

OpenArch: Program of the Kick Off meeting

Monday 24th January

Arrivals

13:30 Manel & Noèlia will pick up Steve Burrow and John Davies- Williams in the airport.

16:30 Mini Bus at Terminal 1 of Barcelona's airport (All people who are already in Barcelona from the weekend, can take the AeroBus from Plaça Catalunya that goes directly to the airport Terminal 1)

18:00 Taxi for Andreas Juhl and Gabriella Johansson at Terminal 1 Barcelona's airport to Calafell (You have to look for Taxis Laura Calafell)

20:30 Taxi for Giuseppe Caruso and Ilaria Pulini at Terminal 1 Barcelona's airport to Calafell (You have to look for Taxis Laura Calafell)

21:00 Welcome dinner at the same hotel "Fonda l'Antiga" + celebration with "cava from Penedès" that we got the project. (There will be the Mayor and the Culture Council of Calafell)

Tuesday 25th January: Introduction Day

Moderation: Clara

Minutes and Pictures: Jaume / Manel

7:30 – 8:30 Breakfast

8:30 Walk from *Fonda l'Antiga* to *Dependències Municipals de la Platja* (Guided by: Àssum)

9:00 **Registration** (Folders and translation)

9:15 **Start**

Welcome by the Mayor of Calafell (Mr. Jordi Sánchez Solsona)

Introductory speech by the manager of the Organisme Autònom Municipal Fundació Castell de Calafell (Dr. Clara Masriera i Esquerra)

Introduction of the team: who is who and who does what

10:00 *Project Introduction* (Mr. Geir Sør-Reime, Mr. Roeland P. Paardekooper and Mrs. Tamar Lavado)

A. *History*

B. *Culture Program Goals* (Mrs. Tamar Lavado (Punto de Contacto Cultural (CCP) - Ministerio de Cultura de España)

C. *Project Goals*

11:00 Coffee break

11:30 *Work Packages* (Mr. Roeland P. Paardekooper)

A. *What are the WP-s – and the change we made*

B. *Products & Activities*

12:30 Presentation of the software monitoring tool – Activity monitoring

- 13:30** Lunch at “La Dama Roja”
- 15:00** *Internal communication* (Dr. Clara Masriera - Esquerra)
- A. *Project Management and Coordination*
 B. *How are decisions taken in OpenArch and what is the flow of information*
- 16:00** Coffee break
- 16:30** *External Communication*
- A. *Description of the main communication tools* (Mr. Roeland P. Paardekooper)
- 17:30** *What’s next*
- A. *Time table 2011* (Mr. Roeland P. Paardekooper & Dr. Clara Masriera – Esquerra)
 B. *Next Conference* (Hunebedcentrum (NL) & Mr. Roeland P. Paardekooper)
- 18:30** End of session, walk back to hotel
- 20:30** Dinner at Fonda l’Antiga

Wednesday 26th January: Financial day

Moderation: Albert & Boris

Minutes & Pictures: Jaume / Manel

8:30 Meeting Point in Fonda l’Antiga to walk to Dependències Municipals de la Platja (guided by: Carme / Anna)

9:00 **Finances** (Mr. Albert Sorrosal and Boris Meggiorin)

The Monitoring software tool

Rules and deadlines

Legal framework and contract

Eligibility of Expenditure

Human Resources control

Reporting procedure

Visibility rules of the program (Mr. Boris Meggiorin)

13:30 Lunch at “La Dama Roja”

15:30 Financial and accounting tool

Project budget: breakdown per WP and partner

16:00 *Steering Committee Meeting Only* - Discussion

Goal: discuss decisions needed

18:00 Bus from the meeting place to Avgustvs Forvm Cellar

18:30 Catalan dinner at Avgstvs Forvm Cellar

21:00 Bus back to the hotel Fonda l’Antiga

Thursday 27th January

1:1 meetings between project team and each partner separately
(location: Castell de Calafell)

Moderation: (Project management team: Mr. Geir Sør-Reime, Mr. Roeland P. Paardekooper, Mr. Albert Sorrosal, Mr. Boris Meggiorin, Mrs. Clara Masriera – Esquerra)

Other partners do **teambuilding workshop & introduction of the 11 organisations**
(Location: Archaeological Open Air Museum Ciutadella Ibèrica)

Moderation: Anna Triadó

- 9:00** Meeting in the hall of Hotel Fonda l'Antiga and redistribution of groups and actions
- 9:00 – 10:00** WP2: NMW (WLS) & Foteviken (SE)
10:00 – 11:00 WP3: Kalmar (SE) & Archeon (NL)
- 11:00** Coffee Break
- 11:30 – 12:30** WP4: Modena (IT) & Hunebedcentrum (NL)
12:30 – 12:45 WP5: Kierikki (FI)
12:45 – 13:00 WP7: AÖZA (DE) & EXARC (NL)
- 14:00** Taxi to the airport (Mr. Giuseppe Caruso & Dra. Ilaria Pulini)
- 13:30 – 15:30** Lunch in Ciutadella Ibèrica –“Calçotada”
- 15:30 – 15:50** WP1 & staff exchanges: Calafell (CAT)
15:50 – 16:30 WP6: Calafell (CAT) & EXARC (NL)
16:30 Walk to the Council from Ciutadella Ibèrica
- 17:30 – 18:30** Conclusions and summing up (*In the hall of the council*)
Reiteration of the next steps on the project, including upcoming activities in the next 4 months (Mr. Roeland P. Paardekooper & Dr. Clara Masriera – Esquerra)
Recapitulation of the accomplishments made during the meeting (Mr. Roeland P. Paardekooper & Dr. Clara Masriera – Esquerra)
- 18:30** Closing speeches - greetings by the Calafell Culture Councilor (*In the hall of the council*) (Mrs. M. Teresa Cumplido)
- 20:00** Walk to the ancient shipyard
20:30 Visit to the ancient shipyard (guided by Anna and Lluís)
21:00 Farewell dinner
23:00 Bus back to the hotel

Friday 28th January

- 7:00** Taxi to the airport (Mr. Roeland P. Paardekooper, Mr. Hein, Mr. Harrie Wolters, Mr. Rüdiger Kelm)
10:00 Bus to the airport (from the airport you can take a shuttle bus to Barcelona city center for those having the plane in the afternoon and want to visit Barcelona).