



Interreg
Italy - Croatia
TEMPUS



EUROPEAN UNION

TEMPorary USEs as start-up actions to enhance port (in)tangible heritage

D2.1.8 – Kick-off meeting

05th-06th June 2019

CNA Ravenna

Viale Randi 90 – Ravenna (IT)



Document control

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V1.0	19.07.2019	Valentina Santoliquido, Francesca Picenni	First draft
	24.07.2019	Marco Padula	General review
	25.07.2019	Francesca Picenni	Final version

1. INTRODUCTION

This document's objective is reporting what has been discussed and agreed during the project Kick-off Meeting (KoM), held in Ravenna on 5th and 5th June.

The KoM was originally scheduled in M2, but has been delayed to M6 due to a delay in the administrative start-up of the project, which prevented partners to start spending their budget for project activities and travels.

2. FIRST MEETING DAY

CNR's and CNA representatives welcome all participants and officially open the meeting by providing a presentation of their entity and of their staff which will be appointed to the project implementation. Introductory presentations from all PPs follow.

F. Picenni (CNR) provides a presentation on basic programme rules, supported by materials from the LP seminar attended in Venice and of Factsheet n.6, going through Budget Lines and Cost Eligibility, Reporting Procedures, Accreditation to the SIU System, FLC Systems (IT and HR), Project modification procedures and Project Communication Basics.

All PPs are required to provide their SIU appointed person's data by Friday 7th so to get the credentials from the Managing Authority (MA).

Due to common worries about the deadlines for the purchase of equipment for general office use and, most of all, for the submission of the advance payment request, partners agree that the LP will send an official request for postponement to the MA.

Croatian partners have doubts about the eligibility of their travel per diem amounts. The LP will further investigate the issue and provide specific information and guidelines.

The session related to the Project Overview is opened by V. Santoliquido (CNR), who holds a presentation to introduce the project objectives to the partners, followed by a presentation of R. Malvezzi (CNR) on the project approach underpinning the project activities and one by F. Picenni on the project structure to highlight more operative issues related to the implementation and the new GANNT chart, updated according the actual 5-months project start delay.

M. Santandrea (CertiMaC) holds a presentation to introduce the Work Package 3 related to Pilot-testing for co-designing heritage-driven urban strategies. More specifically, he goes through WP's main aims, expected outputs, foreseen activities, due deliverables and synergies with other WPs.

This presentation is followed by a focus on WP3-related pilot actions: L. Laghi (CertiMaC) introduces the strategic pilot of Rijeka and the operative pilot of Ravenna.

M. Žižić takes the floor to introduce the operative pilot of Solin.

The working day is closed and the participants go visit the Darsena of Ravenna, where the city pilot will be implemented.

3. SECOND MEETING DAY

The day is opened by Nevenka Kos (RDA Porin) with a presentation on WP4, which, after introducing the staff that will be dedicated to the project, goes through the WP's activities and deadlines, specific objectives and due deliverables.

Federica Boschi (UNIBO) holds a presentation on WP5, which goes both through the on-field experience of the DiSCi – Section of Archaeology – UOS Ravenna, as well as their contribution to the TEMPUS Project as WP Leaders.

WP2 presentation is held by Ante Vukasović (RERA) and goes through the WP's activities and deadlines, specific objectives and due deliverables.

After the conclusion of all WPs' presentation, CNR opens a roundtable on TU experiences and on the TEMPUS approach aimed at aligning all partners on basic project background concepts.

Finally, the Steering Committee Session is held by Marco Padula - delegate of ITC-CNR's Director for this meeting – who discusses the rules of procedures for the SC, which will be formally validated by the SC members and included in D1.1.2. Most importantly, he underlines that the SC shall be composed by the Legal Representative of each Project Partners and, in case one of the members cannot participate in a SC meeting (either ordinary and extraordinary), they shall formally appoint their proxy.

Wednesday, 05th 2019

TIME	TOPIC	SPEAKING
14:00 – 14:10	Welcome to participants ITC-CNR and the coordination team	CNR
14:10 – 15:15	Project Partners' introduction Company profile, involved staff, experience in EU funded projects related to TEMPUS' topics, role in/ expectations from TEMPUS Project	All
15:15 – 15:45	IT-HR basic programme rules: off on the right foot	TBD
15:45 – 16:30	Project overview <ul style="list-style-type: none"> • Project Introduction • Project Approach • Project Structure (consortium, WPs, deliveries and outputs, new GANNT according to start-up delay) 	CNR
16:30 – 16:45	<i>Coffee break</i>	
16:45 – 17:15	WP3: Pilot-testing WP activities and objectives and synergies with other WPs	CertiMaC
17:15 – 18:00	Introducing the TEMPUS pilot projects <ul style="list-style-type: none"> • Rijeka • Ravenna • Solin 	CertiMaC CertiMaC Solin Municipality

Guided tour to the Darsena area, where the Ravenna pilot will come into being

Thursday, 06th 2019

09:00 – 09:30	WP4: Port-cities storytelling WP activities and objectives and synergies with other WPs	RDA Porin
09:30 – 10:00	WP5: Community Building WP activities and objectives and synergies with other WPs	UNIBO
10:00 – 10:30	WP2: Project communication strategy, objectives and first draft plan	RERA
10:30 – 10:45	<i>Coffee Break</i>	
10:45 – 11:30	Round table exchange session on TU experiences and on TEMPUS approach, in order to align all partners	CNR
11:30 – 12:00	Steering Committee set-up	SC members
12:00 – 12:30	Question time – open discussion	All
12:30 – 12:45	Wrap-up and next steps	CNR

