

Project INTRA: SHORT GUIDELINES FOR THE REPORT STRUCTURE FOR REGIONAL STAKEHOLDERS` GROUP MEETINGS



Maribor Development Agency
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I. STAKEHOLDER`S GROUP MEETING

Within INTRA project, each participating partner is responsible for set up a Regional stakeholders` group (RSG) that will be involved in the very beginning of the project to facilitate the learning process in the organisations involved in the policymaking process and its implementation in order to assure that the activities of the Action Plan are implemented later on. The Regional stakeholder group shall meet at least once per semester in the Phase 1.

The involvement of regional stakeholders will be documented by organisation of meetings and/or workshops, condution of interviews or execution of focus groups.

Please note that in the RSG meetings the representatives of all main target groups shall be represented (governmental representatives/decision makers, SMEs and service providers).

The proposed topics for each RSG are presented in the Knowledge Sharing Strategy.

1. ELABORATION OF THE REPORT

The aim of this report is to describe and reflect the exchange the experiences and to gain the insight into the development of RSG in each region. The report should be elaborated by the corresponding project partner after each regional meeting and sent to MRA (Lead Partner) and FUNDECYT-PCTEX (Exchange of Experiences Manager Partner). The news should be prepared for the INTRA website accordingly and sent to MRA as well as to CAPITANK (Communication Manager Partner).

During the joint meetings of PCT/SG the report should be presented and discussed by each project partner.

2. QUESTIONS FOR THE PREPARATION OF THE REPORT

By the elaboration of the report, the following questions shall assist you to prepare a coherent report.

1. Introduction (max. 1 page)

- Date and place, where the regional stakeholders` meeting was organised.
- Short justification of fair and transparent selection procedures (as required in the negotiation process).

2. Set up of the task: (max. 3 pages)

- Who participated in the regional stakeholders` group meeting (number and types of participants according to the quadruple helix approach - if not all were present, please justify the reasons for not inviting them or their absence; highlight also the governmental representatives/decision makers, SMEs and service providers).
- What was the main topic of the regional stakeholders` meeting?
- What did you present and which questions did you ask in the meeting? Did you use a specific form of group discussion to disseminate the results and encourage inter-personal learning and discussion?
- What aspects/topics were most discussed/most popular? Shortly describe these and link it to the outputs if any (e.g. good practices). .
- What aspects were least discussed/least popular? Shortly discuss these.
- Please provide some examples of most relevant topics for each group of stakeholders.

3. Evaluation of the task: (max. 2 pages)

- What worked well for you when planning and performing the regional stakeholders` group meeting?
- Which challenges and resistances have you come across when planning and performing the regional stakeholder group meeting? How did you overcome them (or not)?
- What are the learning points you gained from planning and performing the regional stakeholder group meeting?
- What feedback did you get from participants?
- What were specifics of your policy`s context?
- Which members of the RSG will have a crucial role in the future?

4. Conclusion (max. 1 page)

- What were the main conclusion points or recommendations from the stakeholders?

- Which are the main tasks that stakeholders have to think about or prepare until the following meeting?

5. Annexes

- Attendance sheet
- Photos
- Media coverage web-links
- News for the INTRA website
- etc.