



PROJECT

4PLUS

Public awareness, Preparedness, Participation and Coordination for
Civil Protection for All

(Subsidy Contract No: A2-1.4-1)

Draft Agenda and Guidance

Event	Project Kick-off Meeting
Date(s)	24 - 25 of July 2018
Organized by	LB1 - National Confederation of Disabled People of Greece
Venue	Essence Living Hotel (www.essencehotel.gr) <i>Egnatia 40, Nea Zoi, 45500 Ioannina</i> <i>(on the map: https://goo.gl/jKSu4M)</i>
Accessibility info¹	The venue is accessible to persons with disability
Status² (date)	F (20.07.2018)
Distribution	LB1, PB2, PB3, PB4, PB5 and PB6
Local contact persons³	Alexandros Mourouzis (mourouzi@hotmail.com , +306977618182)

¹ For persons with disabilities

² F: final, D: draft, RD: revised draft

³ In case further guidance and support is needed once onsite

DAY 1: 24th of July 2018 (TUESDAY)

Opening session

11:00 – 11:30	Arrivals - Registration
11:30 – 11:40	Welcome messages
11:40 – 12:00	Project overview
12:00 – 12:10	Presentation of ESAmA (LB1)
12:10 – 12:20	Presentation of PED-IN (PB2)
12:20 – 12:30	Presentation of PED-DM (PB3)
12:30 – 12:40	Presentation of AAM (PB4)
12:40 – 12:50	Presentation of Kolonje (PB5)
12:50 – 13:00	Presentation of URI (PB6)

>Lunch break<

Coordination Group (CG) meeting

14:00 – 14:10	Meeting opening – Registration
14:10 – 14:25	Welcome message by the Project Manager and presentation of WP1
14:25 – 14:40	Presentation of WP2
14:40 – 15:00	Overall methodological approach of the Project

>Break<

15:30 – 15:45	Presentation of WP3
15:45 – 16:00	Presentation of WP4
16:00 – 16:15	Presentation of WP5
16:15 – 16:30	Presentation of WP6

END OF DAY 1

>Social Dinner<

DAY 2: 25th of July 2018 (WEDNESDAY)

Coordination Group (CG) meeting (*continues*)

09:00 – 09:30	Arrivals - Registration
09:30 – 09:45	Project overall time plan - Discussions
09:45 – 10:15	Time plan per partner (approx. 5 min per partner) - Discussions
10:15 – 10:30	Start-up Time and Procurement Plans per partner - Discussions
10:30 – 10:45	Debriefing and closure of the meeting
END OF THE CG MEETING	

>Coffee break<

Project Management Committee (PMC) meeting

11:15 – 11:20	Brief introduction to the role of the PMC
11:20 – 11:30	Presentation and approval of agenda and other meeting administrative matters
11:30 – 11:45	ITEM 1: Presentation and approval of the Project Management and Coordination System
11:45 – 12:00	ITEM 2: Presentation and approval of the Internal Quality Control System of the Project
12:00 – 12:15	ITEM 3: Presentation and approval of the Information and Publicity Strategy of the Project
12:15 – 12:30	ITEM 4: Set-up subcommittees (internal teams) and specification of roles in the project
12.30 –12:45	Other issues: <ul style="list-style-type: none"> - Ownership, sustainability, etc. (services, equipment, s/w, etc.) - Brainstorming for future collaborations - Arrangements for the Project Meeting #2 - Other issues
12.45 –13:00	Debriefing and actions list
END OF THE PMC MEETING	
END OF DAY 2	

GUIDANCE

Location

The Kick-off Meeting will take place at the **Essence Living Hotel** (www.essencehotel.gr), in Ioannina, Greece, which is located 3km from the city center, opposite the Ioannina airport.

Address: Egnatia 40, Nea Zoi, 45500 Ioannina (

Google map link: <https://goo.gl/jKSu4M>

Accommodation

Regarding accommodation arrangements, given that the touristic season has started, all participants are advised to use traditional booking sites.

In case you wish to book at the hotel of the meeting, please mention that you will be attending the Interreg Greece-Albania Project 4PLUS so that you are offered a better price.