

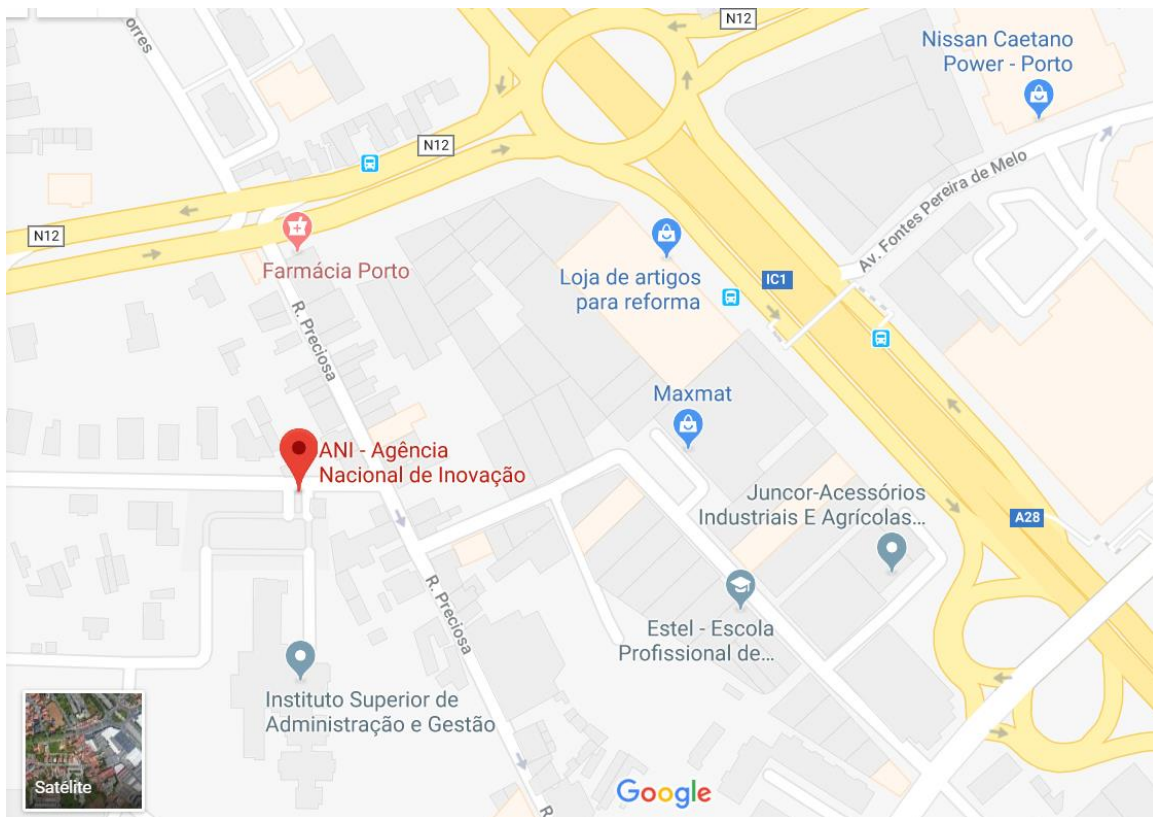
Innova-FI Kick-off Meeting

Dear Innova-FI Partners,

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

The location will be:

Rua Salzares, 842
4149-002 Porto, Portugal



Innova-FI Kick-off Agenda: Attendees

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

Innova-FI 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	Alexandre Almeida, ANI All partners (7 min per partner)
10.45-11.30	Understanding Innova-FI 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.	Alexandre Almeida, ANI Chiara Frencia, 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 Frencia, INOVA
12.45-14.15	Break	
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 Frencia, INOVA Cesar Rodrigues, INOVA (TBC)
14.45-17.00	Innova-FI project activities Review scheduled activities, exchange of activities, milestones and responsibilities	Alexandre Almeida, ANI Chiara Frencia, INOVA All partners
19.30-22.00	Networking Dinner (optional)	

Time	Day 2: 03/07/2018¹	Responsible Persons
09.30-10:30	Next steps & working plan of Innova-FI for 2018 / 2019	Alexandre Almeida, ANI Chiara Frenca, INOVA ALL partners
10.30-11.30	Dissemination & Communication Discuss communication mediums, weekly status reviews/reporting and review meetings. Discuss project plan updates.	Andreia Mendes, SERN
11.30-12.15	Presentation of the Innova-FI tool	IVACE
12.15-13.30	AoB	
13.30-15.00	Break	

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