**CLEANSTONE**

**Kick off meeting**

**17 DICEMBRE 2019**

10.15

Welcome and presentation of meeting agenda

10.35

Euroservis presents fundamental rules of Interreg Italia Austria 2014-2020 Programme:

* Reporting
* Deadlines
* Budget changes

Follows Q&A about administrative tasks

LP underlines that changes to budget must be coherent with the achievement of project goals as set out in the proposal

11.00

LP illustrates WP and activities foreseen in project proposal

11.15

UNIPD presents the plan to carry out its project activities.

11.30

PP FH KARNETN presents the plan to carry out its project activities

Discussion on how to carry out deliveries of WP 2, in particular coordination of activities carried out by multiple partners

Idea to widen the area where to carry out WP3 activities

11.40

PP Confartigianato Vicenza presents the plan to carry out its project activities, and present ideas for project logo, the green version receives appreciation by partners

Follows discussion about project communication activities

LP suggest cutting to minimum document s in three languages, to be preferred English for internal communication by PP and Italian and German for official communications.

Confartigianato Vicenza proposes to create a cloud where to store all the communications made by PP about the project and to find and use coherent # on the social networks to promote the project

12.10

PP ECO presents the plan to carry out its project activities

12.30 – 13.00

Discussion about the planning of the activities:

* LP ask all the PPs to choose one contact person for project coordination and communicate the name by email, to all the PPs
* Every PP should send the PPT presentation presented today to the other PPs

13.00 - 14.00 Lunch break

14.00

General discussion

Discussion on how to choose and contact the quarries to involve in the project (which parameters to consider)

LP says is going to contact the associated partner Consorzio Pietra Vicentina.

ECO states it’s going to be able to start the technical activities in march once the staff has been brought together and defined the instruments for onsite monitoring.

Confartigianato Vicenza states that by the second half of janury a PPT for the coordinated project image and project logo are going to be ready.

The participants agree on having project meeting every six months, next meeting should be held n early June.

Discussion about the communication targets.

LP suggest that the communication selling point should be sustainability of stone extraction.

Confartigianato Vicenza asks all PPs to contribute for the promotion of the projects on local medias.

FH Kartnen express some doubts on its foreseen activities. LP offers to prepare more detailed instructions for them and that they need to focus on 3-4 quarries at most.

LP says that is going to verify is UNIUD is able to provide a cloud space for sharing the project documents between PPs.