

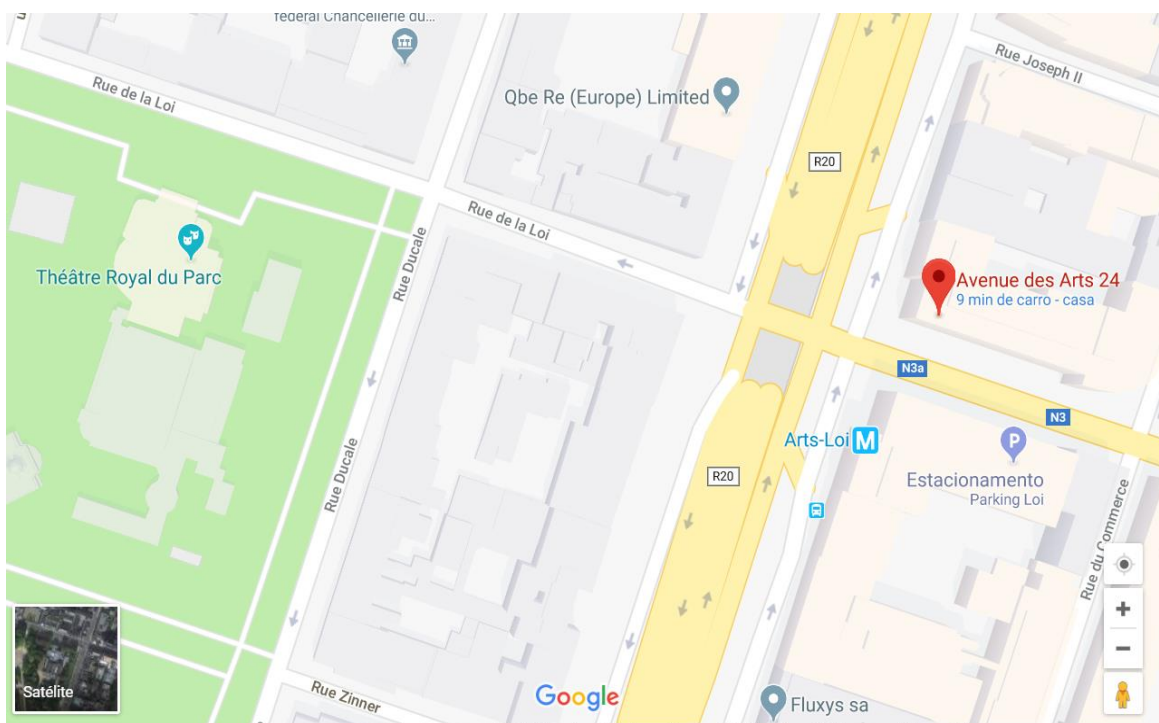
RegionArts Kick-off Meeting

Dear RegionArts Partners,

Welcome to the kick-off meeting of 'Enhancing SME growth by the integration of Artists in ICT projects' project in Brussels on Monday, July 9th and Tuesday, July 10th.

The location will be:

Avenue des Arts,24
B- 1000 Brussels, Belgium



RegionArts Kick-off Agenda: Attendees

17 attendees

Attendees	Organisation Name
Paulo Ferraz	PDF
Chiara Frencia	INOVA+
Andreia Mendes	SERN
Eva Bourdon	SERN
Mika Laakkone	Ulapland & Arctic Design Cluster
Satu Miettinen	Arctic Design Cluster: Director, University of Lapland
Ilari Havukainen	Regional Council of Lapland
Sveva Ruggiero	ASTER
Eleonora Sette	ASTER
Martina Golčić	Koprivnicki poduzetnik, Ltd
Kristina Penzar	Koprivnicki poduzetnik, Ltd
Mateja Horvat	Koprivnicki poduzetnik, Ltd
Marlou van der Cruijssen	Baltan Laboratories
Koen Snoeckx	Baltan Laboratories
Christina Skoubridou	KEPA
Patrizia Niro	Molise Region
Elena Leo	Molise Region

RegionArts Kick-off Agenda

Time	Day 1: 02/07/2018	Responsible Persons
9.45-10.45	Introductions & Welcome Each partner should present its organization and the staff that will work on the project	Paulo Ferraz, IPP All partners (7 min per partner)
10.45-11.30	Understanding RegionArts vision, Approach and Methodology Discussion on the outcomes of the project. Describe the execution and project management methodology. Explain the selected methodology and its benefits for this project. Review pertinent lessons learned.	Paulo Ferraz, IPP Chiara Frecia, INOVA
11.30-12.00	Coffee Break	
12.00-12.45	Project and financial management – Part I Setting of Steering Committee Finalization of Partnership Agreement	Chiara Frecia, INOVA
12.45-14.15	Lunch	
14.15-14.45	Project and financial management – Part II Project reporting, financial reporting, payments, Interreg Europe program rules. Discuss invoicing, expenses, receipts, timesheets, and travel costs.	Chiara Frecia, INOVA
14.45-17.00	RegionArts project activities Review scheduled activities, exchange of activities, milestones and responsibilities	Paulo Ferraz, IPP Chiara Frecia, INOVA All partners
19.30-22.00	Dinner	

Time	Day 2: 03/07/2018¹	Responsible Persons
09.00-10.30	<p>Dissemination & Communication</p> <p>Discuss communication mediums, weekly status reviews/reporting and review meetings. Discuss project plan updates.</p>	Andreaia Mendes, SERN
10.30-11.30	<p>Next steps & working plan of RegionArts for 2018 / 2019</p>	<p>Paulo Ferraz, IPP</p> <p>Chiara Frenca, INOVA</p> <p>ALL partners</p>
11.30-12.15	<p>AoB - End of Meeting</p>	

¹ All the sessions will be interactive: discussions & hands on.