



# PROMEDHE kick off meeting

*27 January, Italian Civil Protection Department*

*Rome (Italy)*

## Draft Agenda

**27 January 2016**

Time	Session	Lead	Details
8h30 – 9h00	Transfer from the hotel to the DPC Headquarters		Pick up service provided by DPC. Meeting in the lobby of the hotel is at 8h30
9h00 – 9h10	Opening speech	Fabrizio Curcio, Director General	
9h10– 9h25	Welcome and presentation of the agenda	Luigi D'Angelo, Italian Civil Protection Dpt	
9h25 – 10h15	Round table: partners' introduction	All partners (10' each)	Topics to be covered: <ul style="list-style-type: none"><li>• How civil protection/disaster management is organised?</li><li>• Which is the overall mandate and which is the competence with regard to the cultural heritage safeguarding?</li><li>• Which are the ongoing initiatives in the international co-operation your organisation is involved in?</li></ul> The recommendation is to share in advance a ppt presentation (3 to 5 slides or a 1 page factsheet)
10h15 – 10h25	Why and how the project was conceived	Luigi D'Angelo	The ratio behind the project and how the proposal was developed in terms of partnership and contents will be presented
10h25 – 10h40	Brief introduction of the Italian Civil Protection and Cultural Heritage development	DPC	The civil protection system in Italy will be presented and in particular the mandate related to the cultural heritage safeguarding, including how the institutional and legal framework was developed and which is the

			role of different actors involved
10h40 – 11h00	Project presentation: overall management and work plan	Erika Conti & Alessandro Caneloro, Italian Civil Protection Dpt	The objectives, approach and methodology, strategic planning and the governance of the project will be shared for discussion and further validation from the partners
11h00 – 11h20	<i>Coffee break</i>		
11h20 11h35	Setting the scene: in which context we will be working together in the next two years?	Hans Das, Head of Unit, DG ECHO- (Videoconference from Brussels)	An introduction to the European Civil Protection Mechanism and the Prevention and Preparedness projects
11h35 – 12h00	The proposal for the next semester activities - focus on the initial study: methodology and next steps (the study and the international workshop)	Erika Conti	The first 6-month calendar will be proposed, including possible locations for hosting the activities.  The preparatory work – the study – will be presented in terms of methodology proposed, scope and operational tools to support the data collection and analysis, including the questionnaire, a timetable of study visits, the international workshop
12h00 – 12h20	Focus on the first training course: Assessment mission like course	Nikolas Paris, Cyprus Civil Defence	The Assessment mission course as a long- lasting experience and expertise within the Cyprus Civil Defence for the benefit for the European Mechanism of Civil Protection will be introduced. A proposal for training module to be developed under PROMEDHE will be shared for collecting reactions and needs from the partners
12h20 – 13h00	Discussion	All partners	All partners will provide their expectation for the projects and their active contribution to enrich contents, organisational support and staff availability
13h00	<i>Lunch</i>		

– 14h00			
14h00- 14h20	The proposed governance for the project: the Consortium and European Commission regulations	Alessandro Candeloro e Irene Zucconi	The overall management plan will be presented: <ul style="list-style-type: none"> <li>• who will do what at technical, management, administrative and organisational level;</li> <li>• the EC rules to be applied in terms of reporting, contract amendments, etc</li> <li>• legal framework: the Consortium agreement</li> </ul>
14h20- 14h35	How the project will work: a proposal for administration and financial arrangements	Fabrizio Boldrini, Director and Maria Rita Bracchini, Head of the European Cooperation Unit, Fondazione Hallgarten – Franchetti Centro Studi Villa Montesca	Both information and financial flows will be presented: operational aspects for the implementation
14h35 – 15h15	Discussion	All partners	
15h15 – 15h45	Communication and visibility: the dissemination plan and the logo	Fabrizio Boldrini and Maria Rita Bracchini	
15h45- 16h15	Conclusions	Luigi D'Angelo	All partners should contribute and validate the work plan
16h30	Transfer to the hotel and/or Airport		Pick up service provided by DPC
20h00	Dinner in the Hotel		For the ones leaving the next day

