



Agenda Kick-off meeting LIFE 2016 DESERT-ADAPT Rome 21-22 september 2017

LIFE16 CCA/IT/000011 “Preparing desertification areas for increased climate change”

When: 21st and 22nd of September 2017
Where: Rome, Italy, Library of the National Academy of Science of XL, Via L.Spallanzani 5A
For who: All Desert-Adapt project partners
Language English and translation in Italian, Portuguese and Spanish. All hand-outs are in Italian, Portuguese and Spanish.

The kick-off consists of 2 days:

1st day, 21st September: General introduction to the project, partners’ team presentation

2nd day, 22st September: Morning: financial and administration training

Afternoon: Study partners present their role/tasks in the project

21st September - Day 1 General introduction

Time	Topic	Who
9.00-9.10	Official welcome and opening of the project, presentation of the Agenda	Università degli Studi della Campania "Luigi Vanvitelli" (SUN, project leader, Simona Castaldi).
9.10-11.00	Introduction of all partners’teams, getting to know each other.	All partners SUN coordinates
11.00-11.15	Coffee Break	
11.15-12.50	Presentation about the goals and targets of the project.	Marco Bijl (FSG),
	Presentation about the backgrounds of the project (DAM system), why it was developed.	Marco Bijl (FSG)
	Presentation about all actions in the project, discuss briefly one-by-one.	Marco Bijl (FSG)
13.00-14.00	Lunch.	
14.10-16.00	Presentation about the project timeframe in general and the first 6 months in detail.	Marco Bijl (FSG) and Simona Castaldi (SUN)
	Presentation about the continues monitoring and communication system from landowner→Field Implementation Partner→FSG	Simona Castaldi (SUN)
	Presentation about next steps; action A1 and A2 which will start the next days.	Marco Bijl (FSG)
16.00-16.15	Coffee break	
16.15-17.30	Adjusting the project agenda/timing for the 1 year; action A1/A2, and other actions in the first year.	Marco Bijl (FSG)
17.30-18.10	Presentation of the web page of the project and dissemination activities and requirements from partners	SUN
18.10-18.30	Questions and answers.	Moderators (SUN, UNIPA, ADMP, UNEX, FSG)

Instruction for the first day morning: Introduction of all partners’teams, getting to know each other

A person from each associated beneficiary group should present their team. The team include all the people involved in the project which will have a role and to which partners can refer to for specific tasks. A format in power point for the presentation will be sent to you. Information will include a brief introduction of the organization/structure (location, mission, structure in one slide), name, position, picture (facultative) of people involved in the project, their usual role and expertise in their organization and task/role in which they are involved for DESERT-ADAPT. **The presentation for each partner should not last more than 5 minute**, which will give us including the translations (Spanish, Portuguese) to dedicate maximum 10 minutes per group.

22nd September - Second day

MORNING financial and administration training: This first part of the day is about the administration every partner has to comply with. Every partner is advised to have his financial expert/manager accompany him/her.

Time	Topic	Who
9.00	Introduction about who does what in this project with regards to financials and administration.	FSG + financials and the administration expert of the project.
	EU administration in general, what is officially required and how it is controlled by EU inspections.	idem
10.40	Coffee Break	
10.45	All partners use the same administrative system. Introduction to: <ul style="list-style-type: none"> • Excel (so called TES file, Template Expense Summary). • Timesheets (to record your hours). • Financial manual with examples and standard forms we all going to use. 	idem
	Other smaller issues: <ul style="list-style-type: none"> • The use of stamps and the Life logo and project number on every document: LIFE16 CCA/IT/000011 • The annual deadlines for sending in your administration, and the feedback you will get. • Once a year changes to the system. • First test in a couple of months. • Questions. 	idem
12.50-13.50	Lunch	

22nd September - Second day

AFTERNOON study/research presentations: This second part of the day is to align research activities among partners and to ensure that project research indicators are met in a coherent way. The workshop results will be included in an Action Plan, to be regularly updated by FSG and continuously consulted by all partners engaged in research and implementation activities. about The key-researchers of each study partner are invited to follow this special planning sessions.

Time	Topic	Who
14.00-15.50	AFTERNOON SESSION Introduction: FSG Planning session for indicators Study Topic Presentations and Discussion. <u>Each study partner</u> presents its own study topic. Maximum length of each topic presentation: 5-10 minutes + 10 minutes discussion. We will be strict with this timing! 1: Soil; SUN 2: Mycorrhizae; Unipa 3: Hydrology; SUN	

	4: Biodiversity; Unipa, Unex, SUN 5: Biomass; UNEX, and Carbon (FSG) 6: Social impact; ADPM	
15.50-16.05	Coffee break	
16.10-17.30	AFTERNOON SESSION 7: Growing aids; FCUL 8: Climate predictions, FCUL 9: Indicators of Desertification at the Regional level, FCSH 10: 3d aerial pictures for various purposes, TerraDrone	
17.30-17.40	Research Reporting requirements (formats and procedures) for all study partners.	FSG
17.40-18.00	Project Action Plans, timeframe and deadlines.	FSG

Instruction for the second day **afternoon**: study/research presentations

Please consult the attached workshop agenda. There will be research topic presentations held by the responsible research partner(s) prepared in Power Point. The maximum length of each presentation is 5-10 minutes, followed by 10 minutes discussion. For research topics with a second organization involved, please coordinate among each other about who is presenting what and divide the maximum presentation time (e.g. 5 minutes each).

Please read again the project proposal – particularly Actions C1 and C2 and the indicator list (Excel), to refresh your understanding of your own role in achieving the requested project indicators. In summary, it is about the following research activities and responsible partners:

- 1; Soil; SUN
- 2; Mycorrhizae; Unipa
- 3; Hydrology; SUN
- 4; Biodiversity; Unipa, Unex, SUN
- 5; Biomass; UNEX, and Carbon (FSG)
- 6; Social impact; ADPM
- 7; Growing aids; FCUL
- 8; Climate predictions, FCUL
- 9; Indicators of Desertification at the Regional level, FCSH
- 10; 3d aerial pictures for various purposes, TerraDrone

It is important that you prepare a clear and concise presentation in connection with the project indicators under your responsibility. Your presentation should at least include:

- 1) An overview of indicators you are addressing based on the attached indicator table. Discuss any inconsistencies.
- 2) An explanation of the research methods used (HOW to meet the indicators);
- 3) Proposed dates and Timeline(s) of implementation and
- 4) Synergies and cooperation with other (research) partners.