



MINUTES

Meeting: 3rd Steering Committee Meeting Project Cre:Hub - Policies for Cultural Creative Industries: the hub for innovative regional development

Date: May 3 2017

Location: Friuli Venezia Giulia Autonomous Region – Piazza Unità d’Italia, 1 -

In attendance : see the attached register

The agenda of the meeting was the following:

STEERING GROUP MEETING

9:00 – 10:00 am Project management

Speaker: Basilicata Region

10:00 – 11:00 am Financial management

Speaker: Sviluppo Basilicata

11:00 – 11:30 am Communication issues

Speaker: Friuli Venezia Giulia Region/Informest

Introduction

The Steering Committee meeting began with the greetings of Ms. Anna del Bianco, General Director of Culture, Sport, and Solidarity Central Direction and Mr. Gianni Torrenti, Councillor for Culture, Sport, and Solidarity of the Friuli Venezia Giulia Autonomous Region.

Afterwards, the Lead Partner welcomed project partners and presentation of the work plan took place.





Project Management

The Lead Partner presented the work plan and the outputs achieved for the 2nd semester and foreseen for the 3rd one. Each deadline was discussed and agreed with the partners.

As far as the deadlines for the accomplishment of the project's goals and outputs to be realized by the end of the 2nd semester and that were postponed to the 3rd one, the Steering Committee approved the following closing dates:

- ✓ regional and SWOT analysis of the CCI sector, template 1 and 2, for the partners which have not finalised the documents yet: 15th June;
- ✓ joint report on regional and SWOT analysis of the CCI sector delivered by P5: end of June;
- ✓ analysis and selection of main regional experiences and lessons learnt (2 experiences): end of February;
- ✓ 8 Roadmaps by all PPs: 15th July;
- ✓ 16 Stakeholder group workshops to outline roadmap by all PPs: 30th June;
- ✓ calendar of the 'on field evaluations' (peer review assessment): 17th May;
- ✓ 24 internal reporting meetings by all PPs: end of May.

Concerning the stakeholders' working sessions and groups, the partnership underlined the difficulty in reaching the high number of events/meetings included in the Application Form; consequently, it was agreed to express this objective difficulty to the Interreg Joint Secretariat Project Officer in order to find alternative solutions.

With reference to the 3rd semester, the decisions taken are the following:

- ✓ minutes of the 2nd Steering Committee Meeting by LP: 20th May;
- ✓ story telling of the 3rd study visit: first week of June;
- ✓ report of the 3rd Study Visit by P2: 20th May;
- ✓ methodological guidelines of mutual assessment and learning and template of peer review report by P2 and P5: deadline to be fixed after a skype conference call together with LP, P2, and P5 already fixed for 15th May;
- ✓ 8 peer review reports by all PPs: 15th November. The reports will be finalised before the SC Meeting to be held in Navarra so as to present and discuss them during the meeting that will be held in mid-November (the partner asked for a shift of the period – which was previously arranged for the beginning of October – due to organisational reasons);
- ✓ visits of the experts for the on field evaluations: to be started according to the calendar that has to be sent by P2 on 17th May – final deadline agreed for the visits is October 31;
- ✓ 8 on field evaluations, minutes of the 2-days activity (workshop, dinner 'Feed the creative hub', other meetings, interviews, etc.) by all PPs: end of October;



- ✓ 8 operational workshops to spread mutual assessment & learning after on field evaluations and minutes: end of November;
- ✓ 4th steering group and coordination meeting in Latvia: 5th and 6th September. Draft agenda to be prepared by the second week of July;
- ✓ 4th Barcamp and study visit in Latvia: 5th and 6th September. Draft agenda to be prepared by the second week of July;
- ✓ story telling of the 4th study visits: 30 days after the study visit;
- ✓ 14 working sessions of stakeholder groups on study visits and minutes: after the study visits of May and September;
- ✓ midterm internal quality evaluation report by P1: confirmed for the end of the semester;
- ✓ 24 internal reporting meetings by all PPs: 15th October;
- ✓ contributions of the PPs to 2nd progress report by P1: 30th May,
- ✓ second progress report by P1 with the contribution of each Partner: 30th June.

The Lead Partner finally reminded the partnership to send back the template of Bank Details for the reimbursement of the ERDF funds concerning the first semester.

Presentation of the Financial Manager

Sviluppo Basilicata, appointed as the Financial Manager of the project by the LP, presented the current status of the expenses incurred for the 1st Progress Report that was definitively closed on 11/04 after the request of clarifications asked by the JS to Progress report 1.

Afterwards, the general budget per partner was presented together with the spending forecasts per partner for the 2nd Semester in order to catch up with the difficulties of underspending incurred during the first semester.

Moreover, next deadlines and steps were showed and discussed together with an overview of the comments of the JS to the first progress report with the aim of avoiding possible future mistakes. Finally, a particular focus was given to EU public procurement thresholds and on the training videos uploaded on the Interreg Europe Internet site by the Secretariat for the reporting on the IOLF system.

Presentation of the Communication Manager

Infomest presented the communication activities and tools, the expected results connected with the activities implemented until the current SC meeting, the tasks of the project partners in the communication flow. It was reminded to constantly send information regarding local events with stakeholder and all media appearances for dissemination purposes.

In order to fulfil the activities of the second semester, Infomest requested to these three partners the following information to be sent by May 15th:

- P1 BASILICATA REGION:



link to the page with project description on the partner website, team picture near the project poster, a brief description of the partner and of the staff;

- P3 REGIONAL DEVELOPMENT AGENCY CENTRU:

brief description of the partner and of the staff;

- P8 ASSOCIATION FOR THE DEVELOPMENT OF IST TÉCNICO LISBON:

brief description of the partner and of the staff.

Afterwards, the activities foreseen for the ongoing semester and the responsible partners were described:

- P2: update of the communication plan,
- P2 and P5: organization of the third and fourth study visit,
- P2 and P5: organization of 2 BarCamps,
- P2: update of the social media profiles including LinkedIn - having established the group,
- P2: video recorded and storytelling,
- P2: update of the website,
- P2 and partner organizer: press kit for study visits.

Finally, Informest stressed the importance of reaching the new target 'Average number of sessions at the project pages per reporting period' (that was included in the last version of the AF) that was fixed at 800. The statistics of "users per country" were showed to the partnership in order to verify the situation per country and stimulate the visits of CRE:HUB page on the Interreg Europe portal.

The meeting ended with the final greetings from the Lead Partner and the Coordination Meeting began.

Annexes:

1. List of attendance,
2. Work plan approved,
3. Calendar SGM, study visit, barcamp,
4. Financial Management Presentation.