

RaiSE

***Enhancing social enterprises competitiveness through
improved business support policies***

Kick-off Meeting Report

Barcelona, Catalonia
30-31 January, 1 February 2017

Overview of the kick-off sessions

Monday 30 January 2017 – Official welcome & Tour de Table

RaiSE's Project Management Unit (PMU) **welcomed project partners and regional stakeholders** in ACCIÓ's premises (Passeig de Gràcia, 129, Barcelona).

Robert Bach, Project Coordinator, started the meeting presenting RaiSE's **objectives and workplan**.

Afterwards, each project partner (ACCIÓ, IFKA, WestBIC, ERVET, Örebro, ZSI and special guest Scottish Enterprise) introduced the following to **get to know each other**:

- Short information and indicators about the region.
- Brief presentation of the organization and experience with social enterprises.
- Policy instrument addressed.
- Definition of Social Enterprises in the region and State of play.
- Partner relevance to influence policy instrument.
- Regional Stakeholder Group and List of Stakeholders.
- Expectations in the project.

(Presentations available at the online sharing tool)

Tuesday 31 January 2017 – Open seminar and Project Steering Group (PSG)

After the open seminar, the PSG meeting opened with a **Skype conference with the Policy Officers** from the Joint Secretariat (Alexandra and Ilaria). They emphasized the importance of the "lead partner principle" and reminded that the first report has to be sent on the 1st October. Besides, they encouraged project partners to take part in Interreg's cooperation forum in Malta on 22-23 March 2017.

After this, the project coordinator explained the **implementation of the exchange of experiences**. Main features:

- Masterplan presentation: activities, outputs and deadlines.
- Study: mapping, joint survey and needs assessment methodology discussion.
- Preparation of Regional Stakeholder Group meetings.
- Good Practices Guide.

- Preparation of next seminar & study-visit meeting in Budapest (week of 15th May).
- Three thematic workshops: skills enhancement for market access, access to public procurement markets & new business models and strategies for growth.
- Agreement on next steps for implementation of project activities.

Project partners exchanged ideas about the **study**:

- Örebro focused on the importance of defining what a social enterprise is for politicians and policy makers before doing the mapping.
- ERVET arose that we have to think about the final objective of the project to identify the object/criteria of the analysis, and that we must take into account the concept of social impact. Is there a limit in our area of intervention?
- ACCIÓ proposed to use the broad definition of the Social Business Initiative (SBI) of the European Commission (the EU Operational Definition). It can be suitable for each European country and it combines three dimensions: social dimension, entrepreneurial dimension and governance dimension.
- IFKA suggested to use the same analysis from the Interreg Danube Project that they are leading (low profit enterprise concept of Social Seeds).
- Scottish Enterprise adds that the voluntary code is considered too constraining for the social enterprise definition.
- ERVET, besides, considers that it is not necessary to involve volunteers in a social enterprise, and that it does not matter if the social enterprises makes profit.
- Örebro would like to focus the definition on “work integration” (people getting a job).
- ACCIÓ, as lead partner, concludes that the definition has to be useful and needs to serve both the region and the project purposes. We will work based on the SBI EU Operational definition, and define common parameters for the study and mapping to make interregional comparative analyses possible.

A session on the **Administrative launch of RaiSE** took place afterwards. The PMU presented the following issues (*presentations available at the online sharing tool*):

Management and Coordination (Robert Bach):

- Subsidy Contract and Partnership Agreement are the key legal tools.
- Lead partner and project partners’ roles and responsibilities: importance of the “lead partner principle”.
- Partner 4 replacement: 3 options (Scottish Enterprise, French partner or no replacement).

- Project Steering Group meetings must take place every 5 or 6 months to oversee the project implementation, promote project results and take major project related decisions.
- Regular coordination meetings: bilateral monthly/bimonthly phone/Skype meetings and quarterly reports (bullet points).
- Online file-sharing platform.

Communication and Dissemination (Paula Santarén):

- Communication strategy: keep in mind the five communication objectives and related activities.
- Project communication: three clear principles:
 - o Harmonised communication: less visual chaos, higher impact on visibility.
 - o Integrated communication: a tool to reach project objectives.
 - o Sustainable & measurable communication: only produce what is necessary to reach communication objectives.
- Communication toolkit: project logo, poster, powerpoint template, website, twitter.
- Checklist of publicity requirements: logo set used, all partners inform about project on their websites and link them to RaiSE's project website, all partners place A3 project poster at a visible place, ERDF support mentioned on all project documents, disclaimer presented in project publications, update RaiSE's website regularly.
- Progress reporting: communication indicators (number of appearances in media, target 54 & average number of sessions at the project website per reporting period, target 1.000) and storytelling (what are you particularly proud of in this reporting period?).
- Dissemination events: help us to "raise" this project by participating in events to explain the project.

Financial Management and Reporting procedures and payments (Juan Luis Aparicio):

- Start the proceedings for selecting the First Level Controller now (decentralized systems, ACCIÓ, ERVET and ZSI).
- Read the basic documentation (*available at the online sharing tool*): Programme Manual version 4 (specially sections 6 to 8), Consortium Agreement, Partnership Agreement, Application Form and Regulation (EU) 481/2014.
- Get familiarized with your budget (activities, costs and semesters) and keep records and documentation of every related expense.

- Invoicing: Audit trail to be attached to each invoice concept: European Project RaiSE PGI02238 – Interreg Europe.
- Continuous reporting: Monthly/bimonthly conferences LP-Each partner. Quarterly monitoring report (to be sent to the Lead Partner every three months – forthcoming template).
- First Progress Report: Deadline for submission to the Lead Partner of the First Level Control validated expenses/report (through iOLF system): 1st September 2017.

Wednesday 1 February 2017 – Study visit

Project partners and regional stakeholders visited together the following Catalan social enterprises, and exchanged knowledge and expertise with them:

- **ASPROSEAT** (www.asproseat.org). “Social Innovation and diversification to ensure sustainability”. Sheltered employment center for people with disabilities.
- **ROBA AMIGA** (www.robaamiga.cat/es/). Consortium of cooperatives and work integration social enterprise dedicated to the management of second-hand clothing.
- **FORMACIÓ I TREBALL** (www.formacioitreball.org). “Building skills and capacity for social and work integration”.

Next Steps

In the short term, the following activities have to be undertaken:

WHAT	WHO	WHEN
EXCHANGE OF EXPERIENCES		
Prepare the Mapping structure and send it to project partners	ACCIÓ	28/02/2017
Confirm the dates of the next PSG meeting in Budapest.	IFKA	28/02/2017
Organization of the first Stakeholder Group Meeting in every region. For every meeting it is compulsory: agenda + participants list (signed) + pictures + brief review	ACCIÓ, IFKA, WESTBIC, ERVET, ÖREBRO	31/03/2017
PROJECT MANAGEMENT		
Confirm the involvement of Scottish Enterprise in the project as a project partner	ACCIÓ	28/02/2017
COMMUNICATION		
Send the press release to each country's media	ALL PARTNERS	03/02/2017
Monitor the impacts of the press release to send them to RaiSE's communication manager	ALL PARTNERS	28/02/2017
Inform about RaiSE project on their websites and include a link to RaiSE website	ALL PARTNERS	28/02/2017
Send invitations to project partners to join the online sharing tool	ACCIÓ	17/02/2017
Prepare the presentation brochure and send it to project partners	ACCIÓ	28/02/2017
Send the project poster to project partners	ACCIÓ	Probably 28/02/2017 (once received by the Joint Secretariat)

Print the poster in A3 format, place it on a visible place in their premises and take a picture to send it to ACCIÓ	ALL PARTNERS	30/06/2017
FINANCIAL REPORTING		
Project partners with a decentralized First Level Control System have to start the First Level Control selection once returning to their countries after the kick-off	ACCIÓ, ERVET, ZSI	Probably 15/05/2017 (FLC must be validated for the next PSG meeting in Budapest)
Give access to the iOLF system to all project partners	ACCIÓ	10/02/2017

Participants List

LP – Catalan Agency for Business Competitiveness (ACCIÓ)

1. Robert Bach – Project Coordinator
2. Juan Luis Aparicio – Financial Manager
3. Paula Santarén – Project and Communication Manager
4. Sílvia Mestres – Head of European Projects Office
5. Clàudia Danesi – Manager of International Public Procurement Unit
6. Víctor Mercè – Head of International Public Procurement Unit
7. Francesc González – Stakeholder (Direcció General Economia Social)
8. Toni Codina – Stakeholder (Taula Tercer Sector)
9. Joan Sagarra – Stakeholder (La Confederació)
10. Paula Veciana – Stakeholder (Social Business City BCN)
11. Anna Domènech – Stakeholder (Social Business City BCN)
12. Joseba Polanco – Stakeholder (Confederació de Cooperatives de Catalunya)

P2 – IFKA Public Benefit Non-Profit Ltd for the Development of the Industry

1. Maria Baracsi – Project Manager
2. Noémi Koppendorfer – Financial Manager
3. Judit Regos – Stakeholder (Szülök Háza organization)

P3 – Innovation & Management Centre Limited (WestBIC)

1. Seamus McCormack – Project Manager
2. Alan Curtis – Stakeholder (Pobal)

P5 – ERVET – Emilia-Romagna Economic Development Agency Ltd

1. Roberta Dall'Olio – Project Manager/Supervision
2. Claudia Ferrigno – Project Manager/Communication & Financial Issues
3. Emiliano Galanti – Stakeholder (Legacoop)
4. Doriagna Togni – Stakeholder (Confcooperative Coop. Soc. Ricercazione)
5. Massimo Mota – Stakeholder (AGCI – Associazione Generale Cooperative Italiane)
6. Pietro Segata – Stakeholder (Cooperativa Dolce)

P6 – Region Örebro County

1. Anders Bro – Project Manager
2. Hanna Fyrpil – Economy Manager
3. Mikael Norberg – Project Assistant
4. Ase Johansson – Stakeholder (Verdandi Örebro län)

P7 – Centre for Social Innovation (ZSI)

1. Stefan Philipp – Advisory Partner
2. Philipp Brugner – Advisory Partner

SPECIAL GUEST – Scottish Enterprise

1. Darah Zahran – Social Enterprise Manager
2. Suzanne Orchard – Stakeholder Engagement Executive