

AGENDA

Kick-off meeting of the *HERMAN: Management of cultural heritage in the Central Europe area* CENTRAL EUROPE project

30 September – 2 October 2012, Eger, Hungary

Day 0 (30 September)

19⁰⁰- **Welcome dinner** with all partners, including ice breaking exercises (Venue: Hotel Eger – Szálloda u. 1-3.)

Day 1 (1 October):

Venue: Hotel Eger

8³⁰-9⁰⁰ Arrival, registration

9⁰⁰-9¹⁵ **Welcome** by the Lead Partner, Municipality of Eger (Mr Botond Rázi, deputy mayor)

9¹⁵-9³⁰ **Aims of the HERMAN project**, expected results and achievements from Eger' points of view – **Mr. Botond Rázi vice-mayor of Eger**

9³⁰-9⁴⁵ Short quiz about the partnership

9⁴⁵-10³⁰ Introduction of the Application Form, **overview of the project (expectations of each partner)**, and the **content of the project**: WP3, WP4 and WP5 (LP team, Zsolt Séra)

10³⁰-11⁰⁰ Coffee break

11⁰⁰-14⁰⁰ **Implementation Plan** – open discussion of the different activities of the Work Packages led by the LP team (including coffee break)

WP1 and WP2: Lead Partner (10 minutes)

WP3: P4 – City of Lublin (cca. 1 hour)

WP4: P2 – National Office of Cultural Heritage (cca. 1 hour)

WP5: P7 – City of Ravenna (cca. 1 hour)

- General overview of the WP
- Introducing the draft methodologies relevant at the project start: *methodology for Management Stakeholder Platforms* (Marco Polo, WP3); *methodology for State of Play reports* (Lublin, WP3); *methodology for Portfolio Stakeholder Platforms* (NOCH, WP4); *methodology for PACHAs* (IRM, WP4)
- Milestones and core outputs to be delivered by the project
- Roles of partners in the Work Packages
- Time frame of the thematic activities
- Meeting schedule of the project

14⁰⁰-15⁰⁰ Lunch

15⁰⁰-16⁰⁰ Introduction of **Work Package 2** - communication and dissemination tasks (LP):

- expectations of the Central Europe Programme related to communication & dissemination
- Draft Media Plan & Communication Plan
- Project and partner level communication
- preparation of the Launching Conference

16⁰⁰-17⁰⁰ **1st Steering Committee meeting:**



- Approval of **rules of procedures** (members, objectives, meetings) - LP
- Discussion and approval of draft **Partnership Agreement** (to be officially approved by legal representatives of partners following the kick-off meeting by written procedure) – Lead Partner
- Discussion of the situation generated by withdrawing partner(s) - LP

17⁰⁰-18⁰⁰ **Discussion with WP leaders** (Lublin, National Office of Cultural Heritage, Ravenna): further tasks, responsibilities

19⁰⁰- Dinner

Day 2 (2 October):

Venue: Hotel Eger

8³⁰-9⁰⁰ Arrival, registration

9⁰⁰-10⁰⁰ Presentation and discussion of financial and administrative issues based on the **draft Management and Financial Handbook** – Part 1. – Lead Partner

- **Project management**
 - Content & process management
 - Sharing of tasks and responsibilities among the Project Management Team and the project & financial managers of each partner
 - Reporting in Central Europe Programme

10⁰⁰-11⁰⁰ Presentation and discussion of financial and administrative issues based on the **draft Management and Financial Handbook** – Part 2. – Lead Partner

- **Financial management**
 - Eligibility rules
 - Financial reporting (internal and project level)
 - Financial planning on project and partner level
 - Budget modification – templates and procedures

11⁰⁰-11³⁰ **Q&A section**

11³⁰-12⁰⁰ coffee break

12⁰⁰-13³⁰ **Conclusions** of the 2 days including:

- planned activities for the upcoming 6 months,
- discussion of urgent tasks, responsibilities and deadlines

13⁰⁰- Lunch

The language of the kick-off meeting is English.