaker(s) and moderator onsite and the audience online in streaming*
- *Planning the moments for the online interaction with stakeholders by the means of interactive features and/or by foreseeing and launching the interactive and creative quiz of knowledge verification*
- *Video-conference set-up should be planned and carried out in using the professional communication platforms with availability of features for the interaction with participants (raising hand, chatbox etc.)*

⁶ This part is an abstract of the new “Guidelines for final project communication deliverables” of IT HR programme V 1.1. OF 20.11.2020 available at this link [Final_Deliverables_Project_website_update_20201120.pdf](#)

- *For the purposes of the monitoring social engagement and online event mentions the professional platforms should be put in place*
- *Post-event feedback on the event should be prepared and submitted by the means of the online questionnaire, with the content in-depth analysis and eventual thematic consultation on the new Programming period 2021-2027 (last with support of the JS)*
- *In order to include the wide audience at National and EU level on relevant thematic of the project, the involvement of the high-level thematic and institutional speakers should be ensured (external to the project partnership), with all-on-time carefully prepared and creative contents able to engage the participating audience*
- *In order to be considered as an public event or public meeting at cross-border level, the online event should be carefully planned, promoted and organized in order to ensure the involvement of at least 100 online participants and with livestreaming feature*
- *Preparation of the follow-up report of the event (with main conclusions of the speakers and of the discussions took place, main key messages & outcomes) as above indicated.*