

WP5 Expert Conference - Florence 8th and 9th May 2014 Salone delle Robbiane, Villa La Quiete.

Firenze, 8th May 2014

When	Who	What
8.30 => 9.15		Registration and welcome coffee
9.15 => 9.25	Authorities	Welcome to Tuscany
9.25 => 9.50	Michel Van Hoegaerden	Opening of the meeting and updating on Joint action activities Setting the Strategic objectives of the workshop and the role of the handbook
	Giovanni Leonardi	Program of the two days Operational objectives of the workshop & Organization
	Ivo Rui-Santos	The expectations of the two countries regarding the Handbook (5 sections)
9.50 => 11.10	Plenary presentations: a panel of experts from Belgium, Spain, Denmark, Netherland, England, Finland and Norway - 8/10 min. for each country. Mod.: Ragnar Gullstrand	Open presentation of experts (7) "Principal strength and weakness of the planning system in my country taking into account the proposed 5 sections of the handbook - with some examples."
11.10 =>11.30	Break	Attendees think about the presentations & prepare questions.
11.30 => 12.00	Experts Mod.: Ragnar Gullstrand	Questions & Answers to the experts
12.00 =>12.15	Michel Van Hoegaerden, Giovanni Leonardi, Ivo Rui-Santos	Lessons from this first part of the Meeting.
12.15 => 13.15	Lunch	
13.15 => 15.25		Group activities A focused on the 3 first categories: a. How the planning system is organized b. Which goals are set and with time frame c. How the planning process is connected with the actions that will achieve what has been planned

When	Who	What
	Paolo Michelutti 15'	Explanation of next session: Organization in groups - illustration of the chosen statements & explanation of the work.
	All participants organized in 15 groups of 5 members each. One group leader. 15'	First session: each group has one aspect with a statement. Discussion. Prepare an opinion on the statement.
	5'	Change table
	All groups members switched - the group leader remaining the same - 15'	Second session: each group has one aspect with a statement. Discussion. Confront the previous opinion made on the statement and prepare other opinions on the statement.
	5'	Change table
	All groups members switched - the group leader remaining the same - 15'	Third session: each group has one aspect with a statement. Discussion. Confront the previous two opinions made on the statement and prepare other opinions on the statement.
15.25 => 15.45	<i>Coffee break</i>	<i>All group leaders fill in a feedback form that will be consolidated later during the second session by WP5 team.</i>
15.45 => 16.00	Paolo Michelutti	Group activities B Explanation of next session
16.00 => 17.00	All participants organized in 7 groups (one group per each country with a planning methodology) of 10 members each. The country members are group leaders. 60' A member is identified as note keeper.	Group activities B Each group has to identify which Sections and Aspects of the Grid of that country that should be included in the Handbook as useful for a starting country. Eventually identify also specific contexts. Discussion. Documentation by flipcharts (one for each section, three columns: what the country has done, what should be included in the Handbook, Contexts/conditions).
17.00 => 17.40	Ragnar Gullstrand	Presentation of the results of the Group activities A
17.40 => 17.50	WP7_BG & BE	Presentation of the conclusions of WP7 workshop the day before
17.50 => 18.00	WP2 Zuzana Matlonova	Presentation of the questionnaire for the website
18.00 => 18.15	Michel Van Hoegaerden, Giovanni Leonardi & Ivo Rui-Santos	Conclusion of the first day
18.50 => 20.00	<i>City Tour</i>	<i>See appointments doc. in the folder</i>
20.15	<i>Dinner</i>	

Firenze, 9th May 2014

When	Who	What
9.00 => 9.10	Giovanni Leonardi	Introduction of the day
9.10 => 10.15	Paolo Michelutti	Group activities C Explanation of next session focused on the 3 first categories: d. Which data is really used in the planning e. The type of the forecasting model ad its use Organization in groups - illustration of the chosen statements & explanation of the work.
	All participants organized in 15 groups of 5 members each. One group leader. 15'	First session: each group has one aspect with a statement. Discussion. Prepare an opinion on the statement.
	5'	Change table
	All groups members switched - the group leader remaining the same - 15'	Second session: each group has one aspect with a statement. Discussion. Confront the previous opinion made on the statement and prepare other opinions on the statement.
	5'	Change table
	All groups members switched - the group leader remaining the same - 15'	Third session: each group has one aspect with a statement. Discussion. Confront the previous two opinions made on the statement and prepare other opinions on the statement
10.15=>10.35	<i>Coffee break</i>	<i>All group leaders fill in a feedback form that will be consolidated later during the second session by WP5 team.</i>
10.35 => 11.00	Ragnar Gullstrand	Feedback from the Group activities B.
11.00 => 12.15	<ul style="list-style-type: none"> - Experts (7) - Italy: Giovanni Leonardi and 2 regions. - Portugal: Ivo Rui-Santos - OECD: Michael Schoenstein 	SELECTED ROUND TABLE WITH AUDIENCE Based on previous feedback Round table discussion between experts (7), Italy and Portugal and OECD
	Moderation: Lieve Jorens	"Challenges for a good Planning system"
12.15 => 14.00	<i>Lunch</i>	<i>From 13 tour of the villa with guide</i>
14.00 => 14.25	Ragnar Gullstrand	Feedback of the Group activities C
14.25 => 15.15	Giovanni Leonardi Ivo Rui-Santos Lieve Jorens	Plenary intermediate conclusions Followed by an open discussion between the participants.

When	Who	What
Afternoon session for those who can stay (from 15.15 to 18.00) Discussion on the choice of the model for the Pilot Applications		
15.15 =>15.25	Paolo Michelutti	Explanation of the work
15.25 => 16.35	Work in 3 sub-group 1h discussion + 10' to summarize and prioritise	Turning the advices of the experts (Group activity B - Day 1) into practice <ul style="list-style-type: none"> - Group A on Organisation & set-up of the planning system in the Pilot Applications - Group B on Data Collection in the Pilot Applications - Group C on Modelling of the Supply in the Pilot Applications
16.35 => 17.45	Work in 3 sub-group 1h discussion + 10' to summarize and prioritise	Turning the advices of the experts (Group activity B - Day 1) into practice <ul style="list-style-type: none"> - Group D on Setting targets for appropriate coverage of the Demand in the Pilot Applications - Group E on Management of Stakeholders and balancing the inputs in the Pilot Applications - Group F on Modelling of the Demand in the Pilot Applications
17.45 => 18.00	Giovanni Leonardi Ivo Rui-Santos Lieve Jorens	Closure end of the conference