



## Ele.C.Tra – Electric City Transport

# Kick-off meeting Agenda

<b>Event</b>	<b>Kick off meeting</b>
<b>Location</b>	<b>Biblioteca Civica Berio – “Sala Ligneia” Via del Seminario 16 – Genova (ITALY)</b>
<b>Dates</b>	<b>22-23 July 2013</b>

**Start date of the project: 1st July 2013**

**Duration: 30 months**

**Participants: Representatives of the Ele.C.Tra Consortium**

	<b>Name</b>	<b>Organization</b>
<b>1</b>	Paolo Castiglieri	<b>GENOA</b>
	Sara Piana	
	Giuliano Zanoni	
	Alessandra Riso	
	Elena Del Pulito	
	Valentina Polipodio	
	Davide Pertica	
	Claudia Podestà/ Alessandra Vindigni	
	Antonio Rossa/ Carla Gerbaudi	
<b>2</b>	Cino Repetto	<b>TB</b>
	Francesco Misso	
	Michele Solari	
	Bartolomeo Valcalda	
<b>3</b>	Michele Basta	<b>FIRENZE</b>
	Simone Tani	
<b>4</b>	Frincu Raluca	<b>RELIANS</b>
	Camelia Iordache	
<b>5</b>	Moisés Morató	<b>BCNEcologia</b>
	Mercedes Vidal	
<b>6</b>	Albert Falzon	<b>MIEMA</b>
<b>7</b>	Tzimouli Theodoti	<b>AVMap</b>
<b>8</b>	Mercedes Hernández Martínez	<b>MURCIA</b>
	Maria Cruz Ferreira Costa	
<b>9</b>	Emilija Cvetkovska	<b>SKOPJE</b>
	Slavche Velkov	
<b>10</b>	Domagoj Zutelija	<b>ZAGREB</b>
	Bruna Jaksic	
<b>11</b>	Manuel Líbano	<b>EXACTO</b>
	Alexandra Mendonça	



**FIRST DAY: 22 JULY 2013**

Time	Topic	Who
<b>MORNING</b>		
9.30-10.00	Welcome	ALL
10.00-10.50	PPs Introduction (1 <sup>st</sup> Part) : represented company or authority, relevant experiences, expectations from the project, working team (10 minutes each PP - Pecha Kucha method)	Genoa TB Relians BCNE MIEMA
10.50-11.00	Coffee Break	ALL
11.00-12.00	PPs Introduction (2 <sup>nd</sup> Part): represented company or authority, relevant experiences, expectations from the project, working team (10 minutes each PP - Pecha Kucha method)	AVMap Murcia Skopje Zagreb Exacto Firenze
12.00-12.45	EU Communication rules	AVMap
12.45-14.30	Lunch	ALL
<b>AFTERNOON</b>		
14.30-15.00	<b>Kick off meeting official opening</b> Greetings from the Alderman for Economic Development and Smart City process; Greetings from the Alderman for Mobility and Traffic issues	Ass. F. Oddone Ass. A. M. Dagnino
15.00-15.30	Project introduction: goals, phases breakdown, deliverables, changes after the negotiation	Genoa
15.30-16.00	WP1 presentation. Project management: roles, deadlines, governance and coordination strategy	TB
16.00-16.20	WP3 presentation	TB
16.20-16.30	Coffee Break	ALL
16.30-16.50	WP4 presentation	BCNE
16.50-17.10	WP5 presentation	Firenze
17.10-17.55	Focus group (3): WP3, WP4, WP5 tasks planning	Firenze TB BCNE
17.55-18.00	End of the first day	ALL
20.00	Social Dinner	ALL



**SECOND DAY – 23 JULY 2013**

TIME	TOPIC	WHO
<b>MORNING</b>		
9.30-9.50	WP2 presentation	MIEMA
9.50-10.10	WP6 presentation	Zagreb
10.10-10.30	WP7 presentation	AVMap
10.30-10.40	Coffee Break	ALL
10.40-11.30	Focus groups (3): WP2, WP6, WP7 tasks planning	MIEMA Zagreb AVMap
11.30-12.30	Focus groups results synthesis (goals, tasks planning, risks, other issues) (10 minutes for each WP leader)	TB Firenze BCNE MIEMA AVMap Zagreb
12.30-12.50	Critical issues and start of the risk management process	TB
12.50-13.00	Conclusion	Genoa
13.00-14.00	Lunch	ALL
<b>AFTERNOON</b>		
14.00-15.30	Guidelines for administrative management and financial accounting	Genoa
15.30-16.00	Next steps and work completion	Genoa TB
16.00	Meeting Closed	