

***CitiEnGov kick off meeting***  
***KICK-OFF MEETING***  
***5<sup>th</sup> - 6<sup>th</sup> JULY 2016***  
***Venue: Hotel Ferrara, Largo Castello 36, Ferrara IT***

**Tuesday, 5<sup>th</sup> July –**

9.00	Registration of the participants	
9:30-10.15	Caterina Ferri- Councillor for Environment and Energy of the City of Ferrara, Welcome speech  Caterina Brancaleoni-Chairwoman of SIPRO, Introduction to the CitiEnGov project	LP
10:15 – 10:45	Anna Wiktor-Finance manager-Joint Secretariat Interreg Central Europe, General principles and reporting	JS Interreg Central Europe Programme
10:45-11.00	Chiara Franceschini-Project manager – SIPRO, About CitiEnGov project: General overview, objectives, content and expected results	LP
11.00-11.30	<b>Coffee break</b>	
11.30-13.00	<b>Presentation of project partners and their contribution to the project</b>  -Presentation of the partner’s institution; -relevant experiences, -involved staff, -expected results, -associated institutions  (Each PP is invited to introduce its organization and prepare a short ppt presentation -no more than 10 min. per PP).	Each partner
13.00-14.30	<b>Buffet lunch</b>	
15.30-17.30	<b>Start-up of the Thematic Work Packages and WPC</b>  Presentation of procedure and expected outputs in the work packages T1, 2, 3 and WPC, contributions, next steps (& workshops) and discussion (PowerPoint presentations)  contribution from TWP leaders (each TWP leader is invited to elaborate a presentation of its TWP (about 15/20min)	LB and Work package’s Leaders (WPT1: Golea; WPT2: City of Bydgoszcz; WPT3 W.E.I.Z.; WPC: SIPRO)

	focusing on the main activities and the outputs that has to be reached.	
<b>20:00</b>	<b>Joint dinner (by the host)</b>	LB

### Wednesday, 6<sup>th</sup> July

<b>09:00-10.45</b>	Launch of T1 and T3, parallel session	LP and WP Leaders
<b>10:45 – 11:15</b>	Reporting back form parallel session	WP leaders
<b>11.15-11.45</b>	Coffee break	
<b>11:45-12:15</b>	Project reporting & Finance, Financial management, organization and deadlines	LP
<b>12.15-13.00</b>	1° Steering Committee meeting-Establishment of SC group Timing of annual meetings and workshops	LP
<b>13:00-14:30</b>	Lunch	
<b>14.30 – 18.00</b>	<b>1° Study visit (see separate agenda)</b>	

**Meeting Venue**  
**Hote Ferrara**  
**Largo Castello , 36**

**PRACTICAL INFORMATION**

**HOTEL TOURING**  
**V.le Cavour, 11**  
**Ferrara**  
**Tel. +39 0532206200**  
**Fax +39 0532242000**  
<http://www.hoteltouringfe.it/>

**HOTEL FERRARA**  
**Largo Castello, 36**  
**Ferrara**  
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<http://www.hotelferrara.com/home.html>

**HOTEL CARLTON**  
**Via Garibaldi, 93**  
**Ferrara**  
**Tel. +39 0532211130**  
<http://www.hotelcarlton.net/>

**HOTEL ANNUNZIATA**  
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**Tel. +39 0532201111**  
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