

FRAME

FRAME KICK-OFF MEETING AGENDA

16th – 17th December 2025
 Apulia Film House | Fiera del Levante Ingresso Orientale, Lungomare Starita, 1, Bari

Tuesday 16 December 2025 (14:30 - 18:15)

Time	Description	Responsible
14:30 – 15:00	Welcome coffee and registration of participants	
15:00 – 15:15	Welcome speech and opening of the meeting	LP
15:15 – 16:45	Interventions from the Joint Secretariat of the Interreg IPA South Adriatic 2021- 2027: management and communication requirements	Ms. Chiara Campanile (Project Officer) Ms. Carmela Sfregola (Programme Communication Officer)
16:45 – 17:00	Coffee Break	
17:00 – 17:30	Brief introduction and presentation of all partners (each partner delivers a 5-minutes presentation)	All partners
17:30 – 17:45	Presentation of project management: <ul style="list-style-type: none"> • Management tools • Financial and project progress reporting • Other management issues 	LP
17:45 – 18:00	Presentation of project communication: <ul style="list-style-type: none"> • Communication tools • Overview of the mandatory activities • Other communication issues 	LP
18:00 – 18:15	Discussion and wrap up	All partners
20:00	Social Dinner	

FRAME

Wednesday 17 December 2025 (09:15 - 12:30)

Time	Description	Responsible
09:15 – 09:30	Welcome coffee and registration of participants	
09:30 – 10:00	Presentation of WP1 “Network of South Adriatic Audiovisual SMEs”: <ul style="list-style-type: none"> • Overview of WP1 activities • Coordination methodology • Timeline and next steps 	PP2 (WP1 Coordinator)
10:00 – 10:30	Discussion on WP1	All partners
10:30 – 10:45	Coffee Break	
10:45 – 11:15	Presentation of WP2 “Joint Audiovisual Co-productions”: <ul style="list-style-type: none"> • Overview of WP2 activities • Draft of the Co-Development Film Fund Call • Timeline and next steps 	LP (WP2 Coordinator)
11:15 – 11:45	Discussion on WP2	All partners
11:45 – 12:15	Steering Committee (SC) meeting: <ul style="list-style-type: none"> • Establishment of the Steering Committee • Presentation of the rules of procedures 	All partners
12:15 – 12:30	Discussion and wrap up (upcoming deadlines, setting up timeframes for the next activities, etc.)	LP + all partners