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STOREM

KICK-OFF MEETING REPORT

Event	Venue
KICK-OFF MEETING	SHELL SUITE, SOLUTIONS CENTRE, THE UNIVERSITY OF THE WEST INDIES (UWI), CAVE HILL CAMPUS, BARBADOS
Date	Responsible
11 – 15 FEBRUARY 2019	CENTRE FOR RESOURCE MANAGEMENT AND ENVIRONMENTAL STUDIES, (CERMES), THE UWI, CAVE HILL CAMPUS, BARBADOS
Total number of participants – Link to Participant List	Link to Final Agenda
22 - See sign-in Sheets below	See below
Disclaimer	The European Commission's support for the production of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.
Short description of the event:	
<p>The kick-off meeting was the first occasion where all the participants met.</p> <p>It provided an opportunity to bring about a common understanding of the project aims and objectives, timescales and responsibilities.</p> <p>The Steering Committee (SC), the WP Leaders Committee (WP-LC) and the Financial Committee were established.</p> <p>The Project Coordinator made presentations on the administrative and financial management of the project.</p> <p>Participants detailed plans for the first year of the project and began to set out the varying responsibilities of partner countries.</p> <p>A very detailed quality control plan was produced by Universidad del Magdalena – UNIMAGDALENA.</p> <p>There was a discussion and the development of plans for mitigating potential risks.</p> <p>The participants learnt about one of the countries represented in the consortium – Barbados.</p>	
Short description of event planning problems:	
<p>There is still a lack of clarity on how the expenditure for the kick-off meeting will be accounted for in the budget, since it is not currently apparent where and when savings will be made to cover these costs.</p>	
Main outcomes of the event:	
<p>Participants have been introduced to each other.</p> <p>The Steering Committee (SC) and the WP Leaders Committee (WP-LC) were established.</p>	



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KICK-OFF MEETING REPORT

MEETING AGENDA



**ERASMUS+ STOREM
KICK-OFF MEETING AGENDA**

Monday 11th February 2019

11:00	Press Conference
12:00	Lunch
2:00	Tour of the Cave Hill Campus
6:00	Welcome Dinner at the Mount Restaurant

Tuesday 12th February 2019

8:30	Registration
9:00	Welcome and introduction: <ul style="list-style-type: none"> • Welcome by the Lead Partner, Anna Pinna • Welcome by Host University Partner, Janice Cumberbatch
9:30	General project presentation 1, Anna Pinna <ul style="list-style-type: none"> • Capacity building, Higher Education Actions financed by the 2018 Call
10:30	Break
11:00	General project presentation 2, Paola Pinna <ul style="list-style-type: none"> • Timeline, objectives, main outputs and deliverables, partnership, outlining the EU-wide and local relevance
12:30	LUNCH
1:30	Introduction of project partners (15 minutes each - main thematic focus and expectations/contributions to the project), Janice Cumberbatch
3:00	Coffee break
3:15	Presentations on Work Packages - main objectives of the thematic work-packages, Anna Pinna/Paola Pinna + WP leaders
4:30	Discussion and questions



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KICK-OFF MEETING REPORT

Wednesday 13 February 2019
STEERING COMMITTEE MEETING

- | | |
|-------|---|
| 8:30 | Registration |
| 9:00 | Project management, Paola Pinna <ul style="list-style-type: none">• Programme regulations, project organisation, project contracts |
| 10:30 | COFFEE BREAK |
| 11:00 | Financial management, Anna Pinna <ul style="list-style-type: none">• Overview of project budget, programme specifications |
| 12:30 | LUNCH |
| 1:30 | Communication – overview, Gianni Bacchetta <ul style="list-style-type: none">• Discussion of the WP - WP leaders• Outlook on partner tasks |
| 3:00 | Coffee break |
| 3:15 | Appointments, Matteo Bellinzas <ul style="list-style-type: none">• Future project meetings |
| 3:45 | Steering Committee Meeting |



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Thursday 14th February 2019

PARTNER WORKSHOP

8:30	Registration
9:00	Work Package WP1 "Preparation" by WP lead UPVM, Dominique Crozat <ul style="list-style-type: none"> • Ppt with detailed approach, activities, expected outputs and deliverables-milestones; • Investigation on national issues and environmental threats in coastal territories in Latin America and ACP countries (D1.1). Outlook on country specific reports
10:30	Coffee Break
11:00	Work Package WP3 "Quality Plan" by WP lead UniMagdalena, Carlos Coronado, Marla Maestre Myer <ul style="list-style-type: none"> • Ppt with detailed approach, activities, expected outputs and deliverables-milestones; • Definition of a quality framework for the project (D3.1): discussion on evaluation tools, impact assessment, procedures for effective project monitoring.
12:30	LUNCH
1:30	Work Package WP5 "Management" by WP lead University of Cagliari, Paola Pinna <ul style="list-style-type: none"> • Ppt with detailed approach, activities, expected outputs and deliverables-milestones; • Presentation of the Project Management Committees (D5.2); Presentation of the online document collaboration environment (D5.3).
3:00	Coffee break
3:15	Presentation of future work packages, Anna Pinna/Janice Cumberbatch
4:00	Discussion and open questions

Friday 15th February 2019

Eco-cultural tour in Barbados: experiencing sustainability

Departure 8:45 from Solutions Centre



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KICK-OFF MEETING REPORT

The purpose of the tour is to show some of the things we are doing in Barbados to address issues of sustainable tourism, especially in light of climate change.

1. The tour will start at the UWI and travel through the World Heritage Site (Bridgetown and its Garrison) to provide some information about it and the challenges of its management. <https://whc.unesco.org/en/list/1376>
2. Visit to the South coast to see the boardwalk which serves the dual purpose of being a tourism and recreation attraction as well as infrastructural protection from storm surge
3. Travel to the St. Nicholas Abbey. Along the way highlighting features of historical and current development that present opportunities and challenges to sustainable tourism/
4. St. Nicholas Abbey tour and lunch. <http://www.stnicholasabbey.com/>
 - a. Cost per person (adult) US\$20.00
 - b. A guided tour on the history of the House
 - c. Film
 - d. Visit to production area
 - e. Visit to the Distillery
 - f. Tasting of 5 and 12 year Rum
 - g. Complimentary fruit punch or rum punch upon arrival
5. Return to the UWI

Saturday 16th February

Optional snorkelling tour

In the afternoon if participants wish to experience the marine environment, plans can be made with a local dive shop for a snorkelling tour. This would be optional, but persons are asked to indicate their interest, so that bookings could be made (spaces filling fast). The link here gives an indication of what is offered: [snorkeling-in-barbados](#)



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KICK-OFF MEETING REPORT

KICK-OFF MEETING EVALUATION

Eleven evaluation forms were completed and submitted at the end of the workshop. The participants from four of the participating institutions combined their responses on one form each. Overall, participants were very satisfied with the workshop, in particular, the venue and facilities and the organisation staff (See Table1).

Table 1: Number of responses

Item	Very Satisfied	Satisfied	Ok	Partly Satisfied	Not at all Satisfied
Agenda	6	3	2	1	
Quality of information	7	2		2	
Speakers/Presentations	6	2	2	1	
Venue and facilities	11				
Organization staff	11				
Overall Satisfaction*	6	2	2		

**One non-response*

The event presentations were judged to be good by the majority of the participants. Specific mention was made of the presentations on Work Package 2 and Work Package 3 as well as the budget and project implementation. Participants felt that they had learnt more about the timeline and main outputs of the project. They also gained an understanding of the consortium's background and experience.

However, some presentations were deemed not sufficiently relevant or good, specific comments received were as follows:

- The presentation on Higher Education Actions financed by the EU was unnecessary.
- The time spent on reviewing the project proposal document was excessive; a more efficient approach would have been to prepare a presentation outlining the proposal and highlighting the key points.
- The presentation of WP1 was unclear due to a lack of clear timelines
- More details needed on WP1
- The presentation on financial management should have also covered the process, formats and timelines used for financial reporting. This is relevant information that project partners need to report to their institutions following a project kick-off meeting, but was not provided by the presentation.
- Some of the pre-meeting administrative-related topics that were discussed were not relevant to the meeting.

The participants were asked to indicate whether the organizers met the objectives of the event. Table 2 shows that the majority felt that the objectives were met.



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STOREM

KICK-OFF MEETING REPORT

Very High	High	Ok	Low	Very Low
9	1	1		

Additional comments offered with respect to the objectives were as follows:

- The organization provided by UWI was exceptionally good. Technical aspects, work spaces, internet, meals and social activities were all excellent.
- Thanks again to the host organizers of the Workshop from the UWI, for their warm and effective management of the meeting and social reception.
- UWI did a great job organizing the event – thank you so much for your hard work and commitment

Participants offered the following recommendations to improve the event:

- The agenda could have been more concise and efficient. Large amounts of time spent on unnecessary presentations (Higher Education Actions, project proposal document) deterred from focusing on more relevant topics.
- The agenda could have included more discussion on themes of sustainable tourism and environmental management. These themes should form the foundation of the master's programs being developed and so more discussion on these subjects would have been valuable. It also would have been appropriate to include a presentation on the experience of the European institutions with sustainable tourism and environmental management in the Mediterranean region.
- Communication boundaries are always a challenging and sensitive issue when collaborating with an international group, most of which do not speak English as a first language. A number of things were said in the meeting, perhaps unintentionally due to language barriers, that were perceived to be inappropriate and even offensive by some of the participating cultures. The risks of miscommunication and potentially offending project partners should have been given more thought and consideration.
- Maybe we could have elaborated about the scientific contents (forms of sustainable tourism, to what extent do we talk about coastal territories, etc.) that will be included in the future master courses.
- Improving communication between the STOREM Project Coordination and some participants from the Country Institutions, namely taking the initiative of addressing the unresolved topics between individual actors preferably, before the Workshop took place, would have contributed more to the organizational environment and work-flow during the meeting.
- Some universities could have made better presentations.
- Design the agenda to anticipate the eco-tour: 2 days of meeting, then ecotour, then 2 days of meeting. This would give time for the participants to assimilate the new information about the project and discuss it during the last 2 days. Putting the tour in the middle of the agenda would help with relaxing and getting to know each other better.



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KICK-OFF MEETING REPORT



STOREM KICK-OFF MEETING

THE UNIVERSITY OF THE WEST INDIES CAVEHILL CAMPUS

SIGN IN SHEET

11TH FEBRUARY 2019

LAST NAME	FIRST NAME	ORGANISATION	SIGNATURE
Aguas	Roberto	University of Magdalena	
Bacchetta	Gianluigi	University of Cagliari	
Bellinzas	Matteo	Unidad de Planificación y Desarrollo S.A.S. (UPD)	
Benskin	Dale	University of the West Indies	
Calabria Arrieta	Humberto	University of Magdalena	
Clarke	Mia	University of the West Indies	
Coronado Vargas	Carlos	University of Magdalena	
Crozat	Dominique	Montpellier University	
Cumberbatch	Janice	University of the West Indies	
Hurley	Jennifer	The University of the West Indies	
Maestre Meyer	Marla	University of Magdalena	
Marko	Tosic	EAFIT University	
Molina	German	UTUR	
Müller	Eduard	University for International Cooperation	
Pinna	Anna MARIA	University of Cagliari	
Pinna	Paola	University of Cagliari	
Poulot	Marie-Laure	Montpellier University	
Restrepo	Juan	EAFIT University	
Rodriguez	William	UTUR	
Selliah	Neetha	University of the West Indies	
Valverde Blanco	Allan David	University for International Cooperation	

Paniagua-
Arroyave

Juan Felipe

EAFIT University



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STOREM KICK-OFF MEETING

THE UNIVERSITY OF THE WEST INDIES CAVEHILL CAMPUS

SIGN IN SHEET

12TH FEBRUARY 2019

LAST NAME	FIRST NAME	ORGANISATION	SIGNATURE
Aguas	Roberto	University of Magdalena	
Bacchetta	Gianluigi	University of Cagliari	
Bellinzas	Matteo	Unidad de Planificación y Desarrollo S.A.S. (UPD)	
Benskin	Dale	University of the West Indies	
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Molina	German	UTUR	
Müller	Eduard	University for International Cooperation	
Paniagua -Arroyave	Juan	EAFIT University	
Pinna	Anna-Maria	University of Cagliari	
Pinna	Paola	University of Cagliari	
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13TH FEBRUARY 2019

LAST NAME	FIRST NAME	ORGANISATION	SIGNATURE
Aguas	Roberto	University of Magdalena	
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KICK-OFF MEETING REPORT



STOREM KICK-OFF MEETING

THE UNIVERSITY OF THE WEST INDIES CAVEHILL CAMPUS

SIGN IN SHEET

14TH FEBRUARY 2019

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KICK-OFF MEETING REPORT



STOREM KICK-OFF MEETING

THE UNIVERSITY OF THE WEST INDIES CAVEHILL CAMPUS

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15TH FEBRUARY 2019

LAST NAME	FIRST NAME	ORGANISATION	SIGNATURE
Aguas	Roberto	University of Magdalena	
Bacchetta	Gianluigi	University of Cagliari	
Bellinzas	Matteo	Unidad de Planificación y Desarrollo S.A.S. (UPD)	
Benskin	Dale	University of the West Indies	
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