KICK-OFF MEETING REPORT

EMT-PAT PROJECT (ECPP-2025-IT-EMT1)

ONLINE - 17/11/2025

AUTHOR	DISSEMINATION	TYPE OF DOCUMENT	VERSION & DATE
Alberto Gabrieli	Public	Meeting Report	V1.0 - 27/11/2025

KICK-OFF MEETING REPORT EMT-PAT PROJECT (ECPP-2025-IT-EMT1)

Date: 17 November 2025
Time: 13:58–15:02 CET
Venue: Virtual meeting – DG ECHO, European Commission
Reference Agenda: *Virtual Kick-Off Meeting Agenda*

Participants

- **DG ECHO**: Monika Dudek (Project Officer)
- **EMT-PAT**: Alberto Gabrieli, Alexia Giovanazzi, Sara Beatrici, Debora Finotti

1. Opening and Introduction

Monika Dudek opened the meeting by welcoming all participants and confirming that this session would serve as the formal kick-off meeting for the EMT-PAT project, replacing the broader kick-off event initially foreseen.

Alberto Gabrieli presented the current status of the EMT-PAT initiative, outlining the strategic transition from the former provincial field hospital to a more compact, deployable and manageable EMT Type 1 Mobile capability aligned with EU and WHO standards.

2. Administrative and Documentation Framework of the Grant

DG ECHO recalled the following key points:

- The Annotated Grant Agreement (approx. 430 pages) remains the primary reference document for project management, even though several sections may not apply to adaptation grants.
- The Data Sheet (Grant Agreement pages 8–10) contains essential information regarding budget structure, pre-financing, cost categories, and restrictions.
- The 70% pre-financing of 330,511.79 € has already been transferred (Ref. Ares (2025) 9021619 - 22/10/2025).
- All grant-related documents, including the signed Grant Agreement, evaluation letters, and future amendments, are available on the Participant Portal (Grant Management Service).

3. Reporting System

DG ECHO presented the two-tier reporting structure:

3.1 Continuous Reporting Module

- Active from the start of the project until its completion.
- Must include deliverables, milestones, critical risks, and project summaries.
- Public summaries, once validated by the Commission, become publicly accessible; careful review is therefore required.

3.2 Periodic/Final Reporting Module

- Activated only at the end of the project.
- The final report cannot be accepted unless the Continuous Reporting module is fully completed.
- Several reporting elements will become public; dissemination levels must thus be assessed attentively.

4. Financial Aspects, Budget Flexibility and Amendments

Monika clarified that:

- Internal budget flexibility is allowed, including reallocation among budget categories and adjustments to quantities of equipment, as long as changes remain consistent with project objectives.
- Equipment modifications (e.g., purchasing two compact devices instead of a larger one) are permissible if aligned with approved activities and within budget.
- Extensions of project duration, major scope changes, or bank-account changes require a formal amendment procedure.
- Adjustments suggested by WHO EMT mentors for classification do not require an amendment and can be managed through reporting.
- For grants exceeding €325,000, a Certificate on Financial Statements (CFS) is mandatory with the final report.

5. Communication and EU Visibility Requirements

DG ECHO reiterated the obligations related to EU visibility:

- Compliance with the Communication and Visibility Manual for EU-funded actions is mandatory.
- Logos, funding statements, and visibility rules must be applied to all communication materials, events, and publications.
- All project documentation must be retained for at least five years after the final payment.

6. Procurement Guidelines

- National procurement rules apply, provided they respect EU principles of transparency, competition, and sound financial management.
- DG ECHO provides reference documents but does not replace national legal frameworks.

7. Key Points of Agreement

During the discussion, the following points were confirmed:

- The project may proceed with equipment adjustments and early initiation of specific activities, provided these remain within approved Work Packages and budget.
- Early start of Task 2.4 – Medical Equipment is acceptable without requiring an amendment.
- Equipment quantities and specifications may be updated as long as alignment with project objectives and budget compliance is ensured.
- This meeting is formally recognized as the official kick-off meeting for ECPP-2025-IT-EMT1.
- Formal communication with DG ECHO should primarily occur through the Communication Center of the Participant Portal.

8. Open Issues and Aspects Requiring Further Assessment

- Significant equipment changes will require case-by-case evaluation, particularly if they affect objectives, results, or milestones.
- Substantial structural modifications may necessitate a formal amendment.
- Dissemination levels for deliverables and public summaries must be re-evaluated to avoid unintentional disclosure of sensitive information.

9. Follow-up Actions

- Internal verification of dissemination levels for deliverables and milestones.
- DG ECHO will send the meeting agenda and the mid-term progress report template.
- Alberto will provide DG ECHO with the EMT-PAT presentation used during the meeting.
- The team will start completing the Continuous Reporting Module.
- Regular access to the Participant Portal is recommended to monitor notifications and deadlines.

10. Closing Remarks

The meeting concluded at **15:02 CET**. DG ECHO thanked the EMT-PAT team for the clear presentation and confirmed ongoing availability for support and clarification. The next operational steps were acknowledged by all participants.

AGENDA

#	Item	Topics
1.	Presentation current state capacity	• Presentation by beneficiary including visuals • Set-up of grant implementation
2.	Grant Agreement	• Where to find the Annotated Grant Agreement? • Further guidance (material)
3.	Payments and Pre-Financing	• Timing and amounts
4.	Reporting	• How and where to report mid-term progress? • Reporting tool in Grant Management System/Periodic and Continuous Reporting Module
5.	Deliverables and Milestones	• Where, how, and when to upload them?
6.	EU Visibility	• EU Visibility and Communication Manual • Implementation
7.	Financial aspects	• Certificate on the Financial Statements (CFS) • Full cost option • Audits
8.	Changes and/or amendments during implementation period	• Difference between changes and amendments • Specific question from beneficiary
9.	Procurement	• Legislation • Specific question from beneficiary
10.	Any other business	• Communication (means) between beneficiary and DG ECHO project officer