

DigLogs

Kick-off meeting report

Deliverable 2.1.2

Responsible partner: University of Rijeka, Faculty of Maritime Studies			
Involved partners: All			
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Meeting Overview

First DigLogs partner meeting was hosted by University of Rijeka, Faculty of Maritime Studies in Hotel Bonavia in Rijeka, Croatia on Thursday February 28th and March 1st 2019. The participants were welcomed by the Lead Partner's (LPs) project manager Associate professor Edvard Tijan, PhD.

Detailed Agenda of the meeting can be found in Annex 1 (Agenda - Kick off meeting).

The objectives of the meeting were to:

- Discuss the aims and objectives of the project
- Review the management and administrative requirements of the Interreg Italy-Croatia programme and to give appropriate guidelines to the project partners
- Review activities and discuss development of WP2 Project communication
- Review activities and discuss development of WP3 Impact analyses
- Review activities and discuss development of WP4 Deployment roadmaps
- Review activities and discuss development of WP5 Testing
- Discuss future activities in work packages according to the proposal
- Decide the working activities and allocation of tasks

Twenty-five project members, representing nine partner organizations participated in the meeting: PFRI (LP), CFLI (PP1), Elevante (PP2), UCV (PP3), UNITS (PP4), Actual (PP5), Polo Inoltra (PP6), LUR (PP7), LuSi (PP8) and LuRo (PP9).

Unfortunately, due to exceptional circumstances that occurred, representatives from Port of Šibenik Authority could not participate at the partner meeting. The detailed list of participants can be found in Annex 2 (List of participants of Kick off Meeting).

List of participants:

	First name and Last name	Institution
1	Edvard Tijan	University of Rijeka, Faculty of Maritime studies
2	Ivan Dovadžija	University of Rijeka, Faculty of Maritime studies
3	Marija Jović	University of Rijeka, Faculty of Maritime studies
4	Aleksandra Borjanić	University of Rijeka, Faculty of Maritime studies
5	Adrijana Agatić	University of Rijeka, Faculty of Maritime studies
6	Dražen Žgaljić	University of Rijeka, Faculty of Maritime studies
7	Claudia Forzan	Intermodal Logistics Training Consortium
8	Jessica Tomaselli	Elevante SRL
9	Chiara Sorice	Elevante SRL
10	Guglielmo Baltin	Elevante SRL
11	Maurizio Cociancich	Elevante SRL
12	Arianna Pittarello	Regional Union of the Chambers of Commerce of Veneto Region
13	Irene Gasperi	Regional Union of the Chambers of Commerce of Veneto Region
14	Serena Bertagna	University of Trieste
15	Vittorio Bucci	University of Trieste
16	Alberto Marino	University of Trieste
17	Karmen Krivičić Spajić	Actual I.T. d.o.o.

18	Marta Božac	Actual I.T. d.o.o.
19	Emanuela Di Luca	Cluster for Innovation In Logistics and Transport System
20	Marco Grifone	Cluster for Innovation In Logistics and Transport System
21	Mario Aničić	Port Authority of Rijeka
22	Ivica Dušić	Port Authority of Rijeka
23	Tvrtko Tomljenović	Port Authority of Rijeka
24	Donald Schiozzi	Port Authority of Rovinj
25	Sara Carić	Port Authority of Rovinj

1. Welcome and opening speech

Associate professor Edvard Tijan, PhD, as the project manager, opened the meeting and thanked the partners for their attendance. Also, he presented the members of PFRI team with their respected roles, and invited each project partner to present their organizations. All partners introduced their organizations, themselves and their team.

2. WP1 Project management

Project management presentation is attached to these meeting minutes. Some important aspects of the presentation are included below.

Mr. Ivan Dovadžija started the presentation with the basic information, project work plan, main project specific objectives, partner roles, Steering Committee, milestones and outputs. He highlighted main project deliverables and their deadlines. In addition, he pointed out that the first deliverables D1.1.1 - Lists of management structures and rules of procedure, and D1.1.2 - Risk management plan are in draft versions, and available for partners to review them. The D1.1.3 - Project handbook has not yet been created but it is a work in progress and it should be soon available with the other deliverables on partners shared area, Dropbox, which was already created in order to facilitate partners access to documents and files. **(AP-PP01-01)**

Mr. Ivan Dovadžija mentioned the Gantt chart and showed it to the participants. The final version of the Gantt chart will be distributed to the project partners after the kick-off meeting. **(AP-PP01-02)**

During the meeting partners have agreed on the dates and organizers of the next Project partner meetings. Furthermore, they have agreed to have Steering committee meetings on the same dates as Partner meetings in order to reduce the travel and organization costs. The arranged schedule is as follows:

- October 2019 in Rovinj
- April 2020 in Trieste
- October 2020 in Pescara
- June 2021 in Venice

Moreover, Mr. Ivan Dovadžija mentioned the rules regarding the BL (Budget lines) Staff, Travel and accommodation, External expertise and services, and Equipment costs explaining the eligibility of each. After the BL he explained the reporting procedure, the reimbursement procedure, the danger of de-commitment of funds, and minor and major modifications procedure. While explaining the reporting procedure, Mr. Ivan Dovadžija asked Italian partners to do the Progress report in 2 months instead of the original 3 to which partners from University of Trieste asked if the 1st report the deadline could remain 3 months due to possible delays in administration. Mr. Ivan Dovadžija and all project partners agreed to the proposal.

Lastly, Mr. Ivan Dovadžija stressed out the importance of reading programme manuals, using programme templates, budget monitoring, the dynamic of expenditures, and mentioned how the LP is always available for any questions the partners come across.

Action point	Action	Deadline	Responsible
AP-PP01-01	Create D1.1.1 - Lists of management structures and rules of procedure, D1.1.2 - Risk management, and D1.1.3 - Project handbook	20-03-2019	PFRI
AP-PP01-02	Send the Gantt chart to partners	20-03-2019	PFRI
AP-PP01-03	Upload all presentations from the Kick-Off meeting on the shared area	20-03-2019	PFRI

3. WP2 Project communication

Project communication was presented by PP3 Unione Regionale Camere I.A.A del Veneto (UCV) as the WP2 leader. Ms. Irene Gasperi started the presentation with work package overview, communication activities and goals of project communication. She outlined the importance of involvement of all partners in the WP2.

She explained the tasks which UCV needs to perform in order to promote and coordinate activities through communication plan, to have a proper workflow, to reach all target groups, etc.

After a detailed explanation of WP2 strategy provided by Ms. Irene Gasperi, Ms. Arianna Pittarello emphasized the importance of providing contact list (power point) and explained who are the target groups. She asked all partners to participate and contribute to WP2 as the results of each project phase (WPs 3-5) are necessary to be presented. Their tasks as the responsible partner are:

- Three posters (project in general, pilot applications, transferability and action plans – Mar 2019)
- White paper (Sep 2020)
- Publications (at least 3 – First in Mar 2020)
- Press releases (It will be published in a close cooperation with three port authorities – First in Dec 2019)
- DigLogs website (Apr 2019)
- Social media accounts (Apr 2019)
- E-Newsletter (First in Apr 2019)
- Project portraits (Jun 2019)
- Promotional materials (First in Sep 2020)
- Local and regional events (First in Jun 2019)
- Final events in Venice (pilot implementation results – Jun 2021)

Mr. Maurizio Cociancich (PP2 Elevante) explained that the official programme web page might not be the best solutions since there is a possibility of delays, suggesting to use the newsletters and other social media accounts as a replacement. Afterwards, Ms. Arianna Pittarello once again emphasized the importance of cooperation between project partners and thanked everyone for their attention.

Action point	Action	Deadline	Responsible
AP-PP01-04	Create the project poster and share with partners	20-03-2019	UCV
AP-PP01-05	Create social media accounts	15-04-2019	UCV
AP-PP01-06	To be involved in Social media accounts and website	Continuously	All PPs
AP-PP01-07	Create communication plan and upload on share area	20-03-2019	UCV
AP-PP01-08	Prepare the 1 st newsletter	15-04-2019	UCV

4. WP3 Impact analyses of main innovations of the sector

PP2 Elevante as a WP3 leader presented impact analyses of main innovations of the sector. Mr. Maurizio Cociancich emphasized that freight and passenger mobility are very different. PP4 University of Trieste will be in charge of the passenger sector while PP2 Elevante will be in charge of the Freight sector. He mentioned that PP2 and PP4 will be in close cooperation and that the communication between them needs to start early in the project. Mr. Maurizio Cociancich said that it would be best to establish communication and start project activities already in March 2019. **(AP-PP01-09)**

He also stressed the importance of the methodology discussion emphasizing the involvement of all partners.

Mr. Maurizio Cociancich explained that they are still searching for the most suitable methodology of data collections and information analyses that can be used for the research. To do this Elevante will cooperate with PP4 University of Trieste.

Action point	Action	Deadline	Responsible
AP-PP01-09	Establish communication	31-03-2019	Elevante
AP-PP01-10	Collect information regarding main disruptive innovation	15-06-2019	Elevante

At the end of the presentation, Mr. Ivan Dovadžija thanked the partners for their contribution, closed the meeting and invited all participants to social dinner.

5. WP4 Deployment roadmaps

Associate professor Edvard Tijan, PhD greeted all partners, held a small opening speech and proceeded to invite PP1 Intermodal Logistics Training Consortium as a WP4 leader to present the WP4 “Deployment roadmaps”.

Mr. Paolo Menegazzo from ex. PP1 Port of Venice explained the main objective, which is to define a roadmap; one good solution would be to involve all stakeholders. He outlined the importance of involvement of public and private stakeholders explaining that workshops are crucial, as well as SWOT analyses.

Mr. Paolo Menegazzo explained roadmaps for multimodal transport services and for passengers mobility, details of the activities and list of partners who are going to be involved in the WP4 with their roles. As a WP4 leader, they are providing methodology for this WP. The tasks that PP1 needs to perform are as follows:

- Organize the workshops: the questions about the location and time of the workshops were raised, and the possible period is November/October 2019, during the next project meeting.
- Brainstorming sessions with partners (5)
- Parallel development of 2 roadmaps —> same methodology is used for both of them. (Mentioning that the 1st draft can be changed after or adjusted.)

6. WP5 Testing phase

Testing phase was presented by PP5 Actual I.T. as a leader partner of WP5

Ms. Karmen Krivičić-Spajić explained the objectives of the WP5, activities, deliverables, budgets and possible difficulties in the WP5. She outlined the roles of each partner which is involved in this WP.

She emphasized that partners have to send her all necessary materials as soon as they are ready, because the further development of the project depends on that. It will help her to finish this phase of the project successfully. Ms. Karmen Krivičić-Spajić said that the project needs to finish 7 pilot activities, which will be hard to do. She asked the partners to think in regard to pilot activities and report ideas which come up during the project duration.

Mr. Ivan Dovadžija, thanked all the partners for their attention and ended the kick-off meeting and proceeded to open the Steering Committee meeting.

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