



**CRE:HUB**  
***Policies for Cultural Creative Industries: the hub for  
innovative regional development***

**MINUTES 5<sup>TH</sup> SC MEEETING**

*Basilicata Region*

*Status: final*

*15/12/2017*





## MINUTES

**Meeting: 5<sup>th</sup> Steering Committee Meeting Project Cre:Hub - Policies for Cultural Creative Industries: the hub for innovative regional development**

**Date: 14<sup>th</sup> November 2017**

**Location : General Archive of Navarre, C/ Dos de Mayo s/n, Pamplona**

**In attendance : see the attached register**

**The agenda of the meeting was the following:**

|               |   |
|---------------|---|
| 09:00 – 09:30 | Project management - Speaker: Sviluppo Basilicata                       |
| 09:30 – 09:45 | Financial management - Speaker: Sviluppo Basilicata                     |
| 09:45 - 10:00 | Communication issues - Speaker: Friuli Venezia Giulia Region, Informest |

### 1) Introduction and project management

Sviluppo Basilicata introduced the meeting by bringing the greetings of the Project Manager Mr. Antonio Bernardo who was supposed to attend it, but for urgent commitments due to its role of Managing Authority of the Region, was obliged to renounce. The Region will be represented on this occasion but Mrs. Marisa Lo Sasso, who will be involved in the staff team, and the meeting will be coordinated by Sviluppo Basilicata.

The presentation and discussion on the project outputs, deadlines, and deliverables began and open discussion took place. Finally, the partnership approved the following closing dates.

As far as the outputs and deliverables of the 3<sup>rd</sup> semester not still closed:

- ✓ 8 on field evaluations: minutes of 2 days activity (workshop, dinner “feed the Creative HUB”, other meetings, interviews etc.) by all Ps: **15 December** for the fulfilment of activity, considering that only CTRIA has not yet had its own field visit, but it has been already scheduled for 21-22 November;
- ✓ joint report on regional and SWOT analysis of the CCI sector delivered by P5: the joint report is ready and will be presented in the coordination meeting, but P5 asked the PPs for a final feedback to be received **by 31 December** at the latest in order to formally accept all the descriptions of the territories depicted by P5;
- ✓ 8 peer reviews reports by all Ps: **15th December**;
- ✓ 8 operational workshops to spread mutual assessments & learning after on field evaluations and minutes by all Ps: **15th December**;



Concerning the workplan of the 4<sup>th</sup> semester:

- ✓ midterm internal quality evaluation report by P1: **end December**. The LP will send the questionnaire to the partners the 1<sup>st</sup> week of December in order to receive the feedbacks needed to prepare the evaluation;
- ✓ 5th steering group and coordination meeting minutes by LP: **15th December**;
- ✓ 5th study visit report by P6: **15th December**;
- ✓ story telling of the 5th study visit: delivered by P2 by **15th December**;
- ✓ common system of monitoring and evaluation of CCI policies by P1: a draft at the end of February to be shared with experts and TWT and the final document at the **end of March**;
- ✓ 2/partner working tables with stakeholders' group to outline the action plans: **end of March**;
- ✓ 6th steering group and coordination meeting, 6th study visit and 6th Barcamp in Romania organised by P3: scheduled for **March 2018**, the exact dates will be agreed in mid-January.

After that, the presentation of the Financial Manager took place.

## 2) Presentation of the Financial Manager

Sviluppo Basilicata reminded the deadline of **24<sup>th</sup> November** to fulfil and send the activity report of the semester and as soon as possible, and not later than 30<sup>th</sup> November for the submission of the certificate of expenditure on the IOLF system for the partners who have not yet presented it in order to respect the closing date set by the programme (1<sup>st</sup> January 2018).

The FM recommended the partners who would like to present budget modifications/reallocations to fill in the template already sent by providing clear and consistent justifications for the changes.

## 3) Presentation of the Communication Manager

Friuli Venezia Giulia Region and Informest gave the partners post-its and ask them to give feedbacks and suggestions on how to improve the communication flow of the project.

Partners gave back post-its completed with possible recommendations/comments and they were all read and commented. An open discussion among the partners arose and some of the feedbacks will be integrated in the next communication activities. (Attached the scanned copy of suggestions.)



Afterwards, the CM presented the activities already finalized, the actions to be implemented during the IV semester and the expected results linked with the project activities. In particular, the activities foreseen for the next semester will be the following:

- P3 and P6: 6th study visit (Navarra, Romania) and barcamps: on going;
- P2: 2 videos recorded and storytelling: one ongoing, the other will be ready in December;
- P2 and organizing partners: press kit for study visits: one produced;
- P2: update of social media profiles and update of website: on a regular basis.

The expected results foreseen will be:

- continuous horizontal internal communication within the partnership;
- at least 500 likes on the FB page, 1 LinkedIn group and 200 followers on Twitter. As far as Facebook, the CM asked the partners to invite friends to visit and like the page;
- average number of sessions at the project pages per reporting period: 800 is the target and, after the 3rd Semester, the project page already reached an average of 956.67;
- number of appearances in media: 100 (at the present moment 50).

The CM ended reminding the partners to send on a rolling basis info regarding local events with stakeholder and media appearances.

The meeting ended with the final greetings and the coordination meeting began.

#### **Annexes:**

1. List of attendance
2. Work plan approved
3. Scanned copy of post-its
4. Financial Management Presentation