INTERREG V A Italy – Croatia
CBC Programme

D.1.1.7 – Minutes of the Kick-off Meeting in Ravenna

Index

1. Document overview

1.1. Project details

Acronym:	**ADRIREEF**
Title:	***Innovative exploitation of Adriatic Reefs in order to strengthen blue economy***
Coordinator:	**Municipality of Ravenna**
Application ID:	**10045901**
Programme:	**Italy – Croatia CBC Programme – Axis: Blue innovation**
Start:	**01/12/2018**
Duration:	**30 months**

Consortium:
- **Municipality of Ravenna** *(IT)*
- **Regional agency for prevention, environment and energy in Emilia-Romagna** *(IT)*
- **Zadar county development agency Zadra Nova** *(HR)*
- **Association for nature, environment and sustainable development SUNCE** *(HR)*
- **University of Zadar** *(HR)*
- **National research council** *(IT)*
- **Regional agency for prevention and protection of the environment of Puglia** *(IT)*
- **National institute of oceanography and experimental geophysics – OGS** *(IT)*
- **Public institution RERA SD for coordination and development of Split-Dalmatia County** *(HR)*
- **Ruđer Bošković institute** *(HR)*
- **University in Rijeka, faculty of maritime studies Rijeka** *(HR)*

1.2. Deliverable details

Number:	**D 1.1.7**
Title:	**MINUTES OF KICK-OFF MEETING IN RAVENNA**
Work package:	***WP1 – Project management and coordination of activities***
Lead Partner:	**Municipality of Ravenna**
Date:	***January, 22nd and 23nd 2019***
Authors:	**Municipality of Ravenna (Giulia Cillani, Michela Soldati, Simona Forte)**

2. Introduction

According to the programme manual of procedures (i.e. factsheet n. 6 – "Implementation of the project"), the Kick-off meeting is a key step in the management and coordination process: it is a way to ensure that all partners are ready to start the implementation work and are aware of next steps. This meeting offers the opportunity for partners to get to know each other, prepare detailed work plans and decide on administrative procedures. Often it is also the initial team-building event.

The Adrireef kick-off meeting took place in Ravenna city center, at Palazzo Rasponi dalle Teste, on January 22nd and 23rd 2019. The meeting aimed at establishing and examining the project details as well as providing the chance to meet all involved partners.

Representatives from all project partners participated at the meeting and discussed the concept as well as the steps necessary to implement it. Thus, day 1 focused on the project vision, objectives, and outcomes as well as the partners' individual presentation concerning their previous experiences and the expectations from Adrireef project. Furthermore, the work packages were presented and discussed among all partners. On the second day the tasks of the initial work packages were discussed in depth and further developed in brainstorming sessions, aimed to elaborate a common understanding of tasks, defined roles, responsibilities, and concrete next steps.

One of the meeting's highlights was the presentation by Walter Martinotti from the Italian Ministry for Economic Development who presented the Italian experiences and the state of art concerning the decommissioning field.

Figure 1: Meeting of the 22nd of January

3. Participants

All consortium partners attended the kickoff meeting with a total number of 38 participants listed in the table below:

.	NAME	ORGANISATION	ROLE	COUNTRY
1	Emanuela Medeghini	Municipality of Ravenna	Financial manager	Italy
2	Maria Grazia Marini	Municipality of Ravenna	Communication manager	Italy
3	Raffaella Rosetti	Municipality of Ravenna	Project assistant	Italy
4	Michela Soldati	Municipality of Ravenna	Project assistant	Italy
5	Silvia Ulazzi	Municipality of Ravenna	Project assistant	Italy
6	Matteo Parrinello	Municipality of Ravenna	Project assistant	Italy
7	Giulia Cillani	Municipality of Ravenna	Project assistant	Italy
8	Ouidad Bakkali	Municipality of Ravenna	Deputy major	Italy
9	Nada Mamish	Municipality of Ravenna	Tourism department assistant	Italy
10	Silvia Pigozzi	ARPAE	Steering committee member	Italy
11	Cristina Mazziotti	ARPAE	Communication manager	Italy
12	Alberto Rebucci	ARPAE	Project manager	Italy
13	Barbara Gulminelli	ARPAE	Financial manager	Italy
14	Carla Rita Ferrara	ARPAE	Project assistant	Italy

NO.	NAME	ORGANISATION	ROLE	COUNTRY
15	**Marica Babić**	ZADRA NOVA	Steering committee member	Croatia
16	**Zvonimir Źuza**	ZADRA NOVA	Project assistant	Croatia
17	**Samanta Šećer**	SUNCE	Financial manager	Croatia
18	**Matea Špica**	SUNCE	Project manager	Croatia
19	**Claudia Kruschel**	UNI ZADAR	Senior Project manager	Croatia
20	**Dubravko Pejdo**	UNI ZADAR	Communication manager	Croatia
21	**Gianna Fabi**	CNR	Project manager	Italy
22	**Pierluigi Penna**	CNR	Project assistant	Italy
23	**Raffaella D'aprile**	ARPA Puglia	Financial manager	Italy
24	**Enrico Barbone**	ARPA Puglia	Project manager	Italy
25	**Diego Borme**	OGS	Steering committee member	Italy
26	**Ivo Benzon**	RERA	Project manager	Croatia
27	**Tonći Božanić**	RERA	Steering committee member	Croatia
28	**Vanja Kmoljenović Lončar**	Institut Ruđer Boškovic	Financial manager	Croatia

NO.	NAME	ORGANISATION	ROLE	COUNTRY
29	**Sandi Orlić**	Institut Ruđer Boškovic	Project manager	Croatia
30	**Damir Kralj**	Institut Ruđer Boškovic	Communication manager	Croatia
31	**Vlado Frančić**	UNI Rijeka	Project manager	Croatia
32	**Lovro Maglic**	UNI Rijeka	Project assistant	Croatia
33	**Damir Zec**	UNI Rijeka	Steering committee member	Croatia
34	**Ana Malovrh**	UNI Rijeka	Financial manager	Croatia
35	**Andrea D'angelo**	Ethic	Technical support	Italy
36	**Simona Forte**	Ethic	Technical support	Italy
37	**Valter Martinotti**	MISE/RSE	PhD – external contributor	Italy
38	**Paolo Rotoni**	JS/Regione Veneto	Project manager	Italy

4. Agenda

Day 1	January 22,2019	09:00 – 20:00
09:00 – 09:15	*Arrivals and registration*	
09:15 – 09:30	**Municipal councilor greetings** (*Ouidad Bakkali – European policies, international cooperation*)	
09:30 – 10:00	**Introduction and project overview** (*Maria Grazia Marini – Communication Manager; Michela Soldati – Project assistant*)	
10:00 – 11:00	*Coffee break*	
11:20 – 12:30	**Partnership presentation** (*LP, PP1, PP2, PP3 and PP4*)	
12:30 – 13:00	**Press Conference**	
13:00 – 14:00	*Lunch*	
14:00 – 14:15	**Keynote speaker – Decommissioning: the Italian experience and state of art** (*Walter Martinotti, Italian Ministry for Economic Development – Sustainable development and energetic sources department*)	
14:15 – 14:30	**WP 3 and 4 overview**	
14:30 – 16:00	**WP 3 – mapping of Adriatic reefs from different perspectives** (*Gianna Fabi – senior researcher*)	
16:00 – 16:30	*Coffee break*	
16:30 – 18:00	**WP 4 – monitoring phase of Adriatic reefs** (*Alberto Rebucci – director of SAC unit in Ravenna*)	
18:00 – 20:00	*Free time and dinner at Mariani Lifestyle*	

Day 2	January 23, 2019	08:45 – 14:00
08:45 – 09:00	*Arrivals and registration*	
09:00 – 10:20	**WP3 and WP4 wrap-up session; workplan presentation**	
10:20 – 11:00	**WP2 presentation of communication strategy and workplan** *(Ivo Benzon – Project Manager RERA)*	
11:00 – 11:15	*Coffee break*	
11:15 – 13:00	**Steering Committee meeting** *(SC appointed members)*	
13:00 – 13:30	**Discussion of open questions and summary of next steps**	
13:00 – 14:00	*Lunch and Ravenna guided tour*	

5. Minutes

5.1. Day 1

Time: 9:00 – 18:00

Participants:
- Municipality of Ravenna *(IT)*
- Regional agency for prevention, environment and energy in Emilia-Romagna *(IT)*
- Zadar county development agency Zadra Nova *(HR)*
- Association for nature, environment and sustainable development SUNCE *(HR)*
- University of Zadar *(HR)*
- National research council *(IT)*
- Regional agency for prevention and protection of the environment of Puglia *(IT)*

- National institute of oceanography and experimental geophysics – OGS *(IT)*
- Public institution RERA SD for coordination and development of Split-Dalmatia County *(HR)*
- Ruđer Bošković institute *(HR)*
- University in Rijeka, faculty of maritime studies Rijeka *(HR)*

Activities:
1) Welcome by LP, introduction and project overview
2) Partnership presentations
3) Technical WPs (WP3 and WP4) in-depth analysis

1. Welcome by LP, introduction and project overview

Ouidad Bakkali, deputy major in charge for the Municipality of Ravenna, responsible for the European policies department, greeted all the participants. Then followed a presentation by Maria Grazia Marini, LP communication manager of the project, on the city cultural heritage. **Michela Soldati** continued presenting, on behalf of the Project Manager Gianni Gregorio, all the key aspects of the project: work-packages, activities and deliverables, budget lines and time-schedule.

2. Partnership presentation

All the partners provided a general presentation of the represented organization Each presentation introduced clearly the main activities of the organization, the expectations from the project and the staff involved on ADRIREEF.

3. WP3/WP4 workplans presentation

Michela Soldati introduced the afternoon session focused on work package 3 and 4 and held by each WP leader.
In her introduction she asked the partners to focus on the activities to be carried out during the WP bearing in mind the budget allocated to each partner and the time-schedule of the activities. Beside that an overview about possible case studies in Italy and Croatia is necessary as soon as possible.

3.1. WP3 – mapping of Adriatic reefs from different perspectives

Gianna Fabi – project manager for CNR **presented the activities of WP3.**

Task's deliverables have been detailed and for each one a responsible partner has been appointed.

The partners had a brief exchange of ideas about the definition of "reefs" and decided that it will be defined within activity 3.1.1.

Paolo Rotoni, representing the Joint Secretariat, reminded the partnership should take into account the indicators and targets of the Interreg Programme's Axis 1.

For what concerns activity 3.5, stakeholder analysis, Andrea D'Angelo from Ethic company, consultant of Ravenna Municipality within the project, explained that they will carry on the activity together with SUNCE from the Croatian side and the contribution of all the partners involved according to the project proposal.

Main conclusions

The following decisions were agreed between the partnership:
- internal deadline for some of the activities and their deliverables (see WP3-WP4 wrap-up session presentation);
- extension of activity 3.1 till 30th of June 2019;
- identification of PPs responsible for each activity/deliverable (see WP3-WP4 wrap-up session presentation);

The Croatian partners need to appoint one responsible for the following activities/deliverables:
- D.3.2.2 – identification of reefs that can be considered for economic scope and discussion on the criteria adoptable for the scope;
- A 3.4 – identification of technologies for underwater reefs monitoring;

All interested partners have to fill in by 31st of January 2019 the data collection form on possible case studies, prepared by CNR and ARPAE and already sent to everyone.

3.2. WP4 – monitoring phase of Adriatic reefs

Alberto Rebucci, Director of ARPAE-SAC Unit, gave a short introduction greeting to all the project partners that joined the Kick off Meeting.

Silvia Pigozzi focused on the technical insight of work package 4 activities and on monitoring activities schedule.

In order to have the opportunity to carry out monitoring activities during summer-season 2020, they proposed to extend tasks 4.1 and 4.2 until the end of year 2020. This will lead consequently to an extension of task 4.3, data analysis. The partners had a brief review of

budget rules and on the possibility to revise the list of equipments needed, taking into account the objectives of the project.

Talking about the outcomes of monitoring activities it was underlined that video monitoring could be a communication tool to be applied in WP2. Therefore the monitoring protocol will have to take into account this connection.

Finally a road map towards WP4 was outlined.

Conclusions

The following decisions were agreed between the partnership:

- task 4.1 and 4.2 should be extended to 31st of December 2020, the proper communication will be sent to the JS;
- concerning deliverables 4.1.1 and 4.2.1 – *explorative survey with MBES or ROV to identify the most suitable reefs based on structural integrity and biological colonization*, existing MBES data will be collected to implement activity 3.3;
- ARPAE will take the lead of activity 4.3 – data collection;
- task leader for activity 4.2 – *Monitoring activity in Croatia*, has to be appointed.

5.2. Day 2

Time: 9:00 – 13:30

Participants:
- Municipality of Ravenna *(IT)*
- Regional agency for prevention, environment and energy in Emilia-Romagna *(IT)*
- Zadar county development agency Zadra Nova *(HR)*
- Association for nature, environment and sustainable development SUNCE *(HR)*
- University of Zadar *(HR)*
- National research council *(IT)*
- Regional agency for prevention and protection of the environment of Puglia *(IT)*
- National institute of oceanography and experimental geophysics – OGS *(IT)*
- Public institution RERA SD for coordination and development of Split-Dalmatia County *(HR)*
- Ruđer Bošković institute *(HR)*
- University in Rijeka, faculty of maritime studies Rijeka *(HR)*

Activities: 1) Workplan presentation of the technical WPs (WP3 and WP4)

2) WP2 - Communication activities
3) Steering Committee meeting
4) Final discussion and summary of next steps

1. WP3 and WP4 wrap-up session and workplan presentation

Michela Soldati – Technical specialist of Ravenna Municipality – gave an overview of WP3 and WP4 sessions, showing in particular deadlines, responsibilities, road map and major agreed changes in time schedule.

She presented the updated work plan, showing the agreed changes and pointing out the foreseeable consequent changes that will possibly affect WP5's activities.

Finally, the first steps to be undertaken and the road map towards WP4 were outlined.

Conclusion

In order to be ready to start monitoring activities by July 2019, the agreed first deadlines for the preliminary activities are as follow:

- 15/02/2019 identification of case studies;
- 31/03/2019 identification of technologies for underwater monitoring of reefs;
- By April 2019 starting of purchasing procedures for equipment.

The partners, divided between Italians and Croatians, had a brief separate meeting during which they talked about task's responsibilities and case studies.

2. WP2- Communication activities

Ivo Benzon – Project Manager of Public institution RERA SD for coordination and development of Split-Dalmatia County *(HR)* – presented the communication activities concerning the Adrireef project. Main points to consider were the following:

- *Manual of procedure at the factsheet n.8* – WP2 overview; basic communication items (e.g. communication approach, target, tools, etc.); the main communication rules and minimum communication obligations;

- *Communication workplan* – introduction to the overall WP structure as well as the specific communication tasks concerning the description, deliverables, time-line, budget and WP actors (defined task leader, co-leader and contributors);
- *Communication Strategy Plan (D2.1.2)* - presentation of the Communication Strategy Plan draft, that will be developed in order to establish the objectives of the communication, the target groups, the communication channels to use, periodicity, timelines and degree of interactivities as well as the different tools able to effectively show the achieved results and impacts of the project.
- *Internal communication manual (D1.2.2)* – presentation of the two different cloud collaboration platforms (main rules and details), using by each PPs for a) exchanging drafts and for organizational purposes related to all WPs; b) for storage of the official documents regarding the project;

Clarification requests	
Communication workplan	Communication Strategy
⇒ *Adrireef Festival* According to the LP the first Adrireef Festival will take place in 2019 in Ravenna The festival will include all of the target groups foreseen by the project (e.g. policy makers, authorities, citizen, touristic associations, etc.). The second ADRIREEF festival will be organized in Split, on July 2020 within the annual fair "big games".	⇒ *Project website* Project website should be integrated and hosted on the Programme web platform and will have its own domain. Project partners will be able to devote more resources to the production of quality contents avoiding to spend time on technical issues; *Social media* The Programme encourages its projects to develop an online presence through some of the social media, preferably a single and integrated channel, managed in collaboration among the project partners; ⇒ *Methodology and process* in coordination with the LP, WP2 leader provides the editorial plan for digital tools and communication templates used by each PP in

	order to realize digital and/or digital dissemination material.

3. Steering Committee meeting

According to the Programme technical documents (i.e. Factsheet n. 6), the Project Steering Committee meeting (PSC) has taken place in order to attest the beginning of the activities and to detail the management structures that ensure a good performance of the project.

According to the draft document named "Rules of procedures for SC" (preliminary shared by the LP) all the consortium partners took part to the election of the chairman and vice-chairman in order to set-up the first Project Steering Committee Meeting, composed by:

- 11 voting members, one per partner;
- 1 chairman leading the SC meeting and proposed agenda;
- 1 vice-chairman.

Following the voting calculation based on the "quorum" system, _Emanuela Medeghini_ (Municipality of Ravenna) – as chairman – and _Sandi Orlic_ (Ruđer Bošković institute) - as vice-chairman, have been elected.

The first Project Steering Committee (PSC) meeting has been introduced by the SC chairman **Emanuela Medeghini**. The PSC agenda consisted of the following administrative issues, discussed and approved by each partner:

a. Rules of procedures – approval of the SC Rules of Procedure (D1.1.8)
b. Project Management plan and work – approval of the management structure and workplan, Partnership Agreement document as well as reporting procedures, periods and timelines (progress and financial reports);
c. Internal communication procedures – approval of communication rules and details;
d. Project and SC meeting calendar – approval of the Calendar of LP/WPL meetings before some modification requests;
e. Financial management tools – approval of advance payment request before some clarification requests.

Modification requests	Clarification requests
Scientific workshop The first scientific workshop will take place in Ancona in October instead of July and will be organized by the CNR. The second scientific workshop is confirmed for April 2020 in Zadar organized by the University of Zadar.	Advance payment of 10% After an in depth check of the breakdown budget, all consortium PPs decided to contact the competent authorities to verify the advance payment request procedure in order to start the equipment purchase.
Steering committee meetings The 3rd SC meeting (D1.3.4), will be held in Rijeka instead of Sgonico while the 5th (D1.3.6) will take place in Sgonico instead that in Rijeka.	

5.3. Next steps (action list)

WP 1: Project Management

$\Rightarrow$ End of January/mid-February:
- upload in the common platform of the Partnership Agreement final draft;
- sharing of the latest version of the documents discussed during the KoM (e.g. calendar of meeting, PPs workplans, etc.);
- Setting up of the WP leaders' staff;
- Setting up of the 10 PPs' offices.

WP 2: Communication activities

$\Rightarrow$ February 15th:
- sharing of the Adrireef complete communication kit by RERA – WP Leader to the PPs.

WP 3 mapping of Adriatic reefs from different perspectives:

$\Rightarrow$ February 15th:
- Identification of case studies (Activity 3.3);
$\Rightarrow$ March 31th:

- Agreement on the techniques, frequencies, analytical methods, data report (Activity 3.4).

WP 4 monitoring phase of Adriatic reefs:

⇒ April 1st: start purchasing procedures for equipments;
⇒ July 1st: start monitoring program.