



AGENDA

LIFE4FIR Kick-off meeting

2nd-3d October 2019

Orto Botanico, Università di Palermo: Via Lincoln, 2

Meeting Objectives:

1. To obtain a common understanding and buy-in of the Project mandate
2. To identify high-level requirements and/or issues from team representatives and stakeholders
3. To foster team building and establish working relationships and lines of communication

Attendees:

1. **CNR: Consiglio Nazionale Delle Ricerche**
2. **EPM: Ente Parco delle Madonie**
3. **CIRITA – UNIPA: Centro Interdipartimentale Di Ricerca Sull’interazione Tecnologia-Ambiente - Università Di Palermo**
4. **DRSRT: Assessorato Regionale dell’Agricoltura, dello Sviluppo Rurale e della Pesca Mediterranea Dipartimento Regionale dello Sviluppo Rurale e Territoriale**
5. **US: University of Seville**

We kindly ask you to come with (at least) 2 representatives of your organisation. One with a technical profile, one for administrative matters (especially the 2nd of October).

October 2nd

11.00 – 11.30	Meeting Opening <ul style="list-style-type: none"> • Welcome • Review meeting objectives and the agenda 	Project Manager (CNR)
11.30 – 12.00	Team Introductions <ul style="list-style-type: none"> • Presentation of the organization, and contribution to the project. (5 Slides) – 5’ per partner 	All attendees
12.00 – 13.00	Review Project Action Plan <ul style="list-style-type: none"> • Global review of actions and deliverables • Role and responsibilities of each partner • Focus immediate actions • Reporting matters (Deadlines, rules) 	PM/All
13.00 – 14.30	Lunch Break	

14.30 – 15.30	Communication strategy All <ul style="list-style-type: none"> • Dissemination activities: First steps and instructions • Website, notice board, etc.
15.30 – 17.00	Financial matters PM/All <ul style="list-style-type: none"> • Eligibility rules • Reporting requirement • Tools for monitoring • Partnership agreement
20.30	Ristorante Al Magnum, E. Amari, 59 Palermo

October 3rd

8:00 – 17.00	Field Trip to the Parco delle Madonie All Visit to the <i>Abies nebodensis</i> population and the 'Piano Noce' nursery
17:00	Meeting closure and transfer to Train Station / Airport

Hotel options in Palermo:

Hotel Villa Archirafi Palermo - Via Lincoln, 30, Palermo - Telefono: 091 616 8827

Hotel NH Palermo - Foro Italico Umberto I, 22/B, 90133 Palermo Telefono: 091 616 5090

Please let us know if you have certain logistical issues so we can help you in the planning.
Contact: Rosario Schicchi – 388 3826044; rosario.schicchi@unipa.it