



Project kick off meeting agenda

Where

- Region of Epirus
1, Pyrrou Square, Ioannina

When

- Tuesday 10 July 2018
- 09.30-14.30

Who

- Region of Epirus
- Association of Transhumance Stockbreeders of Epirus
- Union of Provinces of Puglia
- Confederation for Italian Farmers of Bari
- Chamber of Commerce of Foggia
- Greek-Italian Chamber of Commerce of Thessaloniki

Hosting Organization: Region of Epirus

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09.30-10.00 Arrival of participants - Registration -
Welcome Coffee.

1st Session: Introduction

10.00-10.40 Welcome speech by the Region of Epirus representative. All partners.

Introduction speeches by all partners' representatives.

10.40-11.00 Overall presentation of MeDInno Project: Region of Epirus.
project idea, background, objectives, WPs and deliverables, expected outputs and results.

2nd Session: Project planning and implementation

11.00-11.40 Presentation of the project working plan per implementation work package (WP presentation, activities, deliverables, roles, tasks, time schedule, indicators, risks etc.): Region of Epirus.

- WP3 Business Model
- WP4 Branding
- WP5 Standardization and Training
- WP6 Activities outside the eligible area

12.00-12.20 **Coffee-break**

12.20-13.00 Brainstorming - discussion between the partners and exchange of ideas with regards to the project working plan for WP3, 4, 5 & 6. All partners.

13.00-13.20 Information and publicity:
- Rules to be respected and guidelines to be followed within the Greece-Italy Program. Carmela Sfregola
Information and Communication rules Communication Officer
- Activities and deliverables to be developed by the partners within the WP2 "Information and Publicity". Region of Epirus.

13.20-14.00 Project management and coordination: Region of Epirus.
- Presentation of the main program and project documents to be followed by the partners. All partners.
Gianafranco Gadaleta, JS
- Progress reporting and expenditure verification procedures. Coordinator

- Procurement procedures planning per partner. Giuseppe Gargano, Project Officer
 - Modification rules and process. Giuseppe Gargano, Project Officer
- 14.00-14.20 Forthcoming activities - Action Plan for the 2nd semester 2018 in compliance with the project start-up and milestones plan. Region of Epirus. All partners.
- Scheduling of the next project meeting.

3rd Session: Project meeting evaluation

14.20-14.30 Evaluation of the project meeting.

14.30-16.00 Lunch

Important information about the meeting

Working language English

- Material needed to be prepared by the partners
- a 5-8 minutes presentation in ppt form in order to present their organizations and territories (in relation with the project idea and objectives)
 - a 5-minutes presentation in ppt form in order to present their procurement plans & preparatory activities
- Catering services
- Lunch will be offered by the Region of Epirus to all the participants by the end of the meeting (14.30)