

# EVENT FOLLOW UP REPORT

Participation to the Kick of meeting held in Caorle  
on April 16, 2019

## Event summary

Type of event	Physical
Location	Caorle, Italy
Date of the event	16/04/2019
Time/Duration	Half day
Purpose of the event (By whom was it organized? What was the objective?)	<p>The SUTRA (Sustainable Transport) project aims to promote sustainable mobility in the Italy-Croatia program area. It is co-financed under the INTERREG V-A Italy-Croatia CBC Programme 2014-2020.</p> <p>The kick-off event was held in Caorle, Italy on April 16, 2019. It was organized by the Lead Partner - the Municipality of Caorle. Attendees included representatives from the various partner municipalities and organizations.</p> <p>The main objectives were to launch the project, present partner organizations, align on project plans and timelines for various work packages (WPs), and identify next steps</p>
Short description of the event (what happened during the event?)	<p>The KOM organized the project plan and timelines and identified the next steps. Key WPs focus on project management, communication, analysis of user needs, definition of a joint cross-border multimodal strategy, pilot implementations, evaluation, and a mobile app for multimodal transport.</p>

	<p>Outcomes included formation of the Steering Committee and agreement on its rules of operation, presentation of the Project Implementation Plan, Evaluation Plan, Project Management kit, and first Short-term implementation plan. Dates and locations were agreed for the next Steering Committee meetings. Partners also discussed initial plans and timelines for specific WP activities, especially around analyses, strategies, and pilot implementations related to improving sustainable mobility.</p> <p>The kick-off enabled the project consortium to align on vision, formalize roles, and initiate key activities to drive the project toward its goal of promoting sustainable transport across program area cities through concrete initiatives. Relationships were also established between partners who will collaborate on various WPs.</p> <p>The event concluded with agreement to distribute project documents and templates to partners for further execution. The next steps will involve diving deeper into WP activities like requirement analyses, service improvements, multimodal link implementations, and app development to pilot enhanced sustainable mobility services. A press conference was organized at the end of the meeting.</p>
Number of attendees	30
Results and outcpomes	<p>Finalized consortium agreement.</p> <p>Confirmed roles and responsibilities.</p> <p>Alignment on project objectives and work packages.</p> <p>Initial plans for requirements analysis and platform design activities.</p> <p>Relationships initiated between partners that will collaborate.</p>

Type of stakeholders/target groups that were represented	Local government authorities Transport/logistics companies Technology companies Research institutions Public transit authorities Non-profits Certification bodies
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## Agenda

### **Tuesday, 16<sup>th</sup> April 2019**

- 9.00: Registration of participants
- 9.30: Welcome addresses  
**Luciano Striuli, Mayor of the Municipality of Caorle**  
  
Opening session  
**Enzo Lazzarin, Municipality of Caorle**
- 9.45: Brief presentation of each partner and its staff  
**All the participants**
- 10.15: Interreg Italy - Croatia CBC Programme 2014-2020  
**Hrvoje Grancaric, Italy-Croatia Joint Secretariat**

- ❖ **State of the art 2019**
- ❖ **Project Implementation**

11.00: Coffe break

11.30 **WP1 - Project management and coordination of activities**  
**Enzo Lazzarin and Mara Cernic, Municipality of Caorle**

- ❖ **Start up activities:**
  - **Appointing the LP's Management Team (MT) and PP's project teams (1.1)**
  - **Appointing the members of the Steering Committee (SC) – LP and all PPs (1.3)**
  - **Rules and Procedures for SC to be approved at KoM (1.3)**
  - **Presentation of the Project Implementation Plan (PIP) (approved by SC on KoM); 1.2**
  - **1st Short-term implementation plan (approved by SC)1.2**

- **Presentation of the Evaluation plan (approved by SC)  
1.3**

**Project Management kit 1. 2 and Financial kit 1.4**

12.30: **WP2 - Communication activities  
Splitsko-dalmatinska županija (WP leader)**

- ❖ **Start-up activities (2.1)**
- ❖ **Media relations and publications (2.2)**
- ❖ **Digital activities (2.3)**
- ❖ **Events, organization of the final event (2.4)**
- ❖ **Output and deliverables of WP2**
- ❖ **Planning of the communication activities**

13.00: **WP3 - Short overview as input for further discussion  
Comune di Ravenna (WP leader)**

- ❖ **Introduction on WP3**

13.30: Networking







