

## SHAPE

Shaping an **H**olistic Approach to **P**rotect the Adriatic **E**nvironment: between coast and sea

### KICK OFF MEETING AGENDA

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**Monday, 30 May 2011**

Time	Activity	Who
13:30	Welcome and opening session	Emilia-Romagna Region
13:45	Round table for presentation of participants	All
14:45	The SHAPE project Brief description of the project, including: - Objectives - Main activities	Katia Raffaelli
15:15	Project Administrative and financial management <ul style="list-style-type: none"> <li>• Contractual and financial requirements:     Lead Beneficiary/Beneficiaries responsibilities</li> <li>• Eligibility of expenditures: general rules &amp; regulations</li> <li>• Public Procurement</li> <li>• Reporting and First Level Control</li> <li>• Amendments and budget changes</li> </ul>	Barbara Grazzini
15:45	<i>Coffee Break</i>	
16:00	- Administrative timeplan - Internal communication - Steering and technical committees lists	Barbara Grazzini
17:00	Project Activity plan – Project Gantt – scheduled meetings	Fabrizio Tollari
17:30	Questions and Answers	All
18:00	Closure	
19:30	<i>Joint dinner</i>	

## Tuesday 31 May 2011

Time	Activity	Who
9:00	Opening of works	Emilia-Romagna Region
9:15	WP3 - Integrated Coastal Zone Management	Marko Prem, Marina Markovic - Pap/Rac
9:45	Discussion on WP3 – Next steps	All
10:45	<i>Coffee Break</i>	
11:00	WP4 - "Shipping" towards Maritime Spatial Planning	Roberto Bertaglia – Veneto Region
11:30	Discussion on WP4 – Next steps	All
12:30	<i>Lunch</i>	
13:30	WP5 - Within land and sea	Slavko Mezek - Regional Development Centre Koper
14:00	Discussion on WP5 – Next steps	All
15:00	Communication plan and communication tools: - project communication rules - project website - project promotional materials - project promotional actions	Guido Croce
15:30	What's next	Katia Raffaelli
15:45	End of works	