

Sharing solutions for better regional policies

MINUTES

Meeting: 2nd Steering Committee Meeting Project Cre:Hub - Policies for Cultural Creative Industries: the hub for innovative regional development

Date: 1st February 2017

Location : Town City Hall, Ljubljana

In attendance : see the attached register

The agenda of the meeting was the following:

- 12:15 – 1:30 pm Project management**
Speaker: Basilicata Region
- 1:30 – 3:00 pm Lunch**
- 3:00 – 4:00 pm Financial management**
Speaker: Sviluppo Basilicata
- 4:00 – 5:00 pm Communication issues**
Presentation of RICC network
Speaker: Friuli Venezia Giulia Region
- 5:00 – 6:00 pm Summary and closing remarks**
Speaker: Basilicata Region

1) Introduction

Because of the prolongation of the Coordination Meeting due to the presentations of the regional analysis from the partners, together with the presentation and discussion of the draft template of the Roadmap Guidelines, the Steering Committee meeting began after lunch, at 3 pm.

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

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2) Project Management

The Lead Partner asked the partnership for the implementation of the regional workshops with local stakeholders; each PP explained the current status of their workshops. The majority has established its stakeholder group and held the 1st regional workshop. The final deadline to organise the 1st meeting has been fixed for the end of February in order to catch up with the delays of the 1st semester and align with the outputs and deadlines set for the 2nd semester.

After this round-table discussion, the Lead Partner presented the work plans and the outputs achieved and foreseen for the 2nd and 3rd semester. Each deadline was discussed and agreed with the partners.

As far as the deadlines for the achievement of the project's goals and outputs of the 2nd semester, the Steering Committee approved the following closing dates:

- 8 regional and SWOT analysis of the CCI sector, template 1 and 2: end of February;
- Joint report on regional and SWOT analysis of the CCI sector delivered by P5: 2nd week of March;
- Analysis and selection of main regional experiences and lessons learnt (2 experiences): end of February;
- Minutes of the 2nd Steering Committee Meeting: 20th February;
- Report of the 2nd Study Visit by P7: 20th February;
- Final template of the Roadmap guidelines: 3rd February. The template of the Roadmap was presented during the coordination meeting held in the morning and finally approved by the Steering Group with some amendments proposed by the partnership. P5 will finalise the document and circulate it;
- 8 Roadmaps by all PPs: end of April;
- 16 Stakeholder group workshops to outline roadmap by all PPs: mid-April;
- 7 working sessions of stakeholder groups on study visits: end of March;
- Calendar of the 'on field evaluations' (peer review assessment): end of February. As far as the calendar, the Lead Partner clarified that each partner had to appoint only one expert who will be involved on the 'on-field evaluations' together with the expert of another territory; as a consequence, each expert will be involved in 2 'on field evaluations'. The calendar will be prepared by P2 and the combinations 'Expert – territory' will be done by P2 and LP;
- Methodological guidelines of mutual assessment and learning and template of peer review report by P2 and P5: end of March;
- 24 internal reporting meetings by all PPs: end of March;
- Story telling of the 2nd study visit: end of February;

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

- Visits of the experts for the on field evaluations: to be started in May;

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- Contributions of the PPs to 2nd progress report by P1: 30th May
- 3rd steering group and coordination meeting in Friuli Venezia Giulia: first week of May;
- 3rd Barcamp and study visit in Friuli Venezia Giulia: first week of May;
- 4th steering group and coordination meeting in Latvia: first week of September;
- 4th Barcamp and study visit in Latvia: first week of September;
- 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 September;
- 8 operational workshops to spread mutual assessment & learning after on field evaluations and minutes: end of September;
- 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: end of semester;
- 24 internal reporting meetings by all PPs: 30th September;
- 2 story telling (3rd and 4th study visits): 30 days after each study visit;
- 8 peer review reports by all PPs: before the last week of October. The reports will be finalised before the SC Meeting to be held in Navarra so as to present and discuss them during the meeting.

3) 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 and declared in the 1st Progress Report and the forecasts for the next reporting period asking the partners to fill in the financial templates already sent for the monitoring of the budget and forward them by 20th February.

4) Presentation of the Communication Manager

Informest presented in detail the communication plan, the communication activities and tools, the expected results connected with the activities implemented, the tasks of the project partners in the communication flow. Specific attention was drawn to the following duties:

- Update Contact list updated also with social profiles if possible in order to increase followers and likes;
- Send to P2 their Stakeholder and media list to be uploaded on Google Drive;
- Like, tag, share posts, pictures, info;
- Send constantly info regarding local events with stakeholder;
- Send constantly Media appearances.

In particular, these partners were recalled to send the following info by February 15th:

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P1 BASILICATA REGION

- Link to a page with project description on partner website
- Team picture near poster
- Brief description of partner and staff presentation

P3 REGIONAL DEVELOPMENT AGENCY CENTRU

- Brief description of partner and staff presentation

P6 CULTURE, SPORT AND YOUTH DEPARTMENT OF THE GOVERNMENT OF NAVARRA

- Link to a page with project description on partner website
- Brief description of partner and staff presentation

P8 ASSOCIATION FOR THE DEVELOPMENT OF IST TÉCNICO LISBON

- Brief description of partner and staff presentation

Besides, the CM gave an overview of the Policy Learning Platform to be implemented by Interreg Europe.

At the end of the SC Meeting, the FVG Region presented the RICC (Regional Initiative for Culture and Creativity) network in order to make the network more visible and give the possibility to the partners to join it. This network co-lead by Emilia-Romagna, Friuli-Venezia-Giulia, and the Basque Country, along with some 24 European Regions representations in Brussels, aims at including in the European agenda the role of regions in the field of culture and creativity, and to reinforce regional innovation in the cultural and creative sector.

The meeting ended with the final greetings from the Lead Partner.

Annexes:

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