

MINUTES

Meeting: Kick – Off Project Cre:Hub - Policies for Cultural Creative Industries: the hub for innovative regional development

Date: 16th September 2016

Location : Comincenter, Matera

In attendance : see the attached register

1) Partners' Introduction

Lead Partner welcomed project's partners and introductions took place. Each Partners' members introduced himself/herself and made a presentation of activities implemented by their bodies/entities:

- Association for the Development of IST Técnico Lisbon – PT,
- Regional Development Agency Centru – RO,
- Central Transdanubian Regional Innovation Agency Nonprofit Ltd. – HU,
- Regional Development Agency of the Ljubljana Urban Region – SL,
- Sodena on behalf of Culture Department of the Government of Navarra - ES,
- Friuli Venezia Giulia Region, Informest -I,
- University of Latvia – LV,
- Sviluppo Basilicata and Basilicata Region.

2) Project Management

Presentation of the work plan by the Lead Partner and discussion about the outputs foreseen for the 1st and 2nd semester.

As far as the deadlines for the achievement of the project's goals and outputs, the Steering Committee approved the following closing dates:

- 1) common methodology to assess the state of the art of CCI sector to be prepared by the University of Latvia (P5): 30 September;

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- 2) criteria for stakeholders' choice to be prepared by the Lead Partner: 9 October;
- 3) 8 stakeholders groups established by all Ps : 31 October;
- 4) 8 regional workshops with stakeholder groups implemented in each territory: 30 November;
- 5) 7 working sessions of stakeholder groups on study visits by all Ps except P1: 15 November. As far as the regional workshop and working sessions with local stakeholders are concerned, a debate arose about the total number of workshops and sessions forecasted in the application form. Regional Development Agency Centru underlined that it is difficult to have a huge number of meetings because of the physical distances of their territory; Informest pointed out that the meetings have to be held after each study visit so to report the activities implemented; Sviluppo Basilicata highlighted that the meetings could also be organized on Skype or, in general, with a videoconference device. All the partnership agreed upon the point that stakeholders are the key of the project and that it is essential to have a common methodology in order to make the most correct and consistent choice for the project's aims and also to have different levels of stakeholders: entities working in the cultural and creative sector like Chambers of Commerce, companies (because they are the final beneficiaries of the project and they can easily contribute to identify the critical points of the CCI sector), universities in order to build an international hub (a mix of public and private bodies). As a consequence, the partnership agreed on the proposal of the LP to prepare common guidelines for the choice of local stakeholders to be sent by 9th October;
- 6) next steering Committee Meetings: after a consultation among the partners, and taking into consideration that the weather conditions are not favourable to host a meeting in Latvia in the winter period (as foreseen in the Application Form), the next semester's Steering Committee meetings will be held in Slovenia, Ljubljana, on 1st and 2nd February and in Friuli Venezia Giulia on 28th and 29th March and that the meeting in Latvia will be organized in the third semester. It was also decided to start the preparation of the next SC meeting at the end of December with a draft of agenda to be prepared by the hosting partner and the LP as far as the organization of the study visit and barcamps;
- 7) internal meetings: in order to have a common template for the internal meetings foreseen during the lifetime of the project, the LP proposed to prepare a unique template for all to be sent by 15th October;
- 8) minutes of the kick-off meeting to be prepared by LP: 15 October;
- 9) 1 detailed project work plan to be prepared by LP: 20 October;

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- 10) 8 regional and SWOT analysis of the CCI sector delivered by all Ps: 31 December 2016;
- 11) joint report on regional analysis and SWOT delivered by P5 (University of Latvia):31 January 2017;
- 12) analysis and selection of main regional experiences and lessons learnt (2 experiences / region): 15 February 2017.

3) Presentation of the guidelines for the common methodology to assess state of the art of cci sector

The University of Latvia, the partner in charge of this activity, presented two proposals for the common methodology to be used to assess the state of the art of the cultural and creative sector in each territory. After consultation of the partnership, it was agreed that a mix of the two proposals could be the final version for the methodology. The deadline agreed for Latvia to conceive the final version is 30th September.

4) Presentation of the Communication Manager

Informest presented the communication visibility guidelines, tools, and outputs. It was decided to open a common google drive in order to upload all the presentations and the project's documents as a general rule. Informest also delivered the project's poster to every partner as foreseen in the Application Form.

5) Presentation of the Financial Manager

Sviluppo Basilicata, appointed as the Financial Manager of the project by the LP, presented the key elements and procedures for the financial reporting: manual, type of expenditure, budget, 1st Level Control, Lead Partner Control, deadlines for the reports. Sviluppo Basilicata also communicated that they will participate in the finance seminar organized by the Interreg Europe Program in Athens on 29th and 30th September and that, after the seminar, they will send the templates for the financial reporting.

The Kick - Off meeting ended with the final greetings from the Lead Partner.