[Hotel Roca Mar](http://www.rocamarlidoresorts.com/rocamarhotel/home) ● [Caminho Cais da Oliveira, Caniço de Baixo, 9125-028](http://maps.google.com/?q=Caminho%20Cais%20da%20Oliveira,%20Caniço%20de%20Baixo%20,%20Caniço,%209125-028) Caniço ● Madeira ● [Telefone: (+351) 291 934 334](tel:(+351)%20291%20934%20334) ● [rocamar@rocamar.pt](mailto:rocamar@rocamar.pt)

**Tuesday, 7 November 2017**

|  |  |
| --- | --- |
|  | *Partners arrive in hotel Roca Mar on Madeira*  price hotelrooms Rocamar   * Twin (Standard) BB – 60,48 € * Twin (Sea view) BB – 75.87€ |
|  | Any food and drinks at your own expense |

**Wednesday, 8 November 2017**

Location: Hotel Roca Mar

**Chairman: Simon Tijsma**

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| --- | --- |
| 08.30 | Coffee or tea in the meeting room |
| 09.00 | Opening   * Simon Tijsma, project manager of Islands of Innovation * Welcome by ARDITI’s president or vice president, Regional Secretary of Education * Introduction new partners   TIPPING WHEEL ACTION  NOTE for all partners: please prepare presentation about your island and TIPPING wheel application in your region, including the theme, scoring results and examples. |
| 10.00 | TIPPING wheel workshop (First section)  First section: First results of islands’ background study and TIPPING wheel application:  presentation by partners - max 5 minutes each. |
| 10.45 | Coffee/Tea break |
| 11.00 | TIPPING wheel continuation  Second section: Innovation theories in the TIPPING wheel  Third section: Discussion and next steps |
| 13.00 | Lunch |
| 14.00 | STUDYTOUR of **Wednesday, 8 November 2017**  Visiting:  Centro de Maricultura da Calheta - <http://aprenderamadeira.net/en/mariculture-centre-of-calheta/>  ASIN - <http://www.acin.pt/>  UBQ - <http://ubqmadeira.com/eu/>  Please note that this visits can change in order. |
| 19.00 | Diner at the hotel |

**Thursday, 9 November 2017**

Location: Hotel Roca Mar

|  |  |
| --- | --- |
| 09.00 | STEERING GROUP meeting  The Interreg project Lead Partner organises this official steering group session to discuss and decide on planning, finances, Partnership Agreement, communication, reporting, practical information.  NOTE: A representative of each partner is invited for this meeting to discuss the management of the project.  With   * First report * FLC * Update policy documents and stakeholders * Sharepoint |
| 10.00 | Coffee/Tea break |
| 11.00 | Explanation Sharepoint of Islands of Innovation |
| 12.00 | Lunch |
| 14.00 | STUDY TOUR  Visiting   |  |  | | --- | --- | | OOM - <http://oom.arditi.pt/> | M-ITI - <https://www.m-iti.org/> | | StartUp Madeira - <http://startupmadeira.eu/en/> | AREAM - <https://aream.pt/> | | AWAIBA - http://www.awaiba.com/ | ACIF - <http://www.acif-ccim.pt/> |   Please note that this visits can change in order. The second afternoon has more visits because several companies and institutions are located in the same building. |
| 19.00 | Dinner at hotel and end of partner meeting |

23 October 2017

Outputs and deliverables for the second semester

A) EXCHANGE OF EXPERIENCE

Learning sessions

The 2nd learning session is hosted by P3 Arditi (Madeira,Portugal) middle/late in the second semester, with participation from partners. The study trip is to Madeira, where the good policies and practices will be observed. The second international workshop focuses on Introduction to the different innovation concepts, for example, R. Florida creative class; M. Porterclusters; Evolutionary economics; Distributed economy etc., with participation of external experts for better coverage of the subject. After the learning session, a report is developed summarizing the content, and describing the ideas developed during the workshop. Partner representatives along with the lead partner contribute to the activities of the Interreg Europe Policy Learning Platforms.

Comparative report

All partners gather necessary information about the innovation policy on islands and primary data (surveys, opinions) and prepare their own parts of the report. LP collects, summarises and analyses the information and prepares the second draft of the comparative report. Partners review the report, and hold Skype conferences to discuss the report’ with LP. At the end of semester, the report is at its final drafting stage and prepared for electronic publishing on the website. Good practice directory Partners select the good practices from Madeira to be included in the directory after the learning session. P2 Arditi starts to prepare the description about their practices. RSG The 2nd series of regional stakeholder workshops (with the attendance and moderation of the project managers and policy experts) are conducted in each partner region to discuss the knowledge from the learning session, and what can be adopted, as well as new ideas for policy improvement with regards to the needs of their regions. Some stakeholder workshops may involve experts from other partner regions, representing a particular policy or practice of interest. Main responsibilities for the Semester: LP sets the work agenda for the second meeting and analyses partner data for comparative report, prepares it for publishing and manages the process for producing the report; produces learning session report P3 organises and hosts 2nd meeting. All partners: participate in the 2nd meeting, participate in preparation of comparative report and run 2nd RSG meeting.

B) COMMUNICATION AND DISSEMINATION

Social media will be used by partners to engage with regional stakeholders and target groups, to build upon the work of the regional stakeholder workshops. The website and social media are updated by the lead partner’s communications manager, with information from the second learning session, upon its conclusion, including materials from the session, as well as any other relevant information and developments. The 2nd digital newsletter is disseminated, with the content and results of the 2nd semester and the 2nd learning session towards the end of the semester. LP will present the project in related external events: different meetings (e.g. Economic Development Group of North Sea Commission) and in coordination group of Interreg A (Netherlands/Germany), in the agenda of Design Factory Leeuwarden and will present it during Leeuwarden Capital of Culture 2018, and to the island group of CPMR.

C) PROJECT MANAGEMENT

All partners prepare a progress and expenditure report, to be monitored by their first level controllers, declaring their actions and costs for the previous semester – to be compiled into the progress report and payment claim by the project manager and financial manager, and delivered to the joint secretariat. The steering group has an online conference halfway through the semester (end of 1st trimester, beginning of 2nd trimester), to discuss the draft of the progress report, and to solve any issues and address any questions related to the project reporting. The steering group will also assess the general progression of project activities, evaluating the results of the previous learning session. A project manager meeting is conducted over the course of the 2nd learning session to discuss issues related to implementation. Project managers and financial managers maintain regular contact with each other to monitor the project progress, and provide support for the regular implementation of the project.CM follows the implementation of the communication plan.

MAIN OUTPUTS

7 regional stakeholder workshops;

1 Progress & expenditure reports;

2 steering group meetings (one online);

1 Project management meeting

1 joint comparative report;

2nd newsletter;

2nd learning session concluded including the report

2 good practices identified