



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

**MINUTES 4<sup>TH</sup> SC MEEETING**

*Basilicata Region*

*Status: final*

*12/10/2017*





## MINUTES

### **Meeting: 4<sup>th</sup> Steering Committee Meeting Project Cre:Hub - Policies for Cultural Creative Industries: the hub for innovative regional development**

**Date: 6<sup>th</sup> September 2017**

**Location : 'EU House', Glass Hall**

**In attendance : see the attached register**

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

- 3:45 – 4:30 pm      Project management** - Speaker: Basilicata Region
- 4:30 – 5:15 pm      Financial management** - Speaker: Sviluppo Basilicata Spa
- 5:15 - 6:00 pm      Communication issues** - Speaker: Friuli Venezia Giulia Region

#### **1) Introduction**

Lead Partner thanked project partners for their attendance and presentation of the work plan, outputs and deliverables took place.

#### **Project Management**

The Lead Partner asked the partnership for the implementation of the regional workshops with their local stakeholders; each PP explained the current status of their workshops. The meetings were organised, even though the total number per partner does not correspond to the number foreseen in the Application Form because of an objective difficulty for the stakeholders to meet more than one time in the same semester.

After this round-table discussion, the Lead Partner presented the work plans and the outputs for the 2<sup>nd</sup> and 3<sup>rd</sup> semester and an overall presentation of the 4<sup>th</sup> semester.

The deadlines were discussed and agreed with the partners.

The Steering Committee approved the following closing dates:

- ✓ regional and SWOT analysis of the CCI sector, template 2, for the partners which have not finalised the documents yet: 30 September;



- ✓ joint report on regional and SWOT analysis of the CCI sector delivered by P5: 20 October;
- ✓ 8 Roadmaps by all PPs: 30 September;
- ✓ 8 on field evaluations: minutes of 2 days activity (workshop, dinner "feed the CREative HUB", other meetings, interviews etc) by all Ps: according to the calendar already agreed and shared among the partners;
- ✓ 8 peer reviews reports by all Ps: 15th November;
- ✓ 8 operational workshops to spread mutual assessments & learning after on field evaluations and minutes by all Ps: end of November;
- ✓ midterm internal quality evaluation report by P1: end December;
- ✓ 4th steering group and coordination meeting minutes by LP: 10th October;
- ✓ 4th study visit report by P5: 10th October;
- ✓ story telling of the 4th study visit: delivered by P2 by 10th October.

As far as the 4<sup>th</sup> semester, this is the timetable agreed:

- ✓ joint Peer review report by P2: End of December;
- ✓ common system of monitoring and evaluation of CCI policies by P1: end of February;
- ✓ 5th steering group and coordination meeting, 5th study visit and 5th Barcamp in Pamplona (P6): 14th-15th November and the agenda to be scheduled one month before and 6th study visit and 6th Barcamp in Romania (March 2018).

The Lead Partner reminded the partnership the importance of the meetings with the stakeholders in order to outline the action plan in the 4th semester (at least 2 meetings) and 1 working session with the stakeholders groups per partner after each study visit that are to be organised in Spain in November and in Romania in March.

After the Lead Partner communications and discussion upon deadlines, the presentation of the Financial Manager took place.

## **2) Presentation of the Financial Manager**

Sviluppo Basilicata, Financial Manager of the project, presented the results of the 2nd progress report with comments and requests of clarifications required by the Joint Secretariat.

The FM recommended the partners to provide clear, sufficient, and self-explanatory information in the sections of the financial report on the IOLF platform (especially in the box 'descriptions') in order to avoid future requests of clarifications from the JS regarding unclear descriptions of activities and items.

Afterwards, the reported expenditure per partner was presented with the spending percentages reached by each partner and the expected ones to avoid underspending that could be a critical issue in the next semesters.



Concerning the budget modifications, taking into consideration that some of the partners are considering the possibility of using the 20% budget flexibility rule, the FM committed herself to prepare a common financial template to be used by the partnership to monitor the changes and not overcome the fixed threshold.

Finally, the next steps were presented: next overall progress report by LP to be closed at the end of December and partners' reports to be accomplished by end of November together with the first level control certificates.

### **3) Presentation of the Communication Manager**

Informest complained about the lack of information from some partners concerning their communication activities and reminded that the partnership has to be proactive by providing feedbacks and suggestions.

As far as the past semesters, CM asked for the staff presentation to P6 and P8, for staff picture to P3 and the page with the project description on the institutional website to the LP. In this regards, the LP answered that the website is actually under renovation and that the page will be created as soon as the site is ready.

Then, the CM presented the activities already finalized, the update version of Communication Plan for the the IV and V Semester, 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 are the following:

- P3 and P6: 6th study visit (Navarra, Romania) and barcamps;
- P2: 2 Videos recorded and storytelling;
- P2 and organizing partners: press kit for study visits;
- P2: Update of Social media profiles and Update of website.

The expected results envisaged are :

- smooth internal communication within the partnership;
- at least 500 likes on the FB page, 1 LinkedIn group and 200 followers on Twitter. At least 200 likes to FB posts/tweets/linkedin news. At least 8 videos published on YouTube (Storytelling of Study visits and wrap up video with a summary of the visits);
- promotion and information on the project's main activities and results;
- deep promotion of project deliverables and spreading out of its results.

Finally, the CM underlined the importance of reaching two important goals:

1. Average number of sessions at the project pages per reporting period: 800;
2. Number of appearances in media: 100 (at the present moment 42)

and asked the partners to send on a rolling basis info regarding local events with stakeholder and media appearances.



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

**Annexes:**

1. List of attendance
2. Work plan approved
3. Financial Management Presentation