



Provincia di Ravenna



Diputación Provincial de Huelva



WICO Project **KICK-OFF MEETING**

Italy – Ravenna, 5th – 6th October 2009

The *objective* of the kick-off meeting is to go through the main issues related to the project in order to ensure a proper implementation of the activities since the very beginning: administrative procedures related to the expenditure profiles of the partners, timetable of the activities, and start of the activities planned within the different WPs.

Participants:

- Andrea Mengozzi - Province of Ravenna Energy and Environment Dept. (IT)
- Stenio Naldi - Province of Ravenna Energy and Environment Dept. (IT)
- Marco Bacchini - Province of Ravenna Energy and Environment Dept. (IT)
- Simona Melchiorri - Province of Ravenna European Policies Dept. (IT)
- Cecilia Bottoni - Province of Ravenna European Policies Dept. (IT)
- Marta Ruiz Rodriguez – Energy Agency Diputacion Huelva (ES)
- Larry Parker - Energy Agency Diputacion Huelva (ES)
- Simon Powell - Marine South East (UK)
- Paolo Cagnoli – Arpa Emilia-Romagna – Regional contact point (IT)
- Francesca Lussu - Arpa Emilia-Romagna – Regional contact point (IT)
- Cassandra Bos – SEEDA – Power Programme Secretariat (UK)

AGENDA

1st DAY - 5th October 2009

9.15 a.m.

Arrival and welcome of the partners in the meeting room “Sala Verde” at the 3rd floor of the main building of the Province of Ravenna located in piazza Caduti per la libertà 2/4, 48121 Ravenna

9.30 a.m. – 10.00 a.m. introduction speeches

- Welcome speech by Mr Andrea Mengozzi – Energy and Environment Dept. of the Province of Ravenna
- Brief round table of presentation of the attendants of the KOM
- Short introduction by Mr Paolo Cagnoli - Italian Contact Point, and Ms. Cassandra Bos– SEEDA in the framework of the POWER Programme and the reasons for the selection of WICO
- Presentation of the agendas of the days by Ms Simona Melchiorri – European Policies Dept. of the Province of Ravenna

10.00 a.m. – 11.00 a.m. discussion on WP1 Management and Coordination

- Update by the LP and the PP on the formal procedures to be accomplished for the proper implementation of the project (internal within the Institutions and external towards Regional Contact Points and SEEDA) with a focus on the contents of the partnership agreement
- Formal establishment of the Project Committee and Technical and Scientific Committee: appointment of the members and definition of the tasks of the different Committees



Provincia di Ravenna



Diputación Provincial de Huelva



- Presentation by the LP of the timetable of implementation of the activities as introduction to next discussions

Please note that the administrative reporting will be discussed in a separated session leaded by SEEDA on the 6th October

11.00 a.m. – 11.15 a.m. coffee break

11.15 a.m. – 12.45 a.m. discussion on WP2 analysis of the framework

- brief introduction of the contents of the WP by the LP, presentation of a possible schema of collection of information by the LP and the partners, discussion on the contents, the tasks of the partners and of the timing for the collection of the data

12.45 a.m. – 2.30 p.m. Lunch break

2.30 p.m. – 4.00 p.m. discussion on WP5 Dissemination and communication

- Discussion on the first communication tools to be prepared, namely the e-newsletter, e-brochure, web page: the structure; the possible contents; the timing for the preparation; tasks assignment; discussion on any possible example and/or proposal that the partners will bring

4.00 p.m. – 4.30 p.m. Conclusions and brief overview on the other WPs

- brief overview and discussion on WP3 and WP4
- Conclusions

At the end of the working sessions, the participants will have free time to relax and sightseeing: free entrance allowance are available for the partners who would like to visit the mosaics of Galla Placidia and San Vitale.

2nd DAY - 6th October 2009

9.15 a.m.

Arrival and welcome of the partners in the meeting room “Sala Consiglio” at the 3rd floor of the main building of the Province of Ravenna located in piazza Caduti per la libertà 2/4, 48121 Ravenna

9.30 a.m. – 11.15 a.m. Reporting procedures

Overview by SEEDA on the reporting procedures and on the on-line monitoring system to be used by each partner for the technical and expenditure reporting.

11.30 a.m. – 12.30 a.m. Launch press conference

12.30 a.m. – 2.00 p.m. Lunch break

Transfer organized by the Province of Ravenna to Marina di Ravenna and lunch

2.00 p.m. – 4.00 p.m. Survey to a small wind power plant

Visit to a small wind power system located in the pier of Marina di Ravenna and the surrounding area where further systems could be installed.

The group is foreseen to be back in the city of Ravenna at 4.00 p.m.

Depending on the journey schedule of the participants, after the survey, further visits to the city might be organized in agreement with the participants



Provincia di Ravenna



Diputación Provincial de Huelva



Contact telephone numbers:

In case of need during you journey and stay in Ravenna you can contact Ms Simona Melchiorri:

- mobile nr +39 6079940
- office +39 0544 258011