



## AGENDA

### **INTRA Project Kick-off meeting**

**18<sup>th</sup> and 19<sup>th</sup> May 2016, Maribor, Slovenia**

**Day 0 (17 May):** Welcome dinner (19<sup>00</sup> venue: Hotel City, Ul. Kneza Koclja 4, Maribor)

**Day 1 (18 May):**

**Venue of the kick-off meeting: Mariborska razvojna agencija, Pobreška cesta 20, 2000 Maribor**

- 8<sup>30</sup>** Meeting at the City Hotel and short walk to the venue  
Arrival, registration
- 9<sup>00</sup>-9<sup>10</sup>** **Welcome** by mag. Božidar Pučnik, director, Maribor Development Agency;
- 9<sup>10</sup>-9<sup>20</sup>** **Greeting** by Benoît Dalbert and Aleksandra Niechajowicz, Joint Secretariat (via Skype) ;
- 9<sup>20</sup>-9<sup>50</sup>** **Partners` introduction round** (3 to 5 minutes presentations per partner: 1. organisation and the team, 2. expectations related to the project achievements and 3. specific role in the project; **PowerPoints to be provided beforehand!**);
- 9<sup>50</sup>-10<sup>00</sup>** **Subsidy Contract** PGI01464, INTRA and **Partnership Agreement** (Amna Potočnik, MRA);



**10<sup>00</sup>-10<sup>30</sup>** **Aims of INTRA Project**, outputs, expected results and achievements (*Amna Potočnik, MRA*) and **Overview of the project's** structure and budget: Activities and events (Flow-chart + meetings schedule) (*Amna Potočnik, MRA*);

**Project Management Team and Coordination bodies** (Lead Partner Project Management Team, Project Partners Management Teams, additional bodies, related to the Exchange of Experiences: Regional Stakeholder Groups, Interregional Task Force); the nominated persons of PPs Management Teams (communication&dissemination&exchange of experiences, management and financial management and member (plus supplement) of the Steering Group to be provided by each project partner! (*Amna Potočnik, MRA, all PPs*);

**10<sup>30</sup>-11<sup>00</sup>** **Coffee break**

**11<sup>00</sup>-11<sup>15</sup>** **Activity: Exchange of experiences: overview** (*Lucila Castro Rovillard, FUNDECYT – PCTEX*), presentation and discussion with conclusions;

**11<sup>15</sup>-12<sup>15</sup>** **Improving policy instruments tackled within INTRA and the approach to minimise the risks for their implementations in phase 2** (10 minutes presentation per project partner, PowerPoint to be provided beforehand, see AF, B2);

**12<sup>15</sup>-12<sup>45</sup>** **Draft Knowledge Sharing Strategy** (*Borut Jurišić, MRA*) presentation and discussion with conclusions;

**12<sup>45</sup>-13<sup>15</sup>** **State of Affairs Guidelines** (*Maria Zlateva, RAPIV*) presentation and discussion with conclusions;

**13<sup>15</sup>-14<sup>00</sup>** **Lunch break**

**14<sup>00</sup>-15<sup>30</sup>** **Interregional Task Force** (roles and expected inputs of each PP; 3 working themes) (*Mayte Gallego, FUNDECYT – PCTEX*), presentation and discussion with conclusions;

**Thematic Workshop** (*Lucila Castro Rovillard, FUNDECYT – PCTEX*), presentation and discussion with conclusions;

**Study visit Guide** (*Mayte Gallego, FUNDECYT – PCTEX*), presentation and discussion with conclusions;



- 15<sup>30</sup>-16<sup>00</sup>**      **Good Practice Guide** (template for GP) (Eleni Anoyrkati, CUE) presentation and discussion with conclusions;
- 16<sup>00</sup>-16<sup>30</sup>**      **Coffee break**
- 16<sup>30</sup>-17<sup>00</sup>**      **Regional Stakeholder Groups** (composition, roles, activity, and presentation of the short plan) by each project partner (see the Application Form) (PowerPoints to be delivered beforehand by each PP), presentation, discussion and conclusions;
- 17<sup>00</sup>17<sup>10</sup>**      **Policy Recommendation** (Hugo Barros, UAlg) presentation, discussion and conclusions;
- 17<sup>10</sup>-17<sup>30</sup>**      **Regional Action Plans** (and summary) (Amna Potočnik, MRA), presentation, discussion and conclusions;
- 17<sup>30</sup>**              **Wrap up of the Day 1 Conclusions** (Amna Potočnik, MRA)
- 18<sup>00</sup>-19<sup>00</sup>**      **Site visit**
- 20<sup>00</sup>-**              **Dinner**

**Day 2 (19 May):**

**Venue of the kick-off meeting: Mariborska razvojna agencija, Pobreška cesta 20, 2000 Maribor**

- 8<sup>45</sup>**              **Meeting at the City Hotel and short walk to the venue**  
Arrival, registration



**9<sup>00</sup>-11<sup>20</sup>** Presentation and discussion of the **draft management and financial management handbook** (Amna Potočnik and Sabina Šneider, MRA)

**Project Management Guide (draft)** (Amna Potočnik, MRA)

- Content management (the points of attention: indicators, outputs, results – joint and per PPs!)
- Cross-cutting themes
- Sharing of tasks and responsibilities among the Project Management Team and the project & financial managers of each partner
- Web-based tool

**Financial Management Guide (draft)** (Sabina Šneider, MRA)

- Eligibility rules
- Rules of reporting (internal and project level)
- Financial planning on project and partner level
- Budget modification – templates and procedures

**11<sup>20</sup>-11<sup>40</sup>** Coffee Break

**11<sup>40</sup>-12<sup>30</sup>** Draft rules of procedures for Steering Group (Amna Potočnik, MRA)

**12<sup>30</sup>-14<sup>00</sup>** Lunch break

**14<sup>00</sup>-15<sup>00</sup>** Overview of communication and dissemination activity

**0** Communication Strategy (draft);

**Promotional materials prepared for printing** (poster, leaflet, roll-up) (Ercole Cauti, CAPITANK), presentation, discussion and conclusions;

**15<sup>00</sup>-15<sup>20</sup>** Website and requirements and involvement of PPs (Michele Di Massimo, CAPITANK), presentation, discussion and conclusions;

**15<sup>20</sup>-16<sup>00</sup>** Setup of media list

e-Newsletters



**Press-releases** (Borut Jurišič, MRA), presentation, discussion and conclusions;

**16<sup>00</sup>-16<sup>20</sup>** **Joint dissemination events** (Brussels) (Michele Di Massimo, CAPITANK), presentation, discussion and conclusions;

**16<sup>20</sup>-16<sup>30</sup>** **Regional dissemination events** (Borut Jurišič, MRA), presentation, discussion and conclusions;

**16<sup>30</sup>-16<sup>40</sup>** **Events per project partner** (CUE, CAPITANK, FUNDECYT, MRA), presentation, discussion and conclusions;

**16<sup>40</sup>-17<sup>00</sup>** **Discussion and concluding remarks of Day 2 and the overview of the tasks for the semester 1** (Amna Potočnik, MRA);

**17<sup>00</sup>—19<sup>00</sup>** **Team building exercise (outdoor activity);**

**20<sup>00</sup>** **Dinner.**

**The kick-off meeting will be held in English. All the documents related to the kick-off meeting are uploaded in Wiggio (Folder: Kick-off Meeting)**