

IN-EUR

4th PROJECT MEETING - MINUTES

11th – 12th June 2013, Bautzen (Germany)

Day 1 – Tuesday 11th June

Venue: Bautzen Innovation Centre (BIC)

STUDY VISIT

10.00 Study Visit to RELO GmbH, meeting point: Bautzen Innovation Centre

11.00 Presentation of Bautzen Innovation Centre

Established in 1995 on an old industrial site in Bautzen with the aim of fostering entrepreneurship and innovation, Bautzen Innovation Centre (BIC) is a not-for-profit organisation, managed by TGZ (with 3 shareholders: town of Bautzen, district of Bautzen, savings bank Bautzen) and then together with Rossendorf Innovation Centre (ROTECH) since July 2011.

BIC gathers tenants from the areas of service, information and engineering technologies. There are 97 companies with 566 workplaces and 40 start-ups.

The key strategic objectives of the TGZ – ROTTECH are:

- support to start-ups (high quality in-house service, start-up courses, individual consultations, projects for start-ups, business plan competitions);
- technology transfer / innovation support (mechanical engineering, metal processing, energy efficiency, renewable energies, regional innovation strategy, innovation audit);
- regional economic development (networks and cluster initiatives, training and education for SMEs, enter into new markets for SMEs, placements of apprentices);
- Energy Agency of Bautzen district (service for district, municipalities and companies, consulting, pilot projects, energy and CO2 balancing).

Their project activities cover regional, national and also European level.

C1 – Management and Coordination/ Steering Committee

14.30 Welcome and Opening –Bautzen Innovation Centre

Jürgen Besold, Bautzen Innovation Centre, welcomes partners to Bautzen and opens the 4th project meeting, leaving the floor to the Lead Partner.



14.45 Introduction of the Agenda / Overview of project development and activities undertaken: presentation of mid-term Report (draft version) – Lead Partner, SE RDA

Luiza Tiganus, SE RDA – Lead Partner, thanks everyone for participating and the hosting partner for their hospitality and presents the agenda for the 2 days.

Some minor changes are proposed in order to meet some partners' requests (i.e. because of travelling arrangements, etc.). The updated agenda is approved by all partners.

Luiza Tiganus presents the overview of project development and activities undertaken since the beginning of the project. As the project is approaching 18 months of activities, an overview of current achievements is presented as part of the Mid-term Report (project output foreseen in the AF by month 20). The presentation with full details is available on the project intranet and can be requested from the Lead Partner.

The main issues of concerns for partners is the schedule of activities, as there is still a lot of work to be done regarding C3 and C4 activities. Active and on-time collaboration is required from all in order to comply with the timeline. Some more strict deadlines are needed so as to ensure the smooth progression of the project.

Jürgen Besold, Bautzen Innovation Centre, points out that the deadline for the final report is not April 2014 (as written in the mid-term report), rather than April 2015. The document has been updated accordingly.

The Mid-term report template is sent in attachment to the minutes. All partners are requested to complete it by the 13th of July and send it back to the LP/ Resolvo, so that all inputs can be gathered and the final version of the document can be prepared by the end of August.

15.10 Project reporting – preparation for PR3 submission – Lead Partner External Support (Resolvo) / all Partners

Miriam Siciliano, Resolvo Srl, presents financial issues related to the preparation for PR3 submission. The presentation is available on the project intranet.

Specific issues to be highlighted are as follows:

- Partners are requested to send the documents for the 3rd progress report in accordance to the set deadlines (see table below). Partners P2-P3-P4-P5-P6-P7 are also reminded to send the 6th monthly self-evaluation report, which should be sent by each partner together with the input to the 6th Monthly Progress Report every semester.
- Partner reporting form (internal excel file): partners are reminded to submit it BEFORE sending expenses to the FLC;

External expertise description: it is not sufficient to copy and paste the descriptions of items from the application form. The descriptions must be self-explanatory and also allow to make a clear link with the project activities described in the components.



Deadlines	
Dates	C1 – Management and Coordination
31/07/2013	Partner reporting form (<i>internal excel file</i>) – to be sent to LP/ Resolvo BEFORE sending expenses to FLC
31/07/2013	6 th Monthly Self Evaluation Report -3 rd semester
01/09/2013	List of expenditures (<i>by email to LP and Resolvo</i>)
01/09/2013	Partner control confirmations + control report + any publicity material (if applicable) - <u>scanned copies</u> to be anticipated before sending hard copies
01/10/2013	Report for period Jan-Jun 2013 submitted to the JTS

IMPORTANT: Partners are reminded the importance of respecting the deadlines above as the FLC system for the LP has been centralised, so starting from 3rd report onward, it will take more time for them to have the PR approved and certified.

15.20 Budget changes: overview of current situation – Lead Partner External Support (Resolvo) / all Partners

Miriam Siciliano, Resolvo Srl, informs all partners that the budget changes requested from P1, P3, P4, P5, P7 and P8 have all been approved by the LP as the total of positive changes does not exceed the 10% between components/ budget lines. Therefore, it is only a minor budget change that does not request the approval of the JTS, but only justifications for deviations in the upcoming progress reports.

An overview of the final figures can be found in the presentation available on the project intranet.

The Lead Partner has also prepared the Letters for partners confirming the approval of the requested changes. The letters are handed out during the meeting.

C2 – Communication

15.30 International seminar – M24: final agenda, confirmed stakeholders and speakers – Mantas Vilys, Lithuania Innovation Centre / inputs from all partners

Mantas Vilys, Lithuania Innovation Centre, presents the overview of the International Seminar to be organised in Vilnius (December 2013). The event is foreseen as a parallel event of a Main conference taking place on the 4th and 5th of December within the Lithuanian EU Presidency. More than 1500 people are expected to attend the main conference and more information regarding the agenda of the big event should be available by the beginning of July.

Mantas Vilys presents the updated Agenda of the project International Seminar, highlighting the main changes proposed mainly due to organisational issues (timing, number of breaks, etc.) as the event needs to stick with the programme of the main conference.



An animated discussion occurs among partners in order to agree with a final proposal of the Agenda that sees the approval of all partners, as follows:

- Extension of the event up to the afternoon (1 day long);
- The event is organised in 3 main session:

1st session: introductive of the project and the main output (ALBI model and measuring Innovation) – interventions from LIC, Major of Vilnius, Lead Partner and Province of Lucca;

2nd session foresees the intervention of keynote speakers facing the theme of *Innovation policy in small Regions*, with focus on indicators (lack and needs), considered as a very important topic for the purpose of the project. Speakers proposed from DG Regio, EUROSTAT and Regional Innovation Monitor;

3rd session is a panel discussion among representatives of IN-EUR project and other sister projects (i.e. BORWIIS+), experts at EU level (IPTS platform, EBN, etc.). Partners highlight the need to focus on a list of questions to be discussed during the panel discussion. A moderator will also be appointed. Questions will then be agreed between moderator and speakers.

A speaker from European Business Innovation Centres Network is added, as was already foreseen in the last version of the Agenda presented in Kamnik and Irish partners had already made contact with him. The participation of EBN is considered relevant for the discussion.

The event closes with a Networking Session (1 hour approx.) where 3 thematic standing tables are set on the following proposed topics: methods for measuring; smart specialisation strategies; from measurements to decisions. The networking session is foreseen as an informal session where participants can exchange ideas, impressions, etc. Someone from LIC will moderate each of the table, while for example drinks and snacks are served. People will freely choose the table they want to attend. For this reason, Mantas suggests to prepare a catalogue of participants, containing basic information on the profile of attendees, and which might be printed with several copies made available at the reception of the seminar. In this way participants can see who is attending the meeting and the catalogue could help them identify the persons they want to network with.

The final list of speakers to be contacted and partners in charge of contacting them is as follows:

LIST OF SPEAKERS		
Session	Speakers	To be contacted by
2 nd session	Claus Schultze – DG Regio	Resolvo
	EUROSTAT	P2 – Province of Lucca provides contact details to P3 – LIC, who will contact them
	Regional Innovation Monitor	P7 – CCIMP provides contact details to P3 – LIC, who will contact them
3 rd session	Mr Jean Severijns - Province of Limburg	P3 – LIC



	(NL) – suggested also as moderator for the session	
	Mrs Violeta Bulc - Vibacom company & Inco movement	P5 – Development Centre of the Heart of Slovenia
	TRES Project (Technalia / BIF)	P3 – LIC
	BORDWIIS + (Region of Tuscany)	LP - SERDA
	European Business Innovation Centres Network	P9 – WESTBIC
	Roscommon County Council	P8 – project partner
	IPTS Smart Specialisation Platform / Committee of the Regions	P3 – LIC

CCIMP also proposes the project EVITA, but as there are already 2 other projects, it is left as a second choice in case one of the other 2 projects would not be able to attend. CCIMP were partner in this project, so they can present it or ask the EVITA Lead Partner.

A final round table around partners is made in order to have an overview of the kind of stakeholders they plan to bring. Each partner will pay for a couple of stakeholders (according to individual budget), while expenses of speakers that cannot pay for themselves (and are not external experts/stakeholders of project partners) will see their expenses covered by the hosting partner.

The final version of the Agenda will be sent next week to all partners by LIC, in order to be able to contact speakers and receive their confirmation. Once they have been confirmed, the final version of the agenda can be sent out to the full list of participants.

The to-do list for the organisation of the seminar is presented by P4 (see C2 session – day 2).

C3 – Exchange of experiences dedicated to the identification and analysis of good practices

16.30 Overview of activities undertaken in C3: Round table among partners with inputs, including information on RDTs – All partners

All partners provide information on the activities developed at local level within their RDTs (i.e.: kind of stakeholders involved, level of participation, suggestions for improvement, etc.), including current results

- P2 – Province of Lucca: they have organised 3 thematic RDTs so far, with involvement of different stakeholders for each meeting. These stakeholders will play a central role in the upcoming months, both for the definition of surveys for gathering data for level 2 of ALBI and for the testing phase.
- LP – SERDA: the templates have been shared with local stakeholders within the last RDT held with representatives from Chambers of commerce, universities, agencies, local public administrations, etc. Another meeting is foreseen by the end of June in order to present final ALBI level 1. So far positive feedback have been received from stakeholders, who are interested in the model and in the outcome of the project.



- P5 – Development Centre of the Heart of Slovenia: templates and indicators have been shared with local stakeholders and some concerns arose regarding NUTS 3 level indicators, because the area of their interest is smaller than NUTS 3 and almost no data are available at this level for the indicators provided in the templates. They see some difficulties in applying the model at their local level, so in order to continue with IN-EUR activities they will widen their area of focus looking also outside their own territory in order to cover at least the NUTS 3 level.

Most of the indicators of level 1 are not seen as useful from their stakeholders, while indicators from level 2 better suit their territory and further indicators should also be included. The partner will suggest other indicators for level 2 that can help territories like theirs to apply the model.

P5 will focus Level 2 activities on a smaller area than NUTS 3, while level 1 will look at a broader area.

- P8-9 – IRELAND: their RDTs are progressing. A very large regional discussion table in April was held. It was very successful and saw the participation of 35 stakeholders from business communities, enterprises actors, development agencies, etc. A very interesting discussion was raised for getting ideas on the kind of indicators they would need for level 1 and 2 of the model. They plan to organise the next RDTs by sectors in order to get feedback from all. They are also, planning one to one talks with stakeholders for qualitative indicators.
- P7 – CCIMP: due to internal changes, a new project coordinator for the partner has been appointed recently. As she was not available to participate to the meeting, her colleague Franck Araujo has joined IN-EUR meeting in order to report on it. Further information on the new arrangements of the partner will be provided by email/ forum in the next weeks, including updates on the current status of activities.
- P6 – BAUTZEN INNOVATION CENTRE: 3 RDTs have been held so far. The main actors involved are people responsible for economic development in their district (5 big cities), where 3 Innovation centres are present. Stakeholders are really interested in the outputs of the project, but have some concerns regarding the availability of some data, mainly for level 2.

Also, the partner informs participants that 10 years ago they did a survey in their district within another project. The questionnaires are similar to the ones foreseen for the IN-EUR project, but still some differences can be highlighted. It would be interesting to see their experience in order to compare and better define the project questionnaires to be used for level 2.

From these inputs it emerges that some partners are involving the same stakeholders in the different discussion tables, while others are organising separate meetings with stakeholders from different sectors.

Both methods were suitable for the first part of project activities, where the main objective was to establish contacts with local stakeholders and prepare the grounds for the testing phase.

Considering the structure of the ALBI model and the division into Areas of Investigations, Monica Lazzaroni, Province of Lucca - C3 Coordinator, invites partners to organise their future RDTs with focus on sectors and not as mixed tables, in order to get feedback on the different investigation areas from actors exchanging ideas on and working in similar areas.



Day 2 – Wednesday 12th June

Venue: Bautzen Innovation Centre

09.00-13.30 **3rd C3 Workshop – see report attached**

C2 – Communication

14.30 Overview and planning of communication activities, including to do list for International Seminar
– Lili Vasileva, Local Councils’ Association / inputs from all partners

Lili Valiseva, Local Councils’ Association – C2 Coordinator, presents the overview of communication activities. The presentation with full details is available on the project intranet and can be requested from the Partner.

So far, activities carried out within Component 2 show a high level of success with deadlines respected and almost all outputs achieved on-time.

RDTs have been held by all partners for Semester 3, only P3 are still to organise their 3rd RDT. Partner 3 is reminded also to disseminate Newsletter 3 at local level, while other partners have already translated and disseminated the document to their local stakeholders.

The project website registers an increasing number of visits and the web-banner created by the Lead Partner will remain online for the near future.

Partners express some concerns on the difficulty of organising press conferences. Partners hosting the last 3 meetings have invited their local journalists for press conference, but there seems to be limited interest from local press. Further efforts need to be put in place, especially in preparation of the International Seminar. P3 is requested to hold a press conference to disseminate the event.

An overview of the main tasks for the organisation of the International Seminar is presented in the form of a to-do list as follows:

C2 International Seminar – TO DO		
Activity	Responsible Partner	Deadline
Definition of Agenda for International Seminar to be sent to speakers	P3	20/06/2013
Partners in charge will contact speakers and get final confirmation	(see minutes of Bautzen meeting)	from 20/06 to 15/07/2013
List of participants to be finalised	P1-P2-P7 needs to send their list	30/06/2013
Registration Form	P3/ P4	15/07/2013
Final Agenda with confirmed speakers	P3/ P4	20/07/2013
Official invitation with Agenda sent to all participants with Registration Form and Agenda of the BIG conference (if available)	P4 / All partners	15/08/2013

Agenda and info about Int. seminar on IN-EUR website and partners websites	P4 / All partners	30/09/2013
Reminder sent to all participants with attached Agenda of the Main Conference (if not previously sent)	P4 / All partners	15/10/2013
Press releases and adverts in media	P3	31/10/2013
Press conference	P3	05/12/2013

C4 – Testing Phase (Direction Boards of Local Innovation)

14.30 **Overview of activities to be undertaken and partners division into DLBIs** – Province of Lucca, C3 Coordinator / All partners provide inputs.
P2 manages a planning session in which partners are allocated to specific DLBIs (according to geographical location and territorial characteristics)

Chiara Martini, Province of Lucca – C3 Coordinator, presents the overview of the DLBIs as well as roles and responsibilities according to what is foreseen in the AF.

The following clarifications are given:

- The DLBIs will test Level 2 of the ALBI model (Level 1 already completed by each partner from July to Dec 2013) with focus on 3 territorial areas (Romania, Ireland, Italy). The DLBIs will have to ensure a minimum number of sample of actors involved in the testing, in order for the model to be scientifically relevant. Partners in charge of the testing areas (LP, P8-9, P2) will have to guarantee that this minimum number is achieved for their DBLI.
- Although not foreseen in the AF, where the testing of the ALBI concerns 3 areas only, partners wishing to undertake the testing phase in their own area can follow up with the activity (some budget reallocations could be foreseen, but no budget increase is allowed);
- Partners not testing the full model in their local area (i.e. not being able to guarantee a minimum number of actors to be involved as sample) will contribute to the testing phase (Level 2) by providing information on data/ indicators gathered from the stakeholders met during the RDTs (i.e. if a partner has met 10 stakeholders from different sectors during their RDTs, therefore at least 10 surveys from these stakeholders should be completed). The data will be merged into the overall data gathered from the DBLI the partner belongs to, thus increasing the sample of actors addressed by the test of the ALBI model;
- The number of DLBIs will remain of 3. Accordingly, 3 Work plans will be defined (see details on Implementation Plan template below).

Partners agree that the best way for dividing partners into groups is to follow a criterion of territories similarity instead of a geographical one (as foreseen in the AF). The DLBIs division will be confirmed in Vilnius, however partners agree to make a first attempt of division in order to start focusing their activities towards the group they would belong to. The first group division is agreed as follows:



<p>DBLI 1: Official testing area: Romania</p> <ul style="list-style-type: none"> • LP – SERDA • France • Lithuania 	<p>DBLI 2: Official testing area: Ireland</p> <ul style="list-style-type: none"> • ROSCOMMON COUNTY COUNCIL/ WESTBIC • Slovenia • Malta 	<p>DBLI 3: Official testing area: Italy</p> <ul style="list-style-type: none"> • PROVINCE OF LUCCA • Germany
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NB: the above group division is only a first proposal. During the next months partners will have time to think about it and the final division will be agreed in Vilnius in Dec 2013.

Presentation of the Implementation Plan template - Lead Partner External Support (Resolvo)

Miriam Siciliano, Resolvo, presents an initial proposal for the drafting of the Implementation Plan template. Details on aims and rationale of the document can be found in the presentation available on the project intranet.

The most important aspects are summarised below:

- Each partner has to complete 1 Implementation Plan (total 8 – Partners 8 and 9 draft 1 joint plan) containing all the main aspects and information for the application of the model at local level AFTER the project closure (i.e. organisations/ bodies responsible for its application, contacts and activities with territorial governmental bodies, ideas on the possible funding sources available at local level, etc.).
- The plan is due at the end of the project, but development begins at an early stage (Jul-Nov 2013) because the document contains a section dedicated to the definition of the DBLIs Workplan. This will help partners to better define their testing phase and the main actors to involve in the model validation, bearing in mind the future application strategy they want to undertake at local level.
- The main structure of the template will be as follows:



1) Regional Context: partners will analyse their territories in terms of main problems related to Local Innovation Policies and think of possible solutions (including both application of ALBI, but also other actions the IN-EUR project has helped to identify/foster)

2) Actions for Measuring Innovation (DBLI Work plan): Partners will provide details of the actors they are going to involve during the testing phase and the related actions which will form part of the 3 Work plans for the DBLI.

3) Actions for Measuring Innovation – AFTER 2014: at the end of the testing phase partners will identify Critical points emerged and thus define the Proposed Future Actions to be undertaken at local level for the Implementation of the ALBI model at local level (details on actors to be involved, resources, timing, etc. will have to be included).

4) Actions BEYOND ALBI: partners will have the possibility to include also actions OTHER than ALBI (as identified in section 1 – Regional Context) that could help them to improve their local innovation policies. Basic details are foreseen, although partners can choose to detail information according to their local needs.

Outline of the workplan for C3/4 activities:

Deadlines	
Date	C3/4 - ALBI model / DBLI/ Implementation plan
30/06/2013	<ul style="list-style-type: none"> P2 sends all partners Level 1-2 (including questionnaire) with comments from meeting included LEVEL 1 FINALISED
13/07/2013	P2 prepares first draft of Implementation Plan templates (containing DBLI work plan) and shares it with all partners
23/07/2013	Partners provide inputs on the Implementation Plan template
31/07/2013	P2 shares the final version template of the Implementation Plan template
From July to November	<ul style="list-style-type: none"> Partners collect data for Level 1 and bring results to meeting in Vilnius Partners analyse the first DBLIs division and bring their final consideration in Vilnius when the groups are confirmed and ready for testing Partners complete Implementation Plan (only DBLI workplan section)
15/11/2013	Partners sent the completed Implementation Plan (only DBLI workplan section) to P2 who gathers all inputs and prepares 3 workplans (1 for each DBLI) to be presented in Vilnius
From July to September	Partners exchange inputs on the model (Level 2) with their local stakeholders
From October to November	P2 Gathers partners' inputs on Level 2 and prepares the final version of ALBI
22/11/2013	Final version of ALBI model (Level 1 and 2) to be sent to all partners and presented/discussed in Vilnius

C1 – Management and Coordination

16.00 Conclusions, Allocation of Tasks and Next Steps – Lead Partner External Support (Resolvo)

- All Partners hold RDT meetings / send minutes and stakeholder feedback form
- All partners work on ALBI level 2 in order to define the tools to be used within the model to get data (surveys and questionnaires) – final versions of these document to be ready by OCTOBER



- P3 and P4 with collaboration of all partners continue the organisation of the International Seminar
- 5th project meeting + 4th C3 Workshop + 1st DBLI event + International Seminar – (5th and 6th December 2013)***

****As for the date of the meeting, the 5th is the International Seminar, while the partner meeting was foreseen for the 6th Dec, however partners suggest to anticipate it to the 4th of Dec. As the Lithuanian partners are not present, final data will be agreed in the following weeks and communicated to all partners.*

16.15 Presentation of the state of the art of the innovation performance in the Free State of Saxony – Mr. Prof. Dr. Jürgen Besold

Jürgen Besold, Bautzen Innovation Centre, presents an overview on the Innovation performance in Saxony. The presentation with full details is available on the project intranet and can be requested from the Partner.

Starting from an overview on the main facts and figures of the Free State of Saxony (i.e. data on population, GDP, export rate, enterprises and productive sectors, education and universities, etc.), information on the Innovation efforts made by the region are presented. This includes interesting data on the regional network policy in terms of cluster initiatives (6 clusters focused on key-sectors), as well as success of national and regional state aids for SMEs supporting innovation actions (i.e. R&D investments, collaboration between companies and with HEI, innovation advice and support, IPR, marketing and design, etc.), which have all contributed to the improvement of local innovation policies.

The region is characterised by all the key elements of an innovation system, from the presence of SMEs to Higher Education Institutions, local authorities with departments of economy and technology intermediaries, as well as a developed finance sector. However, some factors threatening innovation activities can also be outlined, with the lack of financial resources as the main identified obstacle.

Some data related to Level 1 of the ALBI are also presented to provide partners with a general overview of the region characteristics in terms of the 4 main areas of investigation considered by the ALBI model (Industrial system, Education and Research, Infrastructure & Framework conditions, Governance of innovation).

The analysis of the local innovation status of the region to be undertaken through the measurement of innovation (ALBI model) will be of high interest and importance for the partner, who had already gathered similar data ca. 10 years ago within another project. Thus, it will be possible for them to compare the past and current situations and see what improvements are needed.