

INTERREG ITALY-CROATIA Programme 2021 – 2027**Small-scale project CASTLECHAIN****“Fortified Original Roots for Tourism and Innovation in Sustainable heritage”****ITHR0700841****Kick Off Meeting
AGENDA*****Draft***1st day: Wednesday, February 25th

Venue: Municipality of Motovun - Montona, City tower

9:30 - 9:40	Institutional welcome addresses	LP
9:40 – 10:10	IT-HR Programme 2021-2027: key figures, key information for project start-up and implementation	Joint Secretariat
10:10-10:30	Project objectives, overview and implementation framework	LP
10:30 - 11:10	Presentation of the partnership (10 minutes per partner)	All partners
11:10 - 11:30	Coffee Break	





Italy – Croatia



11:30 - 12:00	Steering Committee set-up and decision-making procedures approval	All partners
12:00 –13:00	Press conference	
13:00 - 14:30	Lunch break	
14:30 - 15:10	Project management structure and coordination mechanisms (PMU, risk management, reporting flow)	LP
15:10 - 15:40	Activity 1 – methodology, work plan, deliverables and timeline	LP
15:40 - 16:00	Coffee break	
16:00 - 17:00	Activities 2, 3 and 4 – methodology, roles, work plan, deliverables and timeline	LP
17:00 - 17:30	Discussion	All partners
19:00	Social dinner	





2nd day: Thursday, February 26th
Venue: Municipality of Motovun - Montona, City tower

09:30 - 10:15	Monitoring, quality assurance and evaluation procedures	LP
10:15 - 11:00	Financial management and reporting obligations	LP
11:00 - 11:20	Coffee break	
11:20 - 12:10	Communication requirements, visibility rules and editorial plan sharing and approval	LP
12:10 - 12:50	Next steps operational agreements	All partners
12:50 - 13:30	Discussion end meeting evaluation	All partners

Meeting closure

