

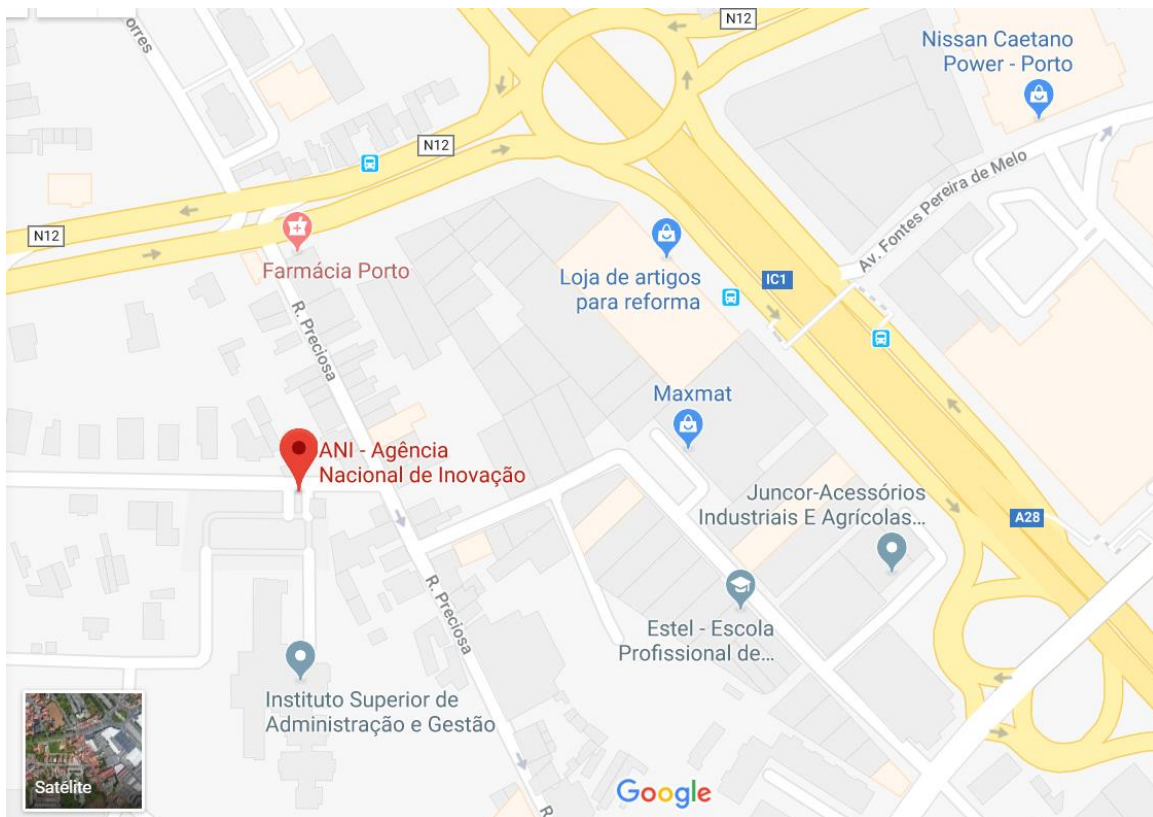
# Innova-FI Kick-off Meeting

Dear Innova-FI Partners,

Welcome to the kick-off meeting of Financial Instruments for Innovation project in Portugal on Monday, July 2<sup>nd</sup> and Tuesday, July 3<sup>rd</sup>.

The location will be:

Rua Salazares, 842  
4149-002 Porto, Portugal



## Innova-FI Kick-off Agenda: Attendees

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| Attendees               | Organisation Name  |
|-------------------------|--------------------|
| Alexandre Almeida       | ANI                |
| Neoklis Stamkos         | KEPA               |
| Andreia Mendes          | SERN               |
| Patrycja Węgrzyn        | ARRSA              |
| Roberto Algarra         | IVACE              |
| Viktorija Vaitkevičienė | INVEGA             |
| Agnė Budvytė            | INVEGA             |
| Francesca Pozzar        | Friuli Innovazione |
| Dejan Hribar            | SVRK               |
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|                         |                    |

## Innova-FI Kick-off Agenda

| Time        | Day 1: 02/07/2018  | Responsible Persons  |
|-------------|--|--|
| 9.45-10.45  | <b>Introductions &amp; Welcome</b><br>Each partner should present its organization and the staff that will work on the project   | Alexandre Almeida, ANI<br>All partners (7 min per partner) |
| 10.45-11.30 | <b>Understanding Innova-FI vision, Approach and Methodology</b><br>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. | Alexandre Almeida, ANI<br>All partners                     |
| 11.30-12.00 | <b>Coffee Break</b>  |  |
| 12.00-12.45 | <b>Project and financial management – Part I</b><br>Setting of Steering Committee<br>Finalization of Partnership Agreement   | Alexandre Almeida, ANI<br>All partners                     |
| 12.45-14.15 | <b>Break</b>   |  |
| 14.15-14.45 | <b>Project and financial management – Part II</b><br>Project reporting, financial reporting, payments, Interreg Europe program rules.<br>Discuss invoicing, expenses, receipts, timesheets, and travel costs.  | Alexandre Almeida, ANI<br>All partners                     |
| 14.45-17.00 | <b>Innova-FI project activities</b><br>Review scheduled activities, exchange of activities, milestones and responsibilities  | Alexandre Almeida, ANI<br>All partners                     |
| 19.30-22.00 | <b>Networking Dinner (optional)</b>  |  |

| Time        | Day 2: 03/07/2018 <sup>1</sup>  | Responsible Persons                    |
|-------------|---|--|
| 09.30-10.30 | Next steps & working plan of Innova-FI for 2018 / 2019  | Alexandre Almeida, ANI<br>ALL partners |
| 10.30-11.30 | <b>Dissemination &amp; Communication</b><br>Discuss communication mediums, weekly status reviews/reporting and review meetings. Discuss project plan updates. | Andreia Mendes, SERN                   |
| 11.30-12.15 | <b>Presentation of the Innova-FI tool</b>   | IVACE                                  |
| 12.15-13.30 | AoB   |  |
| 13.30-15.00 | <b>Break</b>  |  |

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<sup>1</sup> All the sessions will be interactive: discussions & hands on.