

## EVENT DESCRIPTION SHEET

*(To be filled in and uploaded as deliverable in the Portal Grant Management System, at the due date foreseen in the system.)*

 *Please provide one sheet per event (one event = one workpackage = one lump sum).)*

PROJECT	
<b>Participant:</b>	1 - Comune di Faenza - (Faenza)
<b>PIC number:</b>	986363416
<b>Project name and acronym:</b>	Young NEETs shaping EXpectations for The future of Europe — NEXT

EVENT DESCRIPTION	
<b>Event number:</b>	WP1
<b>Event name:</b>	Kick-off meeting
<b>Type:</b>	public conference and coordination meeting
<b>In situ/online:</b>	online
<b>Location:</b>	online
<b>Date(s):</b>	February 1st, 2024
<b>Website(s) (if any):</b>	<a href="https://projectnext.wixsite.com/the-next-project/kick-off">https://projectnext.wixsite.com/the-next-project/kick-off</a> <a href="https://www.youtube.com/watch?v=7aaVsPWog0Y">https://www.youtube.com/watch?v=7aaVsPWog0Y</a>
Participants	
Female:	144
Male:	67
Non-binary:	0
From country 1 [Poland]:	26 (16F, 10M)
From country 2 [Bulgaria]:	20 (16F, 4M)
From country 3 [Latvia]:	26 (25F, 1M)
From country 4 [Germany]:	49 (30F, 19M)
From country 5 [Portugal]:	27 (14F, 13M)
From country 6 [Cyprus]:	21 (15F, 6M)
From country 7 [Malta]:	14 (6F, 8M)
From country 8 [Italy]:	22 (17F, 5M)

From country 9 [Spain]:	4 (3F, 1M)		
From country 10 [France]:	1F		
From country 11 [Georgia]:	1F		
Total number of participants:	211	From total number of countries:	11

### Description

*Provide a short description of the event and its activities.*

The event lasted 1 day and was structured into two sessions.

The first session (9.30 am – 11.30 am) was open to public and aimed at presenting the partner's organizations (aims and activities of the organization, structure, key expertise and previous experience in actions related to the project) and the project (background, duration, objectives, activities).

The session was streamed on the institutional YouTube channel of Unione della Romagna Faentina so that anyone could follow the live broadcast and each project partner invited local stakeholders (local associations, schools, representatives of public administrations, etc.) to the event.

The second session (11.45 am – 4.00 pm) was restricted to partners and aimed at deepen the following topics:

- Presentation of each project partner's team  
The project referents of each partner presented the team which also included the 2 young people appointed Young Managers.
- Project management  
The Municipality of Faenza, as Project Leader, presented the detailed project workplan, the narrative reporting, the managing and financial rules. In particular, Faenza explained and summarized the reporting documents required from partners, stressing the importance to provide them in due time. Moreover, particular attention was given to the project targets in terms of number of participants for each event. A list of quantitative and qualitative indicators was also presented to the partnership in order to create the evaluation tools that will be further discussed at the coordination meeting during the first transnational event.
- Analysis on gender equality  
The Municipality of Schwaebisch Gmuend, as coordinator of the activity related to the analysis on the perception of gender equality among youngsters, presented a proposal of the questionnaire and the methodology for the mini-interviews to be carried out during the project events for collecting the data for the analysis.
- Project Communication and Dissemination Plan  
The Municipality of Lousada, as coordinator of Communication and Dissemination activities, presented the proposal of the Communication and Dissemination Plan and provided an overview on start-up & upcoming communication activities. Three drafts of the project logo were also presented informing that a survey among partners would be launched after the meeting for choosing the final version of the logo. In order to guarantee a continuous communication among the partners and tools for sharing documents and materials produced, Lousada proposed to create the following tools: a project Google Drive and a project Whatsapp chat to be used especially during the transnational meetings.
- Local activities Plan  
The Municipality of Mesa Geitonia, as coordinator of the local activities, presented the tools to be used for the local activities, in particular the Padlet and Mentimeter.
- Upcoming transnational events in Faenza and Schwaebisch Gmund  
The Municipality of Faenza presented the draft agenda of the 1st transnational meeting, taking place in Faenza from 11 to 14 March 2024, and the Municipality of Schwaebisch Gmund informed all partners about the dates of the 2nd transnational event taking place in

Schwaebisch Gmuend from 22 to 25 April 2024.

Annexes:

- agenda

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	11.04.2024	Initial version (new MFF).



AGENDA

Online NEXT kick-off meeting

1 February 2024, 9:30 – 16:30 CET

Time	What	Who
<b>First session – public</b>		
Open to teachers and other stakeholders identified by the partners who will cooperate with the local activities		
9:30 – 09:40	<b>Welcome greetings and introduction</b>	Municipality of Faenza
9:40 – 10:00	<b>Presentation of the project:</b> duration, objectives, activities	Municipality of Faenza
10:00 – 11:00	<b>Brief presentation of all project partners:</b> aims and activities of organizations, structure, key expertise, previous experience in actions related to the project	ALL PARTNERS with PP presentations (5 min each)
<b>Second session – restricted to project partners</b>		
<ul style="list-style-type: none"> <li>- 2 referents of the project</li> <li>- 1 or 2 politicians representing the partner organization</li> <li>- 2 or 3 young people who will be appointed as Young Managers (YM) during the project (at least a male and a female)</li> <li>- representatives of local associations (at least 1 per partner)</li> <li>- 2 referents for the Associated partners, if any</li> </ul>		
11:15 – 11:30	<b>Presentation of each project partners team</b>	ALL PARTNERS
11:30 – 12:30	<b>Project Management</b> <ul style="list-style-type: none"> <li>- <b>Present the detailed project plan and gantt</b>, focusing the different role and tasks of each partner</li> <li>- <b>Presentation of Partnership agreement and managing rules</b> (efforts requested to the partners, narrative reporting, etc...)</li> <li>- <b>Presentation of the evaluation tools</b> to be used during the project</li> </ul>	Municipality of Faenza
12:30 – 13:30	<b>Lunch break</b>	
13:30 – 14:00	<b>Project Management</b> <ul style="list-style-type: none"> <li>- <b>Presentation of financial rules and reporting</b></li> </ul>	Municipality of Faenza
14:00 – 14:30	<b>Gender analysis on equal opportunities</b> <ul style="list-style-type: none"> <li>- <b>Presentation of the questionnaire</b> for the analysis on equal opportunities</li> <li>- <b>Presentation of the methodology for conducting mini-interviews</b> both at transnational and local events (size and</li> </ul>	Municipality of Schwäbisch-Gmünd



	representativeness of the sample to be interviewed, interviewer's skills, tools, etc.) - <b>Presentation of the methodology for data collection and analysis of results</b>	
<b>14:30 – 15:00</b>	- <b>Presentation of Project Communication and Dissemination Plan</b> , including communication activities, reels and interviews to be carried out during transnational and local events - <b>Discussion about the project logo</b>	Municipality of Lousada
<b>15:00 – 15:30</b>	<b>Presentation of local activities plan</b> to be carried out by each partner following each transnational event: tools and contents, type of activities, people involved, etc.	Municipality of Mesa Geitonia
<b>15:30 – 16:00</b>	<b>Planning the following first transnational event in Faenza</b> - <b>Presentation of the draft agenda</b> - <b>Organization for the preparation of the content</b> including contributions from partners	Municipality of Faenza
<b>16:00 – 16:10</b>	<b>Final overview of next steps</b>	Municipality of Faenza
<b>16:10 – 16:30</b>	<b>Discussion and Q&amp;A</b>	All partners

- ✓ The meeting will be organized online, you will receive instructions to connect to the video conferencing platform a few days in advance.
- ✓ The meeting will be audio-video recorded for internal project purposes (minutes, video file as deliverable evidence, participation evidence etc). The first session of the meeting, which is open to public, will be also streamed on the institutional YouTube channel of Unione della Romagna Faentina.
- ✓ Working language will be English.

For further information please contact:

Ms. Elisabetta Di Martino – MUNICIPALITY OF FAENZA  
[Elisabetta.DiMartino@romagnafaentina.it](mailto:Elisabetta.DiMartino@romagnafaentina.it)

Ms. Simona Parisini – MUNICIPALITY OF FAENZA  
[Simona.Parisini@romagnafaentina.it](mailto:Simona.Parisini@romagnafaentina.it)

Ms. Mara Montanari – MUNICIPALITY OF FAENZA  
[Mara.Montanari82@gmail.com](mailto:Mara.Montanari82@gmail.com)