

# INKREASE

INnovation and Knowledge for REgional Actions and SystEms

## KICK-OFF MEETING

19<sup>th</sup> – 20<sup>th</sup> May 2016

**Venue:** REGIONE EMILIA-ROMAGNA

Viale della Fiera 8, Terza Torre – Sala Poggioli (ground floor)  
BOLOGNA – ITALY

## MINUTES

All presentations used during the meeting are available on the INKREASE Team Website (folders : Documents – Meetings – Kick off - Presentations)

### Day 1 - 19<sup>th</sup> May 2016

#### **Project presentation**

Emilia-Romagna Region (RER), as Lead Partner (LP), showed the main features of INKREASE Project, underlining the objectives and describing the work plan with a short overview on each project activity foreseen in phase 1.

Presentation: Project presentation\_RER

#### **Partners' presentation**

Each project partner showed a presentation for introducing its region and organization, giving information on competencies, activities, projects and initiatives in which they are involved.

Presentations: 1.RER\_Partner presentation; 2.ASTER\_Partner presentation; 3.NAVARRA\_Partner presentation; 4.ADITECH\_Partner presentation; 5.ECOPLUS\_Partner presentation; 6.CDR\_Partner presentation; 7.PBN\_Partner presentation; 8.MOSTA\_Partner presentation; 9.BDI\_Partner presentation

#### **Policy Instruments' presentation**

During this session, representatives of each of the 7 regions involved in the project introduced the policy instrument addressed, by describing its main features, such as objectives, characteristics, priority or measure concerned, outlining the reasons why it should be improved and the linkage with the regional innovation strategy for Smart Specialisation (RIS3).

Presentations: 1.RER\_Policy instrument; 3.NAVARRA\_Policy instrument; 5.ECOPLUS\_Policy instrument; 6.CDR\_Policy instrument; 7. PBN\_Policy instrument; 8.MOSTA\_Policy instrument; 9.BDI\_Policy instrument

#### **Project Management Activities**

LP provided an overview of the activities related to project management, for which LP is the main responsible partner, referring to the overall project coordination and management.

LP highlighted main tasks and outputs foreseen.

Among the outputs, some details were given on the Project Handbook to be realized, with regard to: staff organization; internal communication system; internal monitoring system; reporting and financial issues.

A first draft of the Project Handbook was sent to the partnership, a week before the kick-off meeting, asking for a first feedback.

Presentation: Management Activities\_RER

## **Partnership Agreement**

The last session of the first day of the kick-off meeting was dedicated to the Partnership Agreement (PA). A first version of PA, drafted by the LP on the base of the template provided by the INTERREG EUROPE team, together with the related annexes, were sent to the partnership a week before the kick-off meeting, in order to allow, to each partner, to give feedback during the kick-off.

LP quickly showed the PA framework and the related annexes, especially focusing on the proposed project GANTT, the annex with details of budget per partner, per budget line and per spending periods and the annex with the preparation costs division.

A discussion was opened with all partners, asking their comments, suggestions and proposals of amendments.

Representative of PP6 - Central Denmark Region (CDR) proposed to add a specification in the Article 5, with regard to the decision rules of the Steering Committee, and all partners agreed.

Partnership agreed on deadlines for sending feedback, comments and proposals of amendments, to LP. LP will highlight incorporated comments and proposals of amendments with track changes.

As soon as the final version of the PA is approved by the partnership, each partner must send the hard copy of the specific sheet dedicated to its organization, signed by the legal representative, to LP, by post.

After the collection of all signed sheets, LP will send a scanned version of the whole PA, with related annexes, to each partner.

## **Day 2 - 20<sup>th</sup> May 2016**

The second day of the kick-off meeting was dedicated to deepening the main project activities to be started and developed in semester 1.

## **Good Practises collection and sharing**

PP4 – ADItech Foundation, as partner responsible for the project activity related to Good Practices (GPs) collection, showed the methodology designed for the GPs identification. The proposed methodology was described in each of the following process: classification, description, selection, evaluation, reporting.

A timing with tasks and deadlines was proposed.

A discussion was opened with all partners, asking their comments and feedback on the proposed methodology.

PP7 – Pannon Business Network Association (PBN) suggested to improve the methodology by focusing on policy instruments addressed by each partner within the project. PBN proposed also to

define, as 1<sup>st</sup> step on project level, those 2-3 main sectors which are relevant for all partners' RIS3 strategy. This could be a common point in the Good Practice selection.

PP2 – ASTER proposed to link the GPs methodology with the regional innovation strategies for Smart Specialisation (RIS3).

Partnership agreed to include, in the proposed methodology, a first GPs stage in which each partner should identify max 3-5 regional GPs, as a preselection phase with the aim to gather the interest by the other partners.

Partnership also agreed in drafting a map with the main specialisations of the 7 regions involved in the project.

ADITECH will modify/adjust the proposed GPs methodology according to the suggestions discussed and agreed among partners and will provide an update timing with tasks and deadlines.

Presentation: GPs Methodology\_ADITECH

### **Local Stakeholder Groups**

PP2 – ASTER provided some guidelines for the setting up of the Local Stakeholder Group (LSG), giving details about the composition, main objectives, activities to be undertaken, tasks of the LSG coordinators.

Partners agreed on the setting up of their LSG within the end of July 2016, at latest, and the organization of the first LSG meeting before the interregional event to be held in Brittany, in the second half of September 2016.

Presentation: Local Stakeholder Groups\_ASTER

### **Communication and Dissemination Activities**

PP9 – Bretagne Développement Innovation (BDI), as partner responsible for communication activities, gave an overview on main communication and dissemination tools: brochure, project video, newsletters, social media.

BDI will provide an internal communication tool useful to facilitate the flow of information among partners and to share project documents. The tool will be developed through the Office 365 INKREASE Team Site.

BDI will invite all partners to join the INKREASE Team Website.

BDI will draft, and send to all partners, the following documents: the Communication and Dissemination Plan; a communication guide; the template for the regional stakeholders database (to be filled in by each partner).

Moreover, BDI will be involved in: the creation of a project twitter account and a project LinkedIn group ; the project website up and running.

Presentation: Communication Strategy\_BDI

### **Organisation of the 1<sup>st</sup> Interregional Event hosted in Brittany**

BDI gave some details about the next project meeting hosted by Brittany, in September 2016. It will include: the first Interregional Workshop; the first Exchange Visit (with local stakeholders); the first Technical Meeting; the first Steering Committee Meeting.

BDI proposed the theme chosen for the Interregional Workshop and the Exchange Visit.

Partnership agreed on a two days meeting and chose dates on 20<sup>th</sup> and 21<sup>st</sup> September 2016. The meeting will be arranged in a way so that stakeholders only have to participate one of the days.

Presentation: Meeting Rennes\_BDI

### **Next steps**

During the last session of the kick-off meeting, LP summarized next project deadlines and activities (listed below).

### **Annexes**

Attendance lists of the kick-off meeting.

## NEXT DEADLINES

### 2 Project Handbook

- o LP sends the first draft (already sent on 13.05.2016) to all partners **by 25.05.2016**
- o Partners send feedback to LP **by 01.06.2016**
- o LP drafts the Self-Assessment Questionnaire (as part of the Handbook) **by 08.07.2016**
- o LP finalizes the Project Handbook **by 15.07.2016**

### 2 Partnership Agreement

- o LP sends a new version, the new draft to all partners, with related annexes **by 25.05.2016**
- o Partners send feedback to LP **by 01.06.2016**
- o LP sends a new version, according to feedback and proposed amendments received by partners, for a final approval, **by 28.06.2016**
- o Partners send feedback to LP, to the new version, **by 05.07.2016**
- o LP finalizes the PA **by 12.07.2016**
- o All partners send the hard copy of the specific sheet of the PA dedicated to their organization, signed by the legal representative, to LP by post, **by 22.07.2016**
- o LP sends a scanned version of the whole PA, with related annexes, to each partner **by 31.07.2016**

### 2 Definition of Good Practices methodology

- o ADITECH sends a new version of the proposed GPs methodology, to LP, according to suggestions and proposals discussed and agreed during the kick-off meeting, together with the update timing with tasks and deadlines, **by 03.06.2016**
- o ADITECH sends the proposed GPs methodology to all partners

### 2 Local Stakeholder Groups

- o Each partner sets up a local stakeholder group **within the end of July 2016**
- o Each partner organizes the first local stakeholder group meeting **before the first interregional meeting to be held in September 2016**

### 2 Communication and Dissemination

- o BDI sends the invitation to join the INKREASE Team Website, to all partners
- o BDI sends the first draft of the Communication and Dissemination Plan, to LP, **by 15.06.2016** and then it will be sent to all partners

- o BDI sends the template for the regional Stakeholders Database, to LP, by 15.06.2016 and then it will be sent to all partners
- o BDI sends the Communication Guide, to all partners
- o BDI handles the creation of the project twitter account and the project LinkedIn group by 10.06.2016
- o BDI sends the draft agenda of the 1<sup>st</sup> Interregional Event, to be held in Brittany, by 30.06.2016