

ADRIADAPT

Kick- off meeting

Venice, 18-19 March 2019

Minutes

Deliverable 2.1.2

Work Package 2

Activity 2.1 Start-up activities

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Final – Public

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Document History

Name (Institution)	Date	Version
Margaretha Breil (CMCC)	09/04/2019	Draft 01.
Silvia Bertolin (CMCC)	12/04/2019	Draft 1.0
Daria Povh (PAP/RAC)	15/04/2019	Draft 1.1
Lidija Srenec (DHMZ)	17/04/2019	Draft 1.2
Margaretha Breil (CMCC)	19/04/2019	Final

1 Minutes

1.1 Introduction Session

After the welcome address by Silvio Gualdi on behalf of the CMCC, Margaretha Breil shortly presented the CMCC team and recalled the project goals and objectives and highlighted the most important project activities to be developed, in particular the organization of an initial training workshop for «local leaders», the creation of local stakeholder groups, described as “local nature based Adaptation communities” and the testing of the knowledge platform by creating local climate plans.

1.2 Session 1: Project Management

In the first session the project management organs were presented (Management Committee, Steering Committee and Technical Committee), as already defined in a preliminary meeting in January. The composition of the Advisory Board was discussed and the procedure for the selection of members established.

With regards to the Subsidy Contract, the Coordinator has communicated that the contract has been signed in the days before the meeting (on March 13th, 2019) and announced the subsequent step consisting in the drafting and the signature of the partnership agreement.

The Subsidy Contract includes the following *timetable for delivering the periodic reports*:

Reporting period	Timeframe	Deadline for drafting and presentation of the Progress Reports/Final Report
1	January-June 2019	30/09/2019
2	July-December 2019	31/03/2020
3	January-June 2020	30/09/2020
4	July-December 2020	31/03/2021

The Lead Partner circulated a draft of the Partnership Agreement some days before the Kick-off Meeting. This draft included an internal timeframe for the communication between Project Partners and the Lead Partner concerning the periodic reports. Partners discussed that a possible timeframe to deliver individual contributions to the Project Leader could be the following:

- financial reporting within 8 weeks from the end of the reporting period;
- Reporting on Project activities within 4 weeks from the end of the reporting period.

These deadlines aim at allowing for the completion of the procedures for financial reporting by project partners and a timely submission of reporting results to the managing authority.

The Managing authority will hold a seminar for briefing LPs with regards to management procedures and rules. The Project Management team will share the information received during the lead partner seminar with project partners in a web conference to be scheduled during the week following the Seminar. Project Partners are invited to forward questions and requests for clarification regarding project management procedures to be presented to the Managing Authority.

It was agreed that the final draft of the Partnership Agreement will be created after the Lead partners seminar organized by the Management authority on April 2nd, 2019 in order to be able to include insights and additional information on regarding management procedures illustrated during this event.

To Do's:

Partners: integrate suggestions of for the list of members for the advisory board.

LP formally invite the candidates indicated by the partners.

Present questions to be forwarded to the Managing Authority regarding project management procedures.

Matilde Cassin - ADRIADAPT Project Officer, from the Joint Secretariat - presented general information on the implementation of the programme and provided specific details regarding financial and project management and on communication of the project. (see presentation and Factsheet 6, available in the Team Drive).

1.3 Session 2 - Present the cities and their expectation to the project

Representatives from the Partner local authorities presented their cities, their achievements so far and their expectations with respect to the project outcomes (see presentations)

- Sanja Slavica Matešić from the **Šibenik-Knin County** reports that the county has a coastal management plan which has been adopted in 2016 which needs to be updated with respect to local specific solutions for the adaptation of coastal and marine areas of the county
- Vedran Petrov from the city of **Vodice**, which is part of the Sibenk Knin county, reports that they are aiming at the planning for nature-based solutions as part of a local adaptation plan which would be the base for requesting ESI funding.

- Simona Melchiorri tells that **Cervia** has recently adopted a SECAP, (PUG CHECK) which contains a specific section on climate change adaptation, the SECAP will need to be updated with respect to climate change adaptation needs.
- Mario Laghi from the **Union of the Valle del Savio** aims at convincing local authorities of the area to adopt adaptation plans, following the example of Cesena which has recently adopted a SECAP.
- Agnese Presotto reported that the city of **Udine** is actually working on the SECAP and will require support from the ADRIADAPT project for finalizing this.

1.4 Session 3 Project communication.

Ivana Rogulj from DOOR has presented the Draft of the project communication plan (CADAP)

Questions discussed regard the volume of translation which needs to be estimated in order to be able to define the conditions for the procurement regarding the translation service.

Regarding the **project newsletter** it was agreed that each newsletter will be dedicated to present one local partner-municipality, and experts' contribution to the project, plus news on organised or attended events and recent project outputs. The newsletter aims at targeted outreach towards stakeholders.

As stated in the project, 6 newsletters will be published within the course of the project. Guidelines will be provided by DOOR.

Wide outreach of the project and its outcomes should be reached by identifying key persons (possibly renowned experts or journalists with a consistent approach with the wide public).

A final film will be produced and showcased at the project's final event. DOOR is in charge to identify a filmmaker company.

Organization of the training course, to be discussed with WP 5.

1.5 Session 4 - Climate monitoring and service (WP 3):

Silvio Gualdi (CMCC) presented, on behalf of Enrico Scocimarro, the aims and first steps of work package 3

The aim of this package is to provide climate data and indicators as well as to estimate climate change signal for the project area.

It will be done in three steps:

- 1) supporting stakeholders with defined climate indicators,
- 2) collecting available climate data and designed indicators and

3) providing information about current climate and possible future scenarios

In the second step, both statistical and dynamical downscaling will be considered. Future climate will be considered for RCP4.5 and 8.5 scenario. According to the available time, it can be that only one scenario will be defined in the future. It will be discussed during next meetings.

Some questions: data for Croatia and FVG will be provided for downscaling.

Discussion on the interaction with stakeholders – identification of stakeholders in collaboration with WP 5 roadmap for engagement of stakeholders needed which will provide the requests for data /information on future climate.

Important to keep the activities united and avoid consultation of different stakeholders in different times for different issues.

1.6 Session 5: Tools and strategies for a Climate resilience knowledge base in the Adriatic (WP 4)

Needs assessment, the stakeholder platform will address knowledge needs of stakeholders of the entire area: the challenge consists in, finding good practice from the Adriatic area to be presented on the knowledge platform.

Daria Povh proposes a needs assessment among stakeholders in local authorities, for which DOOR kindly offered its assistance in preparing an on-line version and assisting in distribution using the association of Croatian local authorities. An analogous channel for Italian stakeholders needs to be identified (regional associations of ANCI?)

PAP RAC will organize an **Expert meeting** in June, which will serve for the alignment of the 3 strategic publications -outputs of the project, including *tavola nazionale erosione*)

- Financing opportunities (EIB?)
- Contributions will provide output for wp5, so should also representatives from economic sectors be included?
- Discussion on the assessment needs to be shared among the partners
- Results to be used for Webinar (to be translated into simple language)

1.7 Session 6 Testing integrated resilience tools for the Adriatic coastal areas (WP 5:)

First tasks to be tackled:

- Training course:

- Define timeline for training course (to be held in Unione del Savio together with Cervia and Udine?) what about participation of UDINE?
- Aim raising awareness and creating a vision
- Main stakeholders are the 6 municipalities, representatives of the agricultural sections and politicians.
- Time table, Commitment of the Union (funding by Region requested)

1.8 Wrap up and definition of next actions.

1.8.1 WP 1, project management:

The **Partnership Agreement** will be finalized after the LP seminar in April

Partners will provide suggestions for **Advisory Board** and LP will send invitation mails.

- Project Partners suggested an additional project meeting to be held at the end of the summer: project partners to communicate available travel budget shortly after the meeting.
- LP will create a project calendar containing all deadlines.
- WP2 and WP 4 will collaborate on the first proposal for the structure of the platform.
- WP 3 needs access to local contacts (circulate) for climate indicators
- WP 4 design of the questionnaire for the needs assessment and find Italian partners as channel for distribution.
- WP 5 understand what the issues at stake are and which planning needs exist in the local authorities. Need to better discuss the training activities

1.8.2 Training needs articulated by local authorities:

Cervia: need some training for both internal experts and technicians and for stakeholders in the sense of awareness building. Stakeholders to be involved belong to the of coastal and the tourism sector. management/use and the tourism

Cesena: issues are similar, adding drought related issues (which Cesena potentially shares as a common concern with Cervia). They furthermore highlight the need of dialogue with the regional government; there would be scope for a forum for local authorities (?) regional offices need strategies for tackling local needs.

Udine: training for technical staff would be beneficial, also 1-2 hours for administrative staff and politicians.

Vodice and the province of Šibenik would require training for technical staff. The Province has already record of work for coastal management and a coordination group for the ICZM planning, making it more important for policy makers

1.8.3 Practical suggestions for the training workshops:





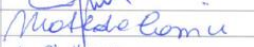






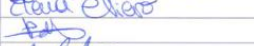






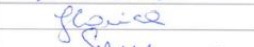




- Filming the training and keep it on the platform
- Timing: start with policy makers and foresee a second round in February/March 2020.
- 2nd training workshop in February March 2020.





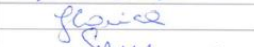






1.8.4 Planning of the first expert meeting

- Which partners are interested?
- Discuss a catalogue of measures
- Shape contents of the knowledge platform.

2 Annex 1: Participants list

PARTICIPANTS LIST - March 18th, 19th, 2019

	SURNAME	NAME	AFFILIATION	NOTES	SIGNATURE
1	Bertolin	Silvia	CMCC		
2	Bono	Lorenzo	Ambiente Italia		
3	Botarelli	Lucio	ARPAE		
4	Breil	Margaretha	CMCC		
5	Brusarosco	Anna	IUAV		
6	Burioli	Sofia	UC Valle del Savio		
7	Capitani	Daniele	Municipality of Cervia		
8	Cassin	Matilde	Veneto Region; Joint Secretariat Italy-Croatia Programme		
9	Cvitan	Lidija	DHMZ		
10	Eberle	Monica	CMCC		
11	Gasparac	Goran	DHMZ		
12	Gualdi	Silvio	CMCC		
13	Johnson	Katie	CMCC		
14	Laghi	Mario	UC Valle del Savio		
15	Lugović	Marko	City of Vodice		
16	Magni	Filippo	IUAV		
17	Malucelli	Francesco	ARPAE		
18	Melchiorri	Simona	Municipality of Cervia		
19	Musco	Francesco	IUAV		
20	Niero	Elena	CMCC		
21	Petrov	Vedran	City of Vodice		
22	Povh	Daria	PAP/RAC		
23	Presotto	Agnese	Municipality of Udine		

	SURNAME	NAME	AFFILIATION	NOTES	SIGNATURE
24	Radović	Rasa	Municipality of Cervia		
25	Ramieri	Emiliano	Theris Spa ETC - CCA		
26	Ramponi	Barbara	ARPAE		
27	Robić	Slavica	DOOR		
28	Rogulj	Ivana	DOOR		
29	Santato	Silvia	CMCC		
30	Sekovski	Ivan	PAP/RAC		
31	Slavica Matesic	Sanja	SKZ		
32	Srnec	Lidija	DHMZ		
33	Tarpignati	Giampaolo	Municipality of Udine		
34	Tomozeiu	Rodica	ARPAE		
35					
36					

3 Annex 2: Agenda



Kick-off meeting

Agenda

CMCC Headquarters, Venice

March 18th-19th, 2019

hosted by



European Regional Development Fund

DAY 1 – Monday, March 18th, 2019

08:30-09:00 Registrations

09:00-09:15 Welcome addresses

Silvio Gualdi, CMCC

09:15-10:00 Introduction to the project

Margaretha Breil, CMCC

Goals, presentation of participants; Present overall timeline for the project

10:00-12:00 Session 1 - WP 1: Project management and coordination of activities

10:00-11:00 Scientific coordination

Margaretha Breil, CMCC

Set up the project Steering Committee (member appointment) and project Advisory board; agreement on quality standards for the first outputs to be delivered and on scientific reporting

11:00-11:30 Coffee break

11:30-12:00 Administrative and reporting procedures and practicalities

Matilde Cassin, Italy-Croatia Joint Secretariat

Official documents (Subsidy Contract, Partnership Agreement), administrative and reporting procedures and practicalities

12:00-13:00 Session 2 - Present the cities and their expectation to the project

Partners from Comuni Valle del Savio, Cervia, Udine, Sibeni-Knin County and Vodice; moderation Katie Johnson and Silvia Santato, CMCC

13:00 – 13:05 Group photo

13:05-14:00 Lunch

14:00-15:30 Session 3 - WP 2: Communication activities

Ivana Rogulj, DOOR

14:00-14:30 Present, discuss and approve communication plan and training workshop

14:30-15:30 Round table: contributions by project partners

15:30-16:00 Coffee break

16:00-17:30 Session 4 - WP 3: Climate monitoring and service

Silvio Gualdi, CMCC

16:00-16:30 Presentation of working goals, timeframes for implementation (watch on interaction between WPs, input needs, define and articulate needs for input from other WPs)

16:30-17:30 Round table: contributions by project partners

17:30 18.00 Project Steering Committee meeting

20:00 Social dinner

4 Annex 3 Group picture



5 Annex 4 First Coordination Meeting

A preparatory pre-Kick-off coordination meeting was held on January 9th, 2019 with part of the partners participating in remote.

Attendees:

PARTNER	SURNAME	NAME	IN PERSON	IN REMOTE
1 – CMCC	Breil	Margaretha	x	
1 – CMCC	Eberle	Monica	x	
1 – CMCC	Bertolin	Silvia	x	
1 – CMCC	Gualdi	Silvio	x	
1 – CMCC	Johnson	Katie	x	
1 – CMCC	Santato	Silvia	x	
2 – DHMZ	Tadic	Melita Percec		x
2 – DHMZ	Srnec	Lidija		x
2 – DHMZ	Guettler	Ivan		x
2 – DHMZ	Gasparac	Goran		x
2 – DHMZ	Cvitan	Lidija		x
3 – IUAV	Magni	Filippo	x	
3 – IUAV	Brusarosco	Anna	x	
4 – PAP/RAC	Povh	Daria		x
4 – PAP/RAC	Sekovski	Ivan		x
5 – UC Valle del Savio	Giovannini	Elena		x
5 – UC Valle del Savio	Burioli	Sofia		x
6 – ARPAE	Botarelli	Lucio		x
6 – ARPAE	Tomozeiu	Rodica		x
6 – ARPAE	Marletto	Vittorio		x
7 – Udine	Presotto	Agnese		x
9 – DOOR	Robic	Slavica		x
9 – DOOR	Rogulj	Ivana		x
10 – SKZ	Slavica Matesic	Sanja		x
11 – Vodice	Petrov	Vedran		X
External expert	Ramieri	Emiliano	x	
External expert	Bono	Lorenzo		x

Agenda:

1. Welcome opening remarks
2. Presentation of internal communication tools: mailing lists, shared folders, updated Gantt and deliverables calendar
3. Conclusion of the condition clearing process and signature of the partnership agreement:
 - practicalities and timelines
 - fundamental issue: the new project output indicator (“two adaptation plans to be adopted”)
3. Activities/Deliverables in the first three project months:
 - WP1 – Project Management
 - D1.1.1: Set-up of Governing Boards – Steering Committee, Technical Committee, Advisory Board (M1)
 - D1.1.2: First Steering Committee, Technical Committee, Advisory Board Meetings, held during the kick-off meeting (M3)
 - D1.1.5: Internal Communication Strategy – ICS (M3)
 - D1.3.1: Steering Committee Meetings (M3)
 - WP2 – Communication Activities
 - D2.1.1 Contents and update strategy for project website and social media profiles (M1)
 - D2.1.2 Kick-off meeting organised (M3)
 - Decision on date (Doodle)
 - D2.1.4 Dissemination package created (M3)
 - D2.4.1. Organization of the training course
 - decision on date and technicalities (connected to the kick-off meeting)
 - WP3 – Climate monitoring and information
 - D3.1.1 Definition of a set of climate change indicators
 - WP4 – Tools and strategies for a Climate resilience knowledge base in the Adriatic
 - WP5 – Testing integrated resilience tools for the Adriatic coastal areas

Meeting notes:

1. Welcome and Introductions –

- Presentation of partners and external experts (see participants list)

2. Presentation of internal communication tools: mailing lists, shared folders, updated Gantt and deliverables calendar

- Project mailing lists:

- ALL PARTNERS [adriadapt-all@cmcc.it]: team members of all Partner organizations.
- Management Team (MT) [adriadapt-mt@cmcc.it]: Project Manager, Finance Manager, Communication Manager
- Project Steering Committee (PSC) [adriadapt-psc@cmcc.it]
- Technical Committee (WP Leaders; TC) [adriadapt-tc@cmcc.it]
- Advisory Board (AB) [adriadapt-ab@cmcc.it]

All project partners can mail directly to these mailing lists, while emails from “outside” = not part of the ADRIADAPT partner list need to be authorized by the lead partner

- ADRIADAPT Team Drives – CMCC must use Google Drive – organized in two drives:
 - **ADRIADAPT_management**: official management documents: *all partners can read and download, only LP can upload, change or cancel*
 - **ADRIADAPT_shared** with editable shared folders for each work package
Shared folders are managed on a Google mail server, so only mail addresses from the google domain are accepted –these can be created for free: we can support you if needed

3. Conclusion of the condition clearing process and signature of the partnership agreement

- Gantt chart: date changes – DOOR, PAP RAC, and IUAV still need to coordinate some date changes; deliverable table updated with red boxes still undefined (see Gantt in ADRIADAPT_management/3._Calendar)
- Update on condition clearing process – resolved and outstanding issues:
 - Shifting of activity dates by 6 months (including a shift in the year one project meeting in Šibenik from month 12 to month 16)
 - Differentiating between outputs and deliverables in WP 4 and 5
 - Add a fourth steering committee meeting (M3, M9 M 126, M24).
 - Feedback/evaluation mechanisms introduced for WP 2 (communication activities)
 - Detailing outputs and results durability:
 - *The **knowledge platform**, including the access to climate data, will be presented in English, Italian and Croatian, conserved on the DOOR website and reflected at the PAP/RAC site and maintained after the project span for at least **5 years**.*
 - *At least **two local plans** for climate change adaptation and mitigation will be adopted. Once adopted, such plan, eventually adapted to emerging new knowledge and needs, can guide local policies for a period of **approx. 10 years**.*
 - Changes in Contribution to the selected **Programme output indicator 2.102**:
 - *“Under activity n. 3 in WP 5 at least **two local plans** for climate change adaptation and mitigation will be **adopted**. In a cross-border working group, IUAV and PAP RAC will develop, based on the methodological framework developed under activity 3 (d. 5.3.1) and on the insights into the SKC Coastal plan.*
 - *Among the LAs in the other pilot areas, at least one further plan will be developed, and LAs participating in the project will be supported in replicating the approach*

for the development of their plans following PTGs suggestions, results and lists of measures developed (WP3 and WP4 and tested (WP5)).

- At the beginning of week3/2019 the MA will inform the LP stating that “... that all the conditions have been fulfilled and there are no obstacles to the signature of the Subsidy Contract and project start”
- Signature of the Subsidy contract will take place in March 2019,
- The MA underlines that all expenditures are eligible from the start date foreseen in the AF (and not from the signature of the SC) (so from 1st of January 2019)

Q: DOOR – expenditures incurred before signature of the project, i.e. website, communication tools, etc. National management authority of Italy-Croatia may not agree with large procurement without official contract/signature.

- Kick-off meeting: to take place in Venice alongside with first steering and advisory board meetings

Action:

CMCC will send the communication by the MA immediately to all partners

CMCC will send invitations to the team drives

Kick off project meeting options –Doodle with options for the 2nd or 3rd week of March has been sent

Project committees:

Management Team

- *Project Manager: Margaretha Breil (CMCC)*
- *Finance Manager: Monica Eberle (CMCC)*
- *Communication Manager: Slavica Robic (DOOR)*

Technical Committee (WP Leaders) –

- *WP0-1: Margaretha Breil (CMCC)*
- *WP2: Slavica Robic (DOOR)*
- *WP3: Silvio Gualdi (CMCC)*
- *WP4: Daria Povh (PAP/RAC)*
- *WP5: Francesco Musco (IUAV)*

Project Steering Committee:

- *CMCC: Margaretha Breil*
- *DHMZ: Branka Ivancan Picek*
- *IUAV: Francesco Musco*
- *PAP/RAC: Daria Povh*
- *UC Valle del Savio: Elena Giovannini*
- *ARPAE: Francesco Malucelli*
- *Udine: Agnese Presotto*
- *Cervia: Simona Melchiorri*

- *DOOR: Slavia Robic*
- *SKZ: Sanja Slavica Matesic*
- *Vodice: Marko Lugovic*

Advisory Board:

- According to project implementation guidelines the Advisory board
 - «...could be composed of local stakeholders or the project's target groups, observers, or experts who are involved in the project implementation. Such groups address general or technical issues where a wider consultation, other than the partnership, is needed.» (INTERREG FACTSHEET N. 6 PROJECT IMPLEMENTATION Version N.2 of 19th of July 2018)
- Considering the need to have two adaptation plans adopted, Adriadapt could consider including people from the local council who are involved in the decision-making process – is this feasible? Who could be involved? Note that Members of the advisory board must be from outside the consortium.
- Suggestions:
 - Silvio Gualdi: Dunja Mazzocco-Drvar (dunja.mazzocco.drvar@gmail.com) she is a Croatian meteorologist who is presenting weather forecasts using this as an occasion for disseminating knowledge about climate change.
 - *Q: UC Valle del Savio – Counselor could be involved; need to check with Union if there is intention for a SECAP to be created; election at the end of May*
 - *Q: Udine – agreed to transition from SEAP to SECAP, so there must be a political process; will check on who can be involved*

Action:

- CMCC will mail partners from local authorities asking for proposals for members to be appointed to the Advisory Board (together with DOOR). Advisory board – how many people? Consider travel costs
- Door will draft a letter and send to targeted people inviting them to the board

4. Activities/Deliverables in the first three project months:

- Regarding activities to take place before the kick-off meeting:

Q: CMCC – time for a definition of indicators (due M3) is very tight – 1st deliverable 3.1.1. can be a definition of the process to define the indicators and proposal of a pre-set of indicators, followed by the definition of indicators. Next steps: prepare interaction with stakeholders to ensure fruitful discussion and engagement during the kick off meeting. Better prepare co design of indicators. Prepare list of potential stakeholders to prepare preliminary discussions – define criteria for identification of stakeholders. Criteria: who needs and uses the indicators – they will be involved in co-design of indicators and should be contacted in the coming weeks in the lead up to the kick off meeting.

Q: IUAV – participants to the training course – each partner can prepare list of people to be involved in the training course. Partners could describe the plans/planning processes that we could potentially support with such a training course – this could help with defining the proper participants.

Action:

CMCC to send a list to all local partners with criteria helping to understand who will need to participate in the co-design of indicators

IUAV to prepare a scheme for Partners to describe the plans/planning processes that we could potentially support with such a training course – this could help with defining the proper participants for preparing lists of stakeholders to be involved in the definition of the indicators and of potential participants of the training course.