

# Kick-off meeting

## Agenda

venue: COLABORA co-working space

Via Magazzini Posteriori 52 - 48121 - Ravenna

June 27-28, 2019

## Thursday 27 June, afternoon (11.00-18.15)

11.00-12.30 Informal welcome

12.30-14.20 Lunch

### 14.20 Official start of KOM

14.20-14.30 Welcome address by Legacoop Director and LP coordinator

14.30-15.00 Presentations by each project partner (max. 2 slides)

15.00-15.20 GECO2 Project overview (Arpae)

15.20-15.50 Communications from the assigned Programme Manager (Diana Gracin Petrović – Interreg Italy-Croatia)

15.50-16.10 Coffee Break

16.10-16.45 WP1 Technical management

- Management Structure:
  - i. Central Management Unit
  - ii. Local Management Offices
  - iii. Joint Steering Committee
  - iv. Scientific Committee
- Management Procedures:
  - i. Formal quality of final reports, documents and deliverables
  - ii. Rules for sharing documents
  - iii. Assessment of internal and external risks
  - iv. Project monitoring tools

16.45-17.15 WP2 Communication activities (Legacoop Romagna)

17:15-17.45 Round table: questions and discussion

17.45-18.15 Appointment of the GECO2 Joint Steering Committee and first meeting  
(approval of internal rules)

Social dinner<sup>1</sup>

### **Friday 28 June, morning (09.00-15.30)**

09.00-09.30 Administrative and financial management (Arpae)

09.30-10.00 WP3 Studies and training (IAMB)

10.00-10.30 WP4 Pilot project implementation (Arpae)

10.30-11.00 Coffee Break<sup>2</sup>

11:00-13.00 Round table: questions and discussion

13.00-14.30 Lunch

14.30-15.30 WPs reports, next steps, wrap-up (LP & WP leaders)

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<sup>1</sup> The dinner is optional. Its cost has to be charged on each participant

<sup>2</sup> The Press Conference will be held in the terrace of the coffee break venue during this time slot.

## Logistic information

### KOM map



- KOM venue: coLABoRA, Via Magazzini Posteriori, 52, Ravenna
- Accomodation: Hotel Mosaico, Via Darsena 9, Ravenna
- Lunch e coffee breaks: Akami, Via Luciano Cavalcoli, 11, Ravenna  
<https://www.popupdarsena.com/food-drink/ristorante/>
- Dinner on June 28th: Darsenale, Viale Giovanna Bosi Maramotti, Ravenna  
<http://birrabizantina.it/image/>



All the selected locations can be easily reached by walking:

Walking time from Ravenna railway station to hotel Mosaico (using the pedestrian underpass): 10 minutes

Walking time from Mosaico to Colabora: 10 minutes

Walking time from Colabora to Akami: 3 minutes