



UNESCO-IOC DG ECHO COASTWAVE 2.0 PROJECT KICK-OFF MEETING

AGENDA AND TIMETABLE

Date and Time: November 6, 2024, 10am-12pm (Paris time)

Location: Online - MS Teams Meeting - [link](#)

1. KEY AIM AND OBJECTIVES

The key aim of the meeting is to launch the second phase of CoastWAVE Project (CoastWAVE 2.0) which officially commenced on 1 July 2024.

The key objectives of the meeting:

- align the goals of team members,
- present the project timeline, and key milestones
- define how the team will communicate,
- clarify roles and responsibilities, foster team collaborations and agree on immediate action items,
- define next steps forward, and key dates for follow-up.

2. AGENDA

1. Welcome and Introductions

- The project donor, Project SC members and UNESCO team members
- Brief overview of the partners
- Icebreaker

2. Project Overview

- Key deliverables

3. Roles and Responsibilities

- Define the roles of UNESCO and the partners

4. Project Plan Overview

- Review the key milestones and deadlines
- Brief overview of financial resources and constraints.

5. Communication Plan

- Meetings, reporting tools, communication channels
- Frequency of status updates and reports

6. Tools and Resources

- Overview of any tools or platforms being used for project management, documentation and file-sharing resources (Monday, MS Project)

7. Discussion / Q&A Session

- Key thrust forward
- Open the floor to questions from the team and stakeholders
- Address any concerns or points of clarification

8. Next Steps and Action Items

- Next steps
- Short-term priorities

9. Closing Remarks

- Final words from the project donor and responsible officer

3. PROVISIONAL TIMETABLE

Item	Time (Paris)	Topic	Lead
1	10:00 AM - 10:10 AM	Welcome and Introduction	Denis Chang Seng Derya Dilmen Vennin EU DG ECHO Project partners
2	10:10 AM - 10:25 AM	Project Overview	Denis Chang Seng
3	10:25 AM - 10:35 AM	Roles and Responsibilities	All
4	10:35 AM - 10:50 AM	Project Plan Overview	Derya Dilmen Vennin
Break			
5	11:00 AM-11:10AM	Communication Plan	All
6	11:10 AM - 11:20 AM	Tools and Resources	Derya Dilmen Vennin
7	11:20 AM - 12:20 PM	Discussion	All

		Q&A Session	
8	12:20 PM - 12:30 PM	Next Steps and Action Items	Derya Dilmen Vennin
9	12:30 PM - 12:40 PM	Closing Remarks	Denis Chang Seng Derya Dilmen Vennin EU DG ECHO