

**Project name:** **Parks & Benefits – Generating socio-economic effects by a sustainable management of protected areas for the benefit of their regions**

**AGENDA**  
**Kick-off meeting**

**09.03.2009; 18:00 – 12.03.2009; 10:00**

**Kratzeburg (Dambeck) / Germany**

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**Arrival:** March 9<sup>th</sup>, 2009; by 18:00  
Shuttle service from: Neustrelitz station, Kratzeburg station

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**Accommodation:** **Müritz National Park**  
Familienferienpark Dambeck  
Dambeck 2  
17237 Kratzeburg (OT Dambeck)  
Tel.: +49 39 822 / 20 22 5  
Internet: <http://www.awo-sano.de/index-ffpd.html>

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**Kick-Off Meeting:** March 10<sup>th</sup> - 11<sup>th</sup>, 2009  
Field trip, 12<sup>th</sup> March

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**Meeting Venue:** **Familienferienpark Dambeck**  
Dambeck 2  
17237 Kratzeburg (OT Dambeck)

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**Departure:** March 12<sup>th</sup>, 2009, 08:00 to 09:00  
Shuttle service to: Waren/ Mueritz station, Kratzeburg station  
After field trip: 01:00 p.m.

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**Coordination:** Animare project management  
Tobias Lerche  
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mobile: +49 163 3895885

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## **Agenda, Kick- Off Meeting**

### **9<sup>th</sup> March 2009, Dambeck**

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Afternoon

#### **Arrival of participants**

19:00

**Joint social dinner and welcoming** at Müritz National Park / Dambeck  
Getting to know each other informally

### **10<sup>th</sup> March 2009, Dambeck**

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7:00 – 9:00

Breakfast

9:30 – 10:15

#### **ceremonial Opening & Welcome addresses**

moderation by Mr. Jens Brüggemann - *Head of Planning Department, Mueritz- National Park*

- 1) Mr. Ulrich Meßner, *Head of Authority for the Mueritz- National Park*
- 2) Mr. Hans Joachim Schreiber - *Head of department 'nature conservation and landscape management', Ministry for Agriculture, Environment and Consumer Protection in Mecklenburg- Vorpommern*
- 3) Mrs. Sylvia Bretschneider – *President of Tourism Association of Mecklenburg- Western Pomerania and president of the State Parliament*
- 4) Mr. Christoph Kaufmann - *Head of department 'regional planning and tourism', Planning Association of Mecklenburg- lake district*

10:15 – 10:45

#### **COFFEE BREAK**

**& PRESS CONFERENCE:** lead partner, local host, members of local and regional press

10:45 – 11:05

#### **Welcome and introduction to the project**

*by Olaf Ostermann / lead partner: Ministry of Agriculture, Environment and Consumer Protection Mecklenburg-Vorpommern*

- Overview: purpose of the meeting
- Status quo of project & Grant Contract, revised application and revised budget
- partnership contract, shared costs
- Introduction of project manager and financial manager

11:05 – 12:00

#### **Introductions of partners**

- Getting to know each other & expectations towards the project

12:00 – 12:20

#### **Project Management I**

*by Susann Plant, animare- project management*

- Overview of the project
- Work packages and planned activities

12:30 – 13:30

#### **LUNCH BREAK**

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13:30 – 14:30	<p>continuation of morning session, if necessary</p> <p><b>Project Management II</b> <i>by Tobias Lerche, animare- project management</i></p> <ul style="list-style-type: none"> <li>▪ Project responsibilities</li> <li>▪ Lead Beneficiary, project partners, project coordination</li> <li>▪ Coordinated working on work loads, thematic leadership</li> <li>▪ Activity reporting</li> <li>▪ Information, communication and media</li> <li>▪ Steering committee, election of steering committee</li> </ul>
14:30 – 15:00	<b>COFFEE BREAK</b>
15:00 – 18:00	<p><b>hike through Müritz National Park, the surroundings of our meeting venue</b> <i>by Mueritz National Park authority, Martin Kaiser and Jens Brueggemann</i></p>
19:00	<b>Dinner</b>

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## **11th March 2009, Dambeck**

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7:00 – 8:30	Breakfast
9:00 – 10:15	<p><b>Summary of first day and overview of second day</b> <i>by Tobias Lerche</i></p> <p><b>Financial Management</b> <i>by Sylwia Niemann / Landgesellschaft Mecklenburg-Vorpommern mbH</i></p> <ul style="list-style-type: none"> <li>▪ Financial Management System &amp; accounting</li> <li>▪ Reporting system</li> <li>▪ First level control system</li> <li>▪ Shared costs</li> <li>▪ Examples for personnel costs and currency exchange rates</li> </ul>
10:15 – 10:30	<b>COFFEE BREAK</b>
10:30 – 12:00	<p><b>Working session I – project contents on local and regional level</b> <i>World café exchange of ideas, moderation by Susann Plant, animare</i></p> <p>Expectations and tasks of:</p> <ul style="list-style-type: none"> <li>▪ Work package 2: Communication &amp; Information</li> <li>▪ Work package 3: Sustainable management of natural resources &amp; BSR networks of regions and protected areas</li> <li>▪ Work package 4: Implementation of European visitor management standards in protected areas</li> <li>▪ Presentation of results</li> </ul>

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12:00 – 13:00	<b>LUNCH BREAK</b>
13:00 – 14:30	<b>Working session II – project contents on international level</b> <i>World café exchange of ideas, moderation by Susann Plant, animare</i> <ul style="list-style-type: none"> <li>Combining local/ regional efforts and activities to a coordinated project</li> <li>Grouping of tasks and responsibilities according to project application</li> <li>Thematic responsibilities and qualifications</li> </ul>
14:30 – 15:00	<b>COFFEE BREAK</b>
15:00 – 16:30	<b>Working session III – joint session</b> <i>moderation by Tobias Lerche, animare</i> <ul style="list-style-type: none"> <li>According to results of working session II: <ul style="list-style-type: none"> <li>Identification of indicators</li> <li>Identification of 1<sup>st</sup> year work focus</li> <li>election of working group / work package leaders</li> </ul> </li> <li>If not accomplished yet: election of steering committee</li> <li>Schedule and to-do lists (according to the project application)</li> <li>Setting up a meetings agenda</li> <li>Sundries: questions, etc</li> </ul>
16: 30 – 17:30	<b>Buffer for unfinished topics, questions, etc</b>
18:00	<b>Dinner and convivial evening</b>
Ca. 22:00	End of the kick off meeting

## 12th March 2009, Dambeck

7:30 – 8:30	<b>Common breakfast</b>
8:30 9:00 – 13:00	<b>Departure or Field Trip</b>
<p>You may chose whether you want to depart in the morning or join a field trip to the regional and nature exhibition centre "Mueritzzeum". We will leave the meeting venue by bus and already take the luggage with us. The trip consists of a guided 3 hour visit to the nearby Mueritzzeum and a stop in the National Park along the road.</p>	
13:00	Departure from Waren / Mueritz regional train station