

EVENT FOLLOW UP REPORT

Project Kick-off meeting

Trieste, 15th – 16th January 2019

Event summary

<i>Type of event</i>	<i>Physical</i>
<i>Location</i>	<i>Trieste</i>
<i>Date of the event</i>	<i>15th – 16th January 2019</i>
<i>Time/Duration</i>	<i>7 hours</i>
<i>Purpose of the event (What was the objective?)</i>	<i>The main aim of the event was to kick-off project activities: it was the first meeting of the PROMARES partnership following the project's approval. Also, the first Project Steering Committee Meeting took place during the same days.</i>
<i>Short description of the event (what happened during the event?)</i>	<i>LP illustrated PROMARS main and specific objectives, activities, outputs and expected results. WP leaders presented the specific deliverables foreseen in each WP, identifying responsible PPs and deadlines. Also, PPs agreed on the Rules of Procedure of the Steering Committee.</i>
<i>Results/Outcomes of the event (What are the takeaways from the event?)</i>	<i>Following the event, all PPs gained a profound knowledge on the project's expected outcomes as well as tools and deadlines for developing them.</i>
<i>Number of attendees</i>	<i>24</i>
<i>Type of stakeholders/target groups that were represented</i>	<i>transport stakeholders, policy makers of the logistics chain, port authority were reached through the first e-newsletter in which the main results of the project's KOM were featured</i>

Agenda

PROMARES
Promoting maritime and multimodal freight transport in the Adriatic Sea

Kick-Off Meeting and first Steering Committee

Trieste, via Karl Ludwig von Bruck, 3
15th - 16th January 2019

Agenda

Tuesday, 15th January 2019	
14:30 – 15:00	Registration of PPs Welcome speech – LP-Port of Trieste
15:00 – 16:00	WP3 <i>Enhancing cross-border maritime and multimodal freight transport planning capacities</i> – PP11-University of Rijeka Presentation of all activities and deliverables as per AF Discussion among partners
16:00 – 16:30	<i>Coffee break</i>
16:30 – 17:30	WP4 <i>Testing enhanced cross-border maritime and multimodal freight transport</i> – PP10-Port of Ploče Presentation of all activities and deliverables as per AF Discussion among partners
17:30 – 18:00	First day meeting – wrap-up and closing – LP-Port of Trieste
20:00	<i>Social dinner – Ristorante “Nuovo Savron”, Via Elisa Baciocchi, 2/a, Trieste</i>
Wednesday, 16th January 2019	
9:30 – 10:30	WP5 <i>Providing a strategic framework for enhancing cross-border maritime and multimodal freight transport</i> – PP8-RAM Presentation of all activities and deliverables as per AF Discussion among partners
10:30 – 11:30	WP2 <i>Communication</i> – PP4-ITL Presentation of all activities and deliverables as per AF Discussion among partners
11:30 – 12:30	WP1 <i>Management</i> – LP-Port of Trieste Presentation of all activities and deliverables as per AF Discussion among partners
12:30 – 13:00	First Project Steering Committee Meeting – LP-Port of Trieste
13:00 – 13:15	Next steps, AoB, meeting closure – Port of Trieste
13:15	<i>Light lunch</i>

Photos









PowerPoint presentations - attached

WP1 – Project management and coordination of activities

PROMARES project

KOM | Trieste | 16th January 2019

OUTLINE

1. WP Activities

1. Start-up activities
2. Day-to-day project management, coordination and internal communication
3. Steering and monitoring of the project implementation
4. Financial management

2. Reporting procedures

3. Reimbursement procedure and de-commitment
4. Project changes and budget shifts

Activity 1.1 – Start-up activities

Foreseen deliverables:

1. D.1.1.1 – Finalised AF
2. D.1.1.2 – Partnership Agreement

Activity 1.2 – Day-to-day project management

Foreseen deliverables:

1. D.1.2.1 – Project Implementation Manual
2. D.1.2.2 – Activity reports → reporting (A1.4)
3. D.1.2.3 – Contact among partners
4. D.1.2.4 – Contacts with the Programme Authorities

Activity 1.3 – Project steering and monitoring

Foreseen deliverables:

1. D.1.3.1 – Set-up of the Project Steering Committee – today!
2. D.1.3.2 – PSC meetings:
 - I. 2nd in Rijeka – July 2019
 - II. 3rd in Ancona – January 2020
 - III. 4th in Venice – July 2020
 - IV. 5th in Ploče – January 2021
 - V. 6th in Trieste – June 2021 (jointly with final conference)
3. D.1.3.3 – Risk Management Plan (M1)
4. D.1.3.4 - Internal Quality Evaluation tool and report (M7)
5. D.1.3.5 - Mid-term external quality evaluation (M16)
6. D.1.3.6 - Final external quality evaluation (M30)

Activity 1.4 – Financial management

Foreseen deliverables:

1. D.1.4.1 – Financial audit system
 1. Italian PPs → de-centralised FLC
 2. Croatian PPs → centralised FLC
2. D.1.4.2 – Financial reports and payment requests
3. D.1.4.3 – Transfer of funds

Focus on reporting procedures

Reporting procedures

Budget lines:

Preparation costs

1. BL1 – staff
2. BL2 – administrative costs
3. BL3 – travel
4. BL4 – external expertise
5. BL5 – equipment

CHECK FACTSHEET no. 6 PROJECT IMPLEMENTATION ESP. THE AUDIT TRAIL FOR REPORTING EXPENSES UNDER EACH BL!

Preparation costs

- ✓ Lump-sum max. €15,000 per project (ERDF + co-financing);
- ✓ ERDF contribution is limited to a co-financing rate equal to 85% of eligible costs for all partners;
- ✓ Reimbursement to the LP;
- ✓ The LP transfers the respective shares to the partners, according to the approved budget;
- ✓ For public bodies and bodies governed by public law located in Italy, the 15% national co-financing is ensured by the State (Fondo di Rotazione);
- ✓ To be reported within the 1st progress report;
- ✓ Reimbursement is not subject to verifications by national controllers

BL1 - Staff

- ✓ Only temporary or fixed-term contracts
- ✓ Two ways of reporting staff costs:
 - ✓ Flat costs - 20% of direct costs other than staff costs (travel and accommodation, external expertise and services, equipment, small scale infrastructure and construction works).
 - ✓ Real costs (all PPs):
 - ✓ 100% on the project
 - ✓ Partially on the project:
 - ✓ Fixed percentage for the whole project duration → no time sheets
 - ✓ Variable amount of time → time sheets
 - ✓ Staff working on an hourly basis

Use Programme templates for project assignment, staff report, time sheets

BL2 – Office and administration

- ✓ BL2 covers indirect costs linked to the project implementation, i.e. electricity, water, telephone, internet bills, paper etc.
- ✓ Automatically calculated as 15% of staff!
- ✓ No supporting documents needed!

To be taken into consideration for budget shifts

BL3 – Travel and accommodation

- ✓ BL3 costs must be clearly linked to the project
- ✓ The duration of a mission cannot be longer than from the day before and day after the meeting
- ✓ Most cost-effective mean of transport – taxis to be avoided
- ✓ Max daily rates for hotels:
 - Italy → 148 € / night
 - Croatia → 110 € /night

Travel costs of speakers and external participants to project events → BL4

BL4 – External expertise and services

- ✓ All subcontracted expenditures – e.g. studies, analyses, implementation of the pilot action, but also FLC, catering, etc.
- ✓ Full respect of the public tendering procedures - under the national threshold:
 - < 5,000 euros (VAT excluded): direct award is possible
 - ≥ 5,000 euros (VAT excluded): bid-at-3

Use of Programme check lists (ITA and CRO) for reporting BL4!

BL5 – Equipment

Two kinds of equipment:

- ✓ Instrumental equipment (e.g. laptop): only depreciation costs per each year of project implementation, **must be purchased within the first 6 months of project duration (until 30.06.2019)!**
- ✓ Thematic equipment, i.e. for the project implementation (e.g. for the pilot action): 100% of the cost is eligible
- Any equipment must be labelled with the project logo
- Full respect of the public tendering procedures

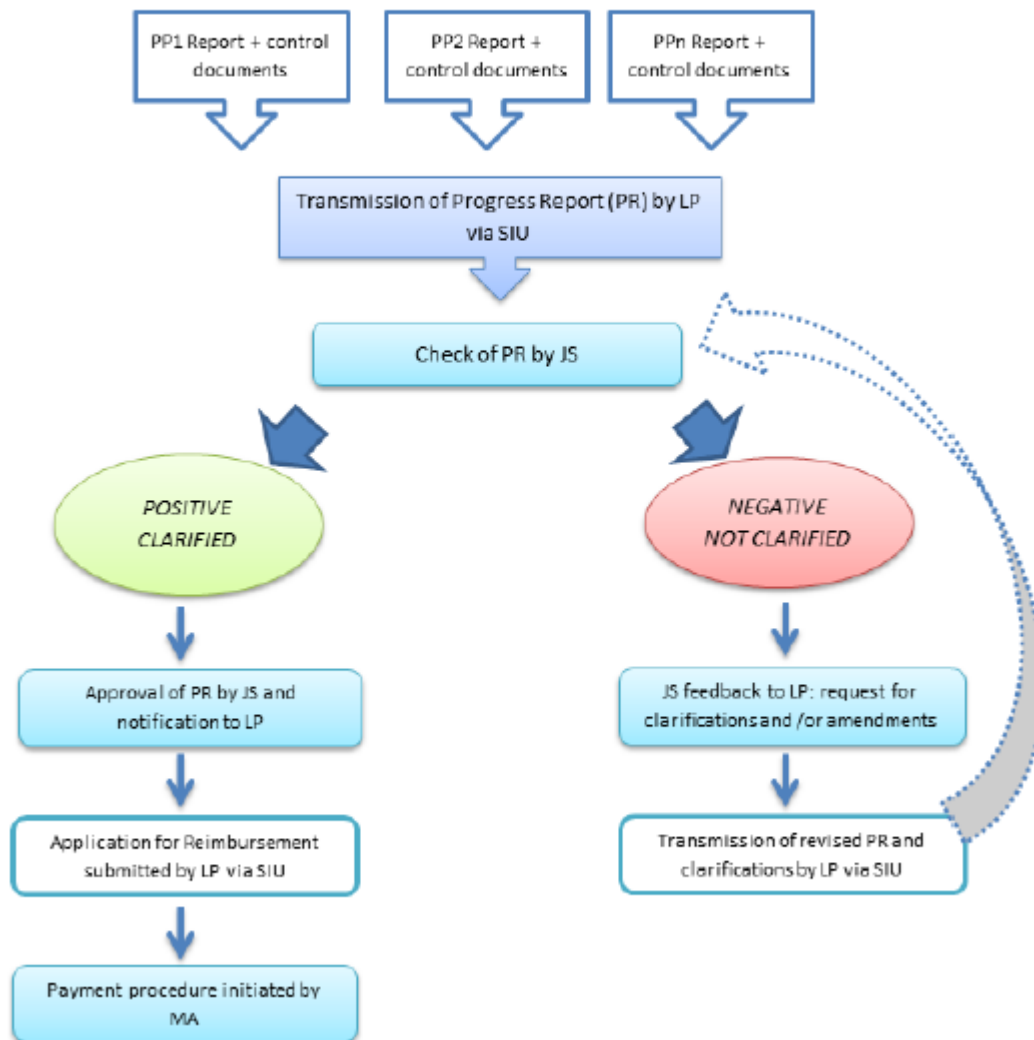
Use of Programme check lists (ITA and CRO) for reporting BL5!

Reporting procedures 1/2

- ✓ Every 6 months, within 3 months of the RP – via SIU
- ✓ Each PP drafts a “Partner Report” (**Programme template!**) and submits it + sends supporting docs separately to the FLC
- ✓ FLC issues:
 1. Certificate of Verified Expenditure (CoVE)
 2. List of expenditures
 3. Control checklist
 4. Control report
- These docs to be sent to the LP in digital (scanned docs)
- Close FLC 2 months after the end of the RP (Partnership Agreement)!
- ✓ LP checks and controls the PPs docs drafts the “Progress reports”, to be submitted to the MA through SIU

Reporting procedures 2/2

Reporting process



The more detailed and precise the Partner Reports



the more detailed and precise the Progress reports



the sooner the reimbursement!

Reimbursement procedure

- ✓ Upon approval of the Progress Report by the JS, the LP submits an Application for Reimbursement via SIU
- ✓ MA transfer ERDF of all PPs + national co-financing of Italian PPs to the LP
- ✓ LP transfers ERDF + Italian national co-financing to each PP



De-commitment of project funds 1/2

General rule:

If less than 80% of the spending target (ERDF) per RP is met, the difference is to be considered as “under risk” and the MA is entitled to de-commit the project contribution



Spending forecast per RP in the AF cannot be changed, except in case of project extension!!

De-commitment of project funds 2/2

PROMARES budget per RP

	RP0	RP1	RP2	RP3	RP4	RP5	TOT	
WP0	15.000,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	15.000,00 €	0,54%
WP1		56.422,00 €	67.712,00 €	69.162,00 €	64.412,00 €	110.817,00 €	368.525,00 €	13,26%
WP2		37.750,00 €	33.725,00 €	27.725,00 €	27.725,00 €	159.375,00 €	286.300,00 €	10,31%
WP3		213.575,00 €	338.475,00 €	128.000,00 €	0,00 €	0,00 €	680.050,00 €	24,48%
WP4		0,00 €	75.900,00 €	204.665,00 €	803.110,00 €	116.000,00 €	1.199.675,00 €	43,18%
WP5		0,00 €	0,00 €	0,00 €	61.950,00 €	166.700,00 €	228.650,00 €	8,23%
TOT	15.000,00 €	307.747,00 €	515.812,00 €	429.552,00 €	957.197,00 €	552.892,00 €	2.778.200,00 €	100,00%
	0,54%	11,08%	18,57%	15,46%	34,45%	19,90%	100,00%	

Project minor modifications 1/4

- ✓ Adjustments not affecting significantly the project budget, activities, objectives and results
- ✓ No approval by the MA/JS
- ✓ To be reported as “deviations” in the Progress Report
- ✓ Limited to:
 - Budget flexibility
 - Minor adaptation of the work plan → LP informs the JS by e-mail
 - Other minor changes

Project minor modifications 2/4

✓ Budget flexibility:

Modification ¹²	Required action	Restriction
<p>Increase of budget by up to 20 % included compared to the latest version of the approved AF in the following two cases:</p> <p>a. Increase of budget in any budget line</p> <p>b. Increase of budget in any work package</p>	<p>- report the modification as “deviation” in the progress report (PP shall proof their FLC that any financial deviation – above the approved AF – is authorized)</p> <p>- report verified expenditure remaining within the flexibility limit in the progress report</p>	<p>- The overall ERDF contribution to the project cannot be increased</p> <p>- The nature, quantity and use of small scale infrastructures cannot be changed</p> <p>-State aid contractual conditions setting thresholds to the budget granted to beneficiaries may limit the application of the budget flexibility rule¹³</p>

Use template for budget shifts to be prepared by LP!

Project minor modifications 3/4

Minor adaptation of the time plan: LP informs JS via e-mail

Modification	Required action	Restriction
<p>Minor adaptation of the timeline of activities, deliverables or outputs</p> <p>Modification of the format of activities or deliverables (e.g. postponement or change of location of a planned workshop, merging of deliverables, adjustment of scope of deliverables etc.)</p>	<p>- Inform the JS in advance by email</p> <p>- Report the modification as "deviation" in the respective work package of the progress report and providing the necessary justification</p>	<p>- The modification must not affect the project intervention logic (i.e. project overall and specific objectives and results as well as project outputs) or the overall CB cooperation approach</p> <p>- The modification must not change the nature, quantity and use of the planned outputs and investments (thematic equipment and/or infrastructure and works)</p> <p>- No modification of the target values of indicators is allowed</p> <p>- Modifications of activities considered as State aid relevant, for which contractual conditions apply, must be authorized by the MC even if minor</p>
<p>Change of work package responsible partner</p>	<p>Report the modification as "deviation" in the respective work package of the progress report</p>	<p>N/A</p>



Project minor modifications 4/4

- ✓ Other minor changes (e.g. administrative elements): the LP informs the MA/JS and, if approved, the LP updates the relevant information on SIU

Modification ¹⁴	Required action
Change of contact data of LP/PPs	- To update the “LP data” or “partners” section of the AF in the SIU system
Change of legal representative of LP/PPs	
Change of LP/PPs name with no impact on its legal status ¹⁵	- To upload the relevant supporting document in SIU system (e.g. official letter communicating the change)
Change of contact data of the project, finance or communication manager	
Change of bank account of the LP	

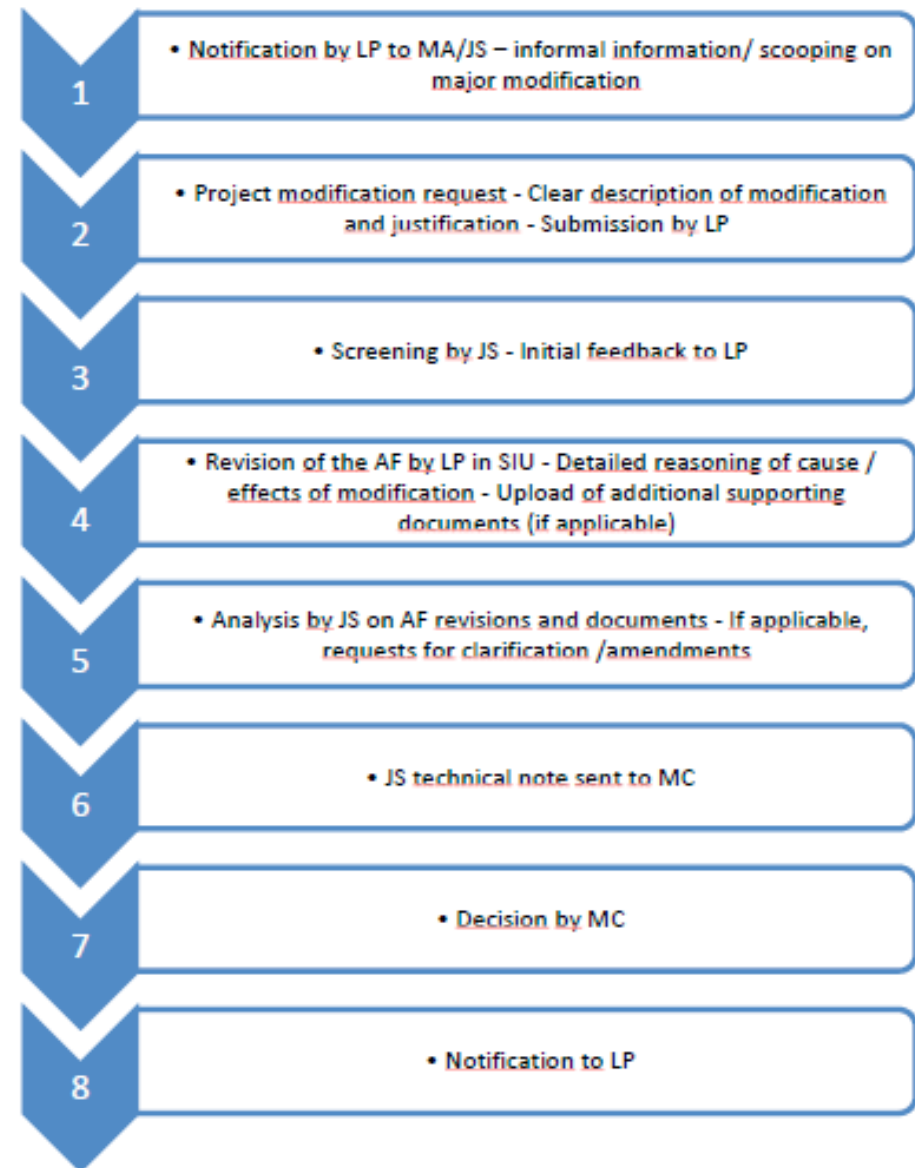
Project major modifications

Changes related to the:

- ✓ Budget beyond the flexibility rule
- ✓ Content of the project (e.g. deliverables, outputs, objectives, results etc.)
- ✓ Partnership
- ✓ Project duration

Major project changes can be made:

- After the first half of the project – except for PP change
- At least 2-3 months before the project end date



Some final words...

The LP is always available to the PPs:

- ✓ In case of doubts: contact us!
- ✓ In case of problems: contact us!

We are here to help!

PROMARES motto to be:


Work, work, work!
Spend, spend, spend!
Report, report, report!

Thank you for your kind attention!

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WP2 – Communication activities

PROMARES | Institute for Transport and Logistics
Foundation | Eleonora Tu

Kick off Meeting | Trieste | 15-16 January 2019

PROMARES | The communication objectives

Specific objective of PROMARES	Linked Communication objective	Approach
To enhance maritime and multimodal freight transport planning competences	To raise the awareness about the need to enhance cross-border maritime and multimodal freight transport	Storytelling as well as the dissemination of hard facts and figures
To enhance maritime and multimodal freight transport capacities through the use of ICT	To increase the knowledge about conditions hampering cross-border maritime and multimodal transport and related solutions	Dissemination of hard facts and figures and campaigning
To provide a strategic framework for enhancing crossborder maritime and multimodal freight transport	To change the attitude as to involve all interested parties in enhancing cross-border maritime and multimodal transport	Campaigning (e.g. local targeted events, high-level dissemination event)

WPC TIMEPLAN (1)

				2019												2020												2021					
WP2 - Communication activities				Jan	Feb	Mar	Apr	Ma y	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
A.2.1 - Start-up activities		PP4 - ITL	n.	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18	M19	M20	M21	M22	M23	M24	M25	M26	M27	M28	M29	M30
D.2.1 .1	Kick-off meeting	LP - TPA	1																														
D.2.1 .2	Communication strategy	PP4 - ITL	1																														
D.2.1 .3	Project poster	PP4 - ITL	12																														
A.2.2 - Publications		PP4 - ITL																															
D.2.2 .1	Infographic	PP4 - ITL	1																														
D.2.2 .2	Project leaflets	PP4 - ITL	300 0																														
D.2.2 .3	Digital final publication	PP4 - ITL	1																														
A.2.3 - Digital activities including social media		PP4 - ITL																															
D.2.3 .1	Social media	PP4 - ITL	3																														
D.2.3 .2	e-newsletters	PP4 - ITL	5																														
D.2.3 .2	Project website	PP4 - ITL	1																														
D.2.3 .3	PPs' websites	PP4 - ITL	12																														

WPC TIMEPLAN (2)

				2019												2020												2021														
A.2.4 - Media relations		PP4 - ITL																																								
D.2. 4.1	Press releases	PP4 - ITL	36																																							
D.2. 4.2	Articles	PP4 - ITL	24																																							
D.2. 4.3	Publication on relevant EU magazines	PP4 - ITL	1																																							
A.2.5 - Events		PP4 - ITL																																								
D.2. 5.1	Local targeted events	PP4 - ITL	8																																							
D.2. 5.2	High level conference	PP8 - RAM	1																																							
D.2. 5.3	Final conference	LP - TPA	1																																							
A.2.6 - Promotional material		PP4 - ITL																																								
D.2. 6.1	Project promotional material	PP4 - ITL	36 00																																							
D.2. 6.2	Project roll-ups	PP4 - ITL	12																																							

Target groups

General public	<ul style="list-style-type: none">• Transport stakeholders in the private and public sector	100 000
Local, regional and national public authorities	<ul style="list-style-type: none">• 8 municipalities: Trieste, Venezia, Padova, Ravenna, Ancona, Bari, Rijeka and Ploče• 7 regions: Friuli Venezia Giulia, Veneto, Emilia-Romagna, Marche, Puglia, Primorje Gorski Kotar	17
Regional development agencies	<ul style="list-style-type: none">• 2• 2 development agencies of the Croatian partners, i.e. the PORIN Development Agency (Rijeka) and DUNEA, the Regional Agency of Dubrovnik and Neretva County (Ploče)	2
Enterprises, transport operators including operators of multimodal logistics hubs, infrastructure providers	<ul style="list-style-type: none">• Each port and the intermodal logistic node of Padova will involve its own transport community (each port and the intermodal logistic node of Padova will involve at least 5 major operators each).	40
Transport associations	<ul style="list-style-type: none">• Each port and the intermodal logistic node of Padova will involve its own transport community (each port and the intermodal logistic node of Padova will involve at least 5 major operators each):	16
Education and training organisations as well as universities and research institutes	<ul style="list-style-type: none">• The universities and research centres partners in PROMARES will involve through communication and dissemination activities at least 10 other universities / research centres each.	16

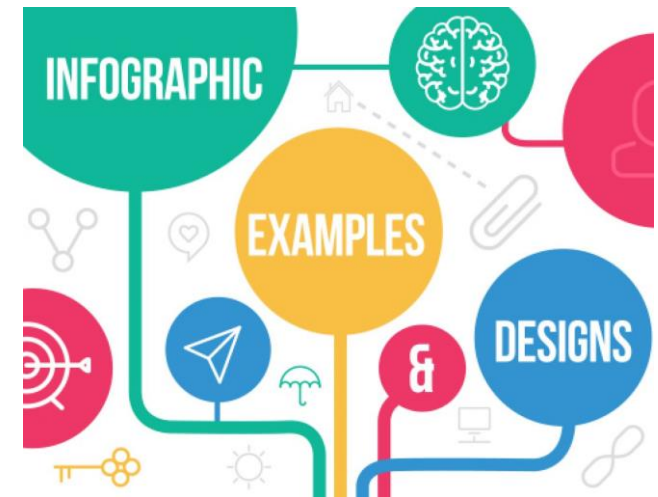
2.1 Start-up activities

- D.2.1.1 - (M1) **Kick-Off meeting** in Trieste
- D.2.1.2 - (M6) **Communication Strategy**:
 - detailed information on procedures and processes for management-related and internal communication (WP1),
 - process-related (Thematic WPs) and result-related (WP2) activities.
 - The roles of each PP is described as well as the procedures for the active involvement of all PPs and interaction with the Programme's communication activities (internal and external communication);
- D.2.1.3 - (M6) **Project posters** based on a graphic design provided by the Programme. *An A3 poster for all PPs to be placed at a location readily visible to the public.*



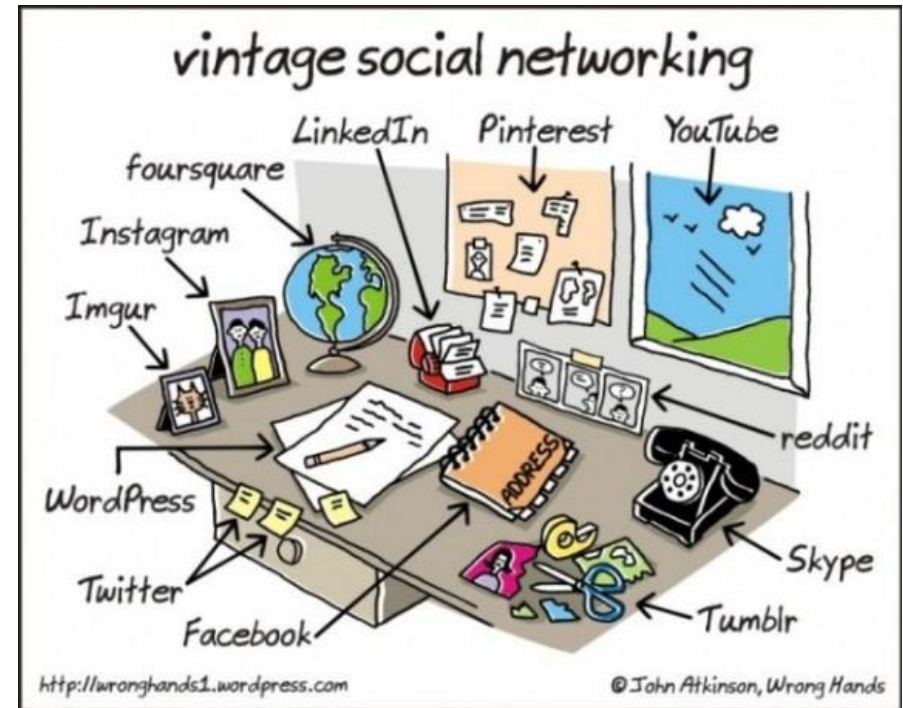
2.2 Publications

- D.2.2.1 - (M6) **Infographic**: graphic visual representations of information, data and knowledge about the project to be included in all communication activities (*in English and in national languages*);
- D.2.2.2 - (M6) **Project leaflets**: a short portrait of the project (*in English and in national languages*)
- D.2.2.3 – (M30) **Digital final publication**: drafted by the ITL with the contributions of all PPs detailing the project outcomes, to be made freely available on the website



2.3 Digital activities

- D.2.3.1 - (M30) **Social media:**
 - Facebook;
 - Twitter;
 - LinkedIn;
- D.2.3.2 - (M30) **E-newsletters:** half-yearly electronic newsletters targeted at key stakeholders and policy makers;
- D.2.3.3 - (M30) **Project's website:** the website will be developed by the Programme;
- D.2.3.4 - (M30) **Project partners' websites:** all PPs will provide information and updates about the project on their own institutional websites;



2.4 Media relations



- D.2.4.1 - (M30) **Press releases**: at least 3 for each project partner;
- D.2.4.2 – (M30) **Articles**: each PP will produce at least 2 articles on media (*digital and paper*);
- D.2.4.3 - (M30) **Publication on relevant EU magazines** at least 1 publication on relevant EU magazines;

2.5 Public events

- D.2.5.1 - (M28) **Local targeted events**
 - Each port / intermodal logistic node organises a local meeting aimed at presenting the project's outputs, results and added value to the territory's stakeholders;
- D.2.5.2 - (M29) **High level conference**
 - high level event organized by RAM involving relevant policy makers, presence of ESI funds MA and ETC Programmes MA and Macro-regional strategies governing boards, for the uptake of project's results at EU level;
- D.2.5.3 - (M30) **Final conference**
 - Organised in Trieste by the Lead Partner;

2.6 Promotional materials

- D.2.6.1 - (M9) **Project promotional material:**
 - at least 300 project widgets;

Materials	Y/N
Post-it	
Block Notes	
Folder	
Copybook	
Invitation & Envelope	
Sail	
Manifest	
Totem	
...	



- D.2.6.2 - (M6) **Roll-ups:** one roll-up for each PPs;

Others inputs from partners

To start up communication activities, we kindly invite PPs to share:

- **Partners' logos** in different formats (possibly HD);
 - Send us **pictures** of your port/ organisation/area of which you own the copyright;
 - Stakeholders list for Newsletters: each partner will send a strategic stakeholders contact list;
 - Do you have a **communication manager** in your organization?
-
- AoB (?);

The Bible!

<http://www.italy-croatia.eu/programme-documents>

CONTACTS

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Enhancing cross-border maritime and multimodal freight transport planning capacities (WP3)

University of Rijeka | Dražen Žgaljić, Marcella Jankač

Kick-off meeting | Trieste | 15 January 2019

WP3 - Enhancing cross-border maritime and multimodal freight transport planning capacities

The main objective is to improve the planning capacities of the key stakeholders and policy makers of maritime and multimodal freight transport, through territorial analyses and training, leading to a cross-border action plan.

- Each PP will conduct **Territorial Needs Assessments** for the respective region – assessments will consist of:
 - SWOT analysis,
 - future scenarios for the activation of new maritime/multimodal freight links and customs fast corridors,
 - clusterisation and cross-border opportunities,
 - stakeholder mapping, and
 - feasibility studies, if needed.
- Each PP shall involve the identified stakeholders – terminal and logistic operators, railway companies, policy makers through ad-hoc meetings
- The intermediate results of the territorial needs assessments and best practice analysis will be discussed at the 2nd PSC meeting, when a training seminar is also held by the PFRI on the most recent policies and practices for enhancing maritime and multimodal transport, also outside the Programme Area

WP3 - Enhancing cross-border maritime and multimodal freight transport planning capacities

- PP's roles and involvement:
 - IUV shall consolidate reports in a cross-border study on maritime and multimodal freight transport, summarizing and comparing the individual reports
 - PFRI will conduct an analysis on the best practices on ICT tools and policies for enhancing maritime and multimodal transport;
 - Based on the results of the territorial needs assessments, the best practice analysis and the training session, PFRI will draft a cross-border action plan for enhancing maritime and multimodal freight transport, containing guidelines, priority measures and KPIs, to be tested in pilot actions (WP4) and laying the basis for the cross-border strategy (WP5).

WP 3 - Expected outputs

1. Cross-border study on maritime and multimodal freight transport, summarising and comparing the individual territorial needs assessments,
2. Cross-border training seminar: PFRI presents the analysis on the best practices on ICT tools and policies together with the most recent practices for enhancing maritime and multimodal freight transport, during a training session held back-to-back with the 2nd PSC
3. Cross-border action plan for enhancing maritime and multimodal freight transport: based on the results of the WP3's activities, PFRI elaborates a cross-border action plan containing guidelines, measures and KPIs, that is tested in the pilot actions (WP4), laying the basis for the cross-border strategy (WP5)

WP3 – Activity 1: WP coordination

- Duration: 01/01/2019 - 31/10/2019
- Overall coordination of all activities to be implemented within WP3 lies with PFRI
- PFRI will draft a joint methodology for the implementation of the WP3 activities. Based on the project GANTT, it will comprise:
 - deadlines,
 - responsibilities,
 - intermediate and final milestones,
 - PPs' responsibilities, and
 - report templates
- PFRI will constantly oversee the WP3 activities and promptly act in case of delays or any kind of issue that might arise

WP3 – Activity 1: WP coordination

- Deliverables:
 1. **joint methodology** for the implementation of the WP (Mar '19): provision of a methodology for the implementation of the WP3 activities
 2. **technical coordination meetings** (Oct '19): technical committees to coordinate the WP activities, monitor the activities development, compare and exchange results.

WP3 – Activity 2: Analysis of the current situation on maritime and multimodal freight transport

- Duration: 01/01/2019 - 31/10/2019 – led by IUV
- Activity foresees the analysis of maritime and multimodal freight transport in the programme area
- RAM shall elaborate a wider strategic analysis of Italian TNAs with the goal of ensuring the consistency with and feeding the national strategies for port and intermodal transport development
- IUV consolidates these reports in a cross-border study on maritime and multimodal freight transport, summarizing and comparing the individual reports

- Deliverables:

1. **Methodology** for the implementation of the territorial needs assessments (TNA - Mar '19);
2. **TNA** for the ports of Trieste, Venice, intermodal logistic node of Padova, ports of Ravenna, Ancona, Bari, Rijeka and Ploče;
3. **Strategic analysis for Italian TNAs** (June '19 draft, Sep '19 final);
4. **Reports on stakeholder involvement** (Sep '19); LP, PP1, PP3, PP5, PP6, PP7, PP9, PP10, elaborate reports on the feedback received by stakeholders;
5. **Cross-border study** on maritime and multimodal freight transport (Oct'19): PP2 summarises and compares the individual reports.

WP3 – Activity 3: Cross-border action plan for enhancing maritime and multimodal freight transport

- Duration: 01/01/2019 - 31/10/2019
- foresees the elaboration of a cross-border action plan for enhancing maritime and multimodal freight transport
- PFRI will lead this activity and conduct an analysis on the best practices on ICT tools and policies for enhancing maritime and multimodal transport – based on the results of the territorial needs assessments, the best practice analysis and the training session,

- PFRI will also draft a cross-border action plan for enhancing maritime and multimodal freight transport, containing:
 - guidelines,
 - priority measures and
 - KPIs, to be tested in pilot actions (WP4) and laying the basis for the cross-border strategy

WP3 – Activity 3: Cross-border action plan for enhancing maritime and multimodal freight transport


- Deliverables:
 1. best practice analysis (Jul '19)
 2. cross-border training seminar (Jul '19): Faculty of Maritime Studies Rijeka will hold a cross-border training seminar
 3. cross-border action plan for enhancing maritime and multimodal freight transport (Oct '19)

UNIVERSITY OF RIJEKA, FACULTY OF MARITIME STUDIES

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WP 4 - Testing enhanced crossborder maritime and multimodal freight transport

PROMARES | Port of Ploče Authority

Kick-Off Meeting | Trieste, IT | 15 January 2019

PROJECT OVERALL OBJECTIVE

- To **enhance cross-border maritime and multimodal freight transport**, by involving transport stakeholders and policy makers facing the same cross-border challenges, from both a strategic and operational perspective, through the increased cooperation among them.
- Through PROMARES, all ports generating intermodal and multimodal freight transport, as well as the most relevant intermodal logistic node in the Programme Area, will be able to share best practices and develop common methodologies for ICT applications, **to be tested in concrete pilot actions** significantly improving the efficiency and competitiveness of the cross-border maritime and multimodal transport sector.
- Ministries will be endowed with a wealth of data, in-depth analyses and results of **concrete ICT pilot actions** improving their decision-making processes for enhancing the competitiveness of the maritime and multimodal freight transport sector at national and cross-border level.

PROJECT SPECIFIC OBJECTIVES

1. To enhance maritime and multimodal freight transport planning competences,
2. To enhance maritime and multimodal freight transport capacities through the **use of ICT**,
3. To provide a strategic framework for enhancing crossborder maritime and multimodal freight transport.

PROJECT SPECIFIC OBJECTIVE 2.

- PROMARES will support transport stakeholders and policy makers in streamlining freight flows between port and the hinterland and at cross-border level through the **use of ICT tools**, which are efficient and powerful tools to overcome administrative bottlenecks, **to be tested by the implementation of concrete, end-user-oriented pilot actions** in all ports generating intermodal and multimodal freight transport as well as the most relevant intermodal logistic node of the Programme Area.
- Port Community Systems and ICT systems will be upgraded.
- Lessons learned through the pilot actions will feed the cross-border strategy for enhancing maritime and multimodal freight transport, as similar/compatible ICT tools might also be used in other logistic nodes of the Programme Area and beyond.

WP4 IN A NUTSHELL (1/2)

- **WP4 focuses on ICT pilot actions** in all ports generating intermodal and multimodal freight transport (Trieste, Venice, Ravenna, Ancona, Bari, Rijeka and Ploče) and in the most relevant intermodal logistic node (Padova) of the Programme Area, as a powerful tool to streamline freight traffic flows between them at cross-border level, improving their role as gateways and corridor roots for the transport of goods, enhancing coordination between terminal operators, logistics operators, freight forwarders companies and public institutions (e.g. port authorities, customs agencies, public administrations).
- **Ports focus on the upgrade of their own Port Community Systems (PCSs)**, as they are a neutral and open electronic platform enabling intelligent and secure exchange of information between public and private stakeholders, optimizing, managing and automating port and logistics processes through a single submission of data and connecting transport and logistics chains.
- The intermodal logistic node of Padova (PP3) **tests an innovative ICT platform** providing real time information to stakeholders and users of the intermodal and logistic node. It enables a bi-directional information exchange supporting smart and smooth coordination of the operations regarding traffic flows to/from the intermodal terminal.
- WP4 consists of two different activities – **activity 4.1. (WP coordination) and activity 4.2. (ICT pilot actions for enhancing cross-border maritime and multimodal freight transport).**

WP4 IN A NUTSHELL (2/2)

- Each PP involves the identified **stakeholders** – terminal and logistic operators, railway companies, policy makers – through ad-hoc meetings.
- By streamlining procedures and processes, logistic nodes of the Programme Area are endowed with increased competitiveness and productivity, leading to increased total throughput and additional shares of modal shift from road to rail, with positive impacts on the region's environment in terms of pollution, GHG emissions and noise.
- Outputs and results of **WP3** are basis for WP4 pilot actions.
- The results of WP4 will feed the cross-border strategy (**WP5**).
- WP4 is led by PP10 (**Port of Ploče Authority**) with the full support and contribution of the whole partnership.
- Overall **budget** for WP4 is 1.181.675,00 EUR.

WP4 OUTPUTS

- The main output of WP4 consists in **eight pilot actions** of ICT tools on the cross-border transport network (O.4.1), testing the cross-border action plan (D.3.3.3) in order to streamline transport flows in the Programme Area and support the role of ports and inland terminals as gateways, at the same time enhancing their competitiveness and productivity for supporting sustainable freight transport and modal shift of transported goods from road to rail.
- **Ports** (LP, PP1, PP5, PP6, PP7, PP9, PP10) **focus on the upgrade of their own Port Community Systems (PCSs)**, as they are a neutral and open electronic platform enabling intelligent and secure exchange of information between public and private stakeholders, optimising, managing and automating port and logistics processes through a single submission of data and connecting transport and logistics chains.
- The intermodal logistic node of Padova (PP3) **tests an innovative ICT platform** providing real time information to stakeholders and users of the intermodal and logistic node. It enables a bi-directional information exchange supporting smart and smooth coordination of the operations regarding traffic flows to/from the intermodal terminal.

ACTIVITY 4.1

- Activity 4.1 foresees the overall **coordination** of all activities to be implemented within WP4. The WPL will draft a joint methodology for the implementation of the WP4 activities. Based on the project GANTT, it will comprise deadlines, responsibilities, intermediate and final milestones, PPs' responsibilities and report templates. WPL, with the support of the LP, will constantly oversee the WP4 activities and promptly act in case of delays or any kind of issue that might arise.
- The **deliverables** of Activity 4.1 are the following:
 1. D.4.1.1, joint methodology for the implementation of the WP (M9): provision of a methodology for the implementation of the WP4 activities: inputs, contributions, PP responsibilities, templates, intermediate and final milestones, deadlines;
 2. D.4.1.2, technical coordination meetings (M22): technical committees to coordinate the WP activities, monitor the activities development, compare and exchange results. TCs will take place during the STC meetings or as needed, conference calls and physical/virtual bilateral meetings.
 3. D.4.1.3, stakeholder meetings (M19): PPs implementing pilot actions will hold technical meetings with their respective stakeholders and end-users to involve the local transport community and gather their feedback (at least one meeting for each pilot action).
- **Start date** of Activity 4.1. is 01/09/2019, **end date** is 30/10/2020.
- Activity 4.1. **budget** is 34.275,00 EUR.
- Activity 4.1. is **lead** by PP10 (Port of Ploče Authority).

ACTIVITY 4.2 (1/2)

- Activity 4.2 foresees the implementation of pilot actions with ICT tools to enhance maritime and multimodal freight transport in the Programme Area. Based on the results of the cross-border action plan (D.3.3.3) and the best practice analysis on ICT tools and policies (D.3.3.1), participating logistic nodes implement concrete pilot actions on their PCSs and ICT systems to streamline freight traffic flows between the ports and the hinterland, by improving communication and coordination with private companies (e.g. terminal/logistic operators, freight forwarders) and public institutions (e.g. customs agencies). The WPL, with the support of the LP, oversees the correct implementation of the pilot actions in each concerned node, providing guidance and assistance. A final report detailing the implemented pilot actions will also be produced and all pilot actions will be assessed based on a common evaluation methodology.
- The **deliverables** of Activity 4.2 are the following:
 1. D.4.2.1, Pilot action assessment methodology (M9), set by PP4;
 2. D.4.2.2, Pilot action in Trieste (M15 draft, M20 final): ICT pilot action upgrading the PCS as to optimize the railway transport;
 3. D.4.2.3, Pilot action in Venice (M15 draft, M20 final): ICT pilot action upgrading the existing ICT system to optimize the port railway capacity
 4. D.4.2.4, Pilot action in Padova (M15 draft, M20 final): ICT pilot action testing an innovative ICT platform providing real time information to stakeholders and users;
 5. D.4.2.5, Pilot action in Ravenna (M15 draft, M20 final): ICT pilot action upgrading the PCS to improve rail and multimodal operations through digital data exchange with terminal and logistic operators;
 6. D.4.2.6, Pilot action in Ancona (M15 draft, M20 final): ICT pilot action upgrading the PCS to optimize multimodal operations;
 7. D.4.2.7, Pilot action in Bari (M15 draft, M20 final): ICT pilot action upgrading the PCS to optimize multimodal operations;

ACTIVITY 4.2 (2/2)

8. D.4.2.8, Pilot action in Rijeka (M15 draft, M20 final): ICT pilot action upgrading the PCS to exchange digital data with railway and multimodal operators;
 9. D.4.2.9, Pilot action in Ploče (M15 draft, M20 final): implementation of an ICT pilot action upgrading the PCS as to optimize multimodal operations;
 10. D.4.2.10, D.4.2.11, pilot action intermediate (M16) and final (M21) assessments, elaborated by PP4, shared among PPs for peer review and feeding the cross-border strategy.
- **Start date** of Activity 4.2 is 01/09/2019, **end date** is 30/10/2020.
 - Activity 4.2 overall **budget** is 1.147.400,00 EUR.
 - Activity 4.2 is **lead** by PP4 (Fondazione ITL).

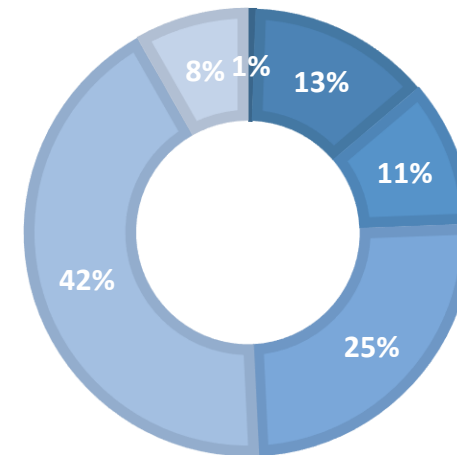
WP4 OUTPUTS & RESULTS

- Outputs of pilot actions on the upgrade of the PCSs and ICT systems (O.4.1) **will be used after the project's end**, with each involved PP committing to the maintenance of the pilot actions beyond the project's duration.
- The **methodologies** for implementing pilot actions (O.4.1) will be replicable by other ports and intermodal logistic nodes, since they will provide useful data as regards the latest and most efficient technology options available as to streamline traffic flows.

BUDGET – BREAKDOWN PER BUDGET LINES AND WP'S

- Preparation costs –
- Staff – 367.500,00 EUR
- External expertise and service – 571.000,00 EUR
- Office and administration – 55.125,00 EUR
- Travel and accomodation – 1.500,00 EUR
- Equipement – 186.550,00 EUR
- Small scale infrastructure and construction works –
- Total – 1.181.675,00 EUR

■ WP0 ■ WP1 ■ WP2 ■ WP3 ■ WP4 ■ WP5



THANK YOU FOR YOUR ATTENTION!

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WP 5

Providing a strategic framework for enhancing cross-border maritime and multimodal freight transport

RAM Logistica Infrastrutture e Trasporti S.p.A. | Valeria
Cipollone; Laura Scarpelli

KoM | Trieste | 15/16 January 2019

WORK PACKAGE 5

Providing a **strategic framework** for enhancing maritime and multimodal freight transport

STARTING DATE 01/10/2020
ENDING DATE 30/06/2021

THE FRAMEWORK

WP5 elaborates the output of WP3 cross-border study on maritime and multimodal freight transport (WP3) and pilot actions results (WP4) into a **strategy/framework** and brings it to a higher institutional level providing to ensure **durability** and **transferability** to the project's results.

The **strategy** will contain:

- priority measures
- advice on best ICT technologies
- governance structures
- timeframe
- Impacts on maritime and intermodal freight transport
- Policy recommendations for EUSALP, EUSAIR, EUSDR

DURABILITY

WP5 assures the **durability** of the project's results through the signature of a **Memorandum of Understanding** according to which project partners commit to apply its contents in a cross-border coordinated way that will impact the future development of sustainable freight transport of the Programme Area for several years ahead.

TRANSFERABILITY

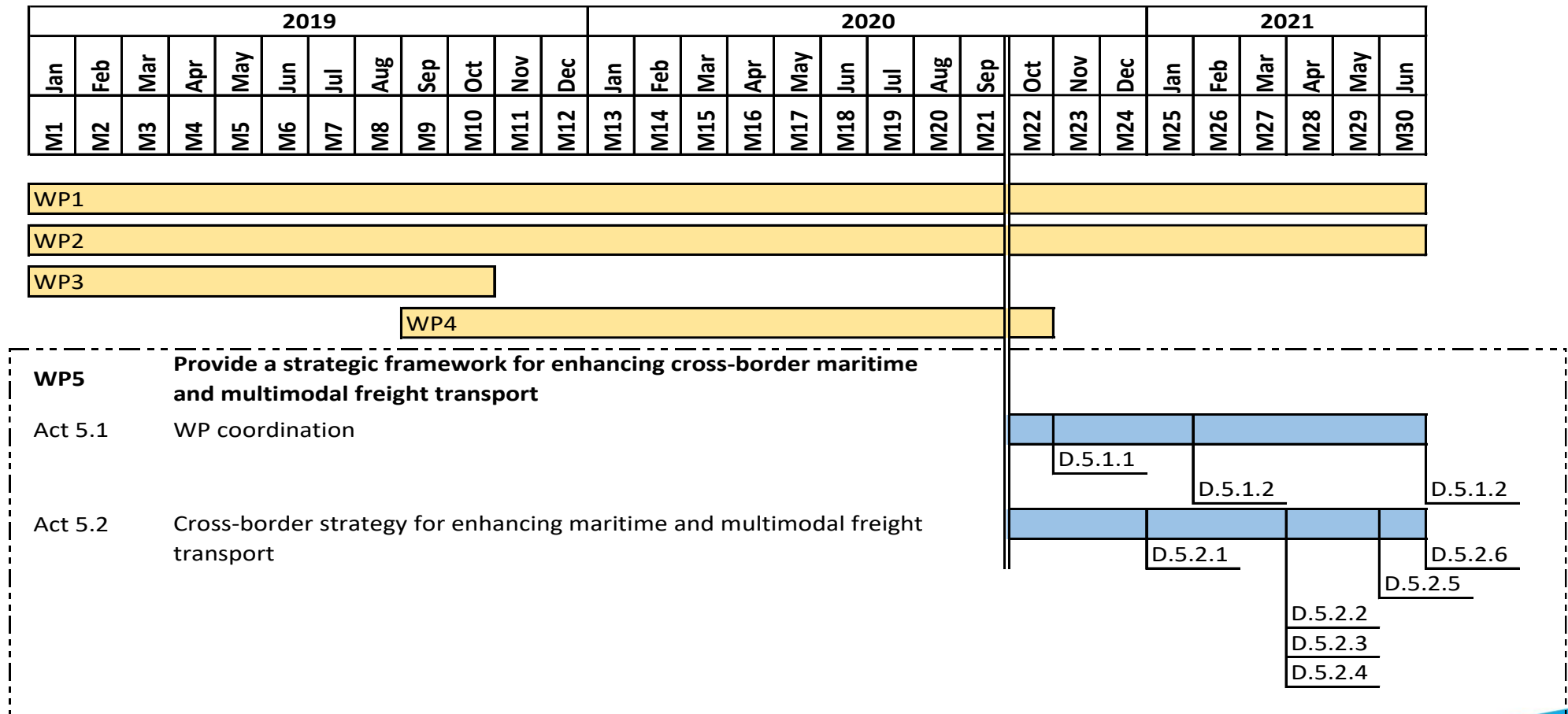
WP5 provides **transferability** making the results directly transferable to and replicable by **other ports and intermodal logistic nodes**, since the cross-border strategy for enhancing maritime and multimodal freight transport contains measures to deal with the same or similar problems faced by other ports and intermodal logistic nodes, also **outside the Programme Area**.

RAM'S DELIVERABLES IN WP5

RAM will be involved, together with the project consortium, in the implementation of the following deliverables:

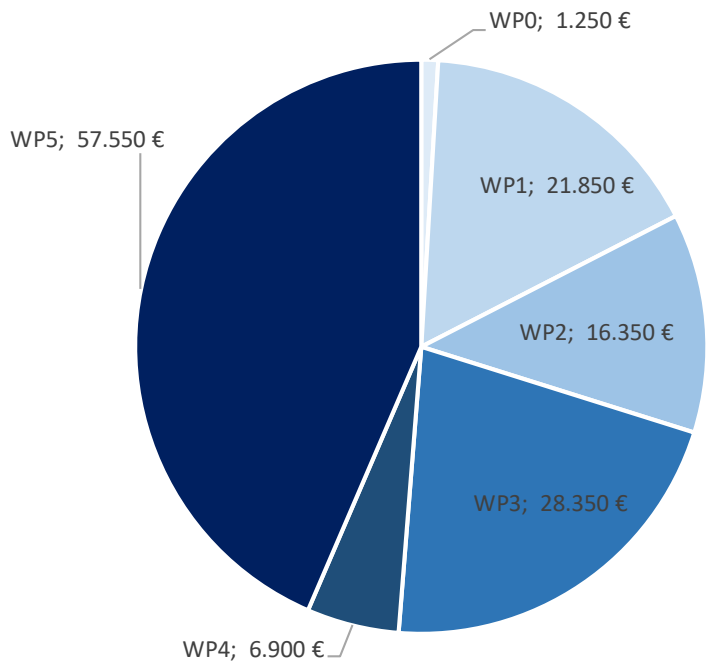
- **D.5.1.1** Joint methodology for the implementation of the WP
- **D.5.1.2** Technical coordination meetings
- **D.5.2.1** Concept on how to involve relevant stakeholders in the participating regions and beyond
- **D.5.2.2** Policy recommendations for EUSAIR
- **D.5.2.3** Policy recommendations for EUSALP
- **D.5.2.4** Policy recommendations for EUSDR
- **D.5.2.5** Cross-border strategy for enhancing maritime and multimodal freight transport
- **D.5.2.6** MoU for enhancing maritime and multimodal freight transport

GANTT AND WP5'S DELIVERABLES

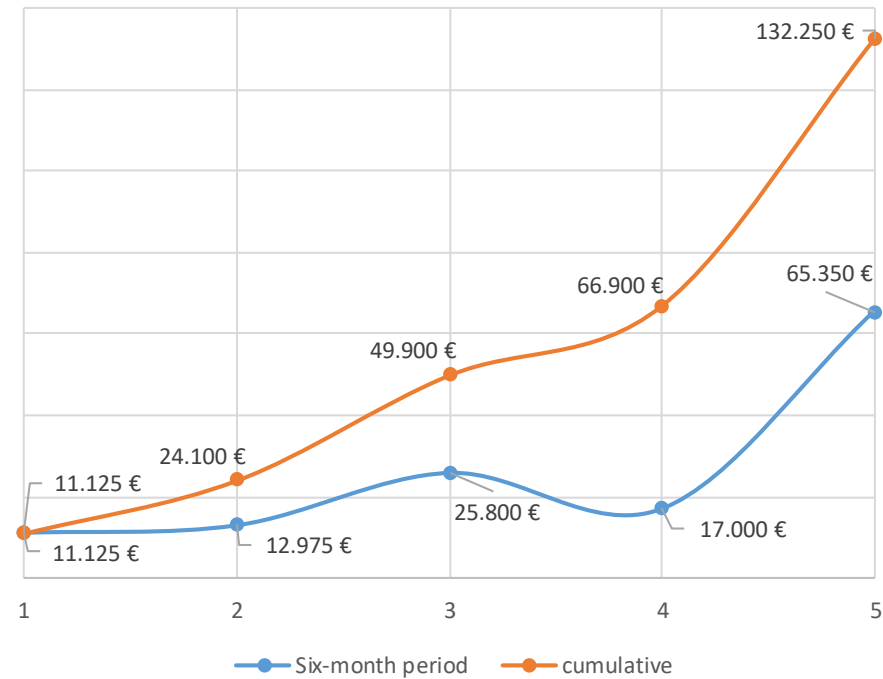


BUDGET OVERVIEW PER WP AND SEMESTER

OVERVIEW PER WP



OVERVIEW PER SEMESTER



PROMARES – WP 5


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