



KICK OFF MEETING

**LOCAL CLUSTERS & SOCIAL ENTERPRISES INCUBATORS IN
THE FIELDS OF CULTURE/TOURISM & FOLK TRADITION**

"InClust"

Meeting Date and Location:

Date	June 22, 2018
Location	Chamber of Arta K. Aitolou & N. Prionolou, P.C. 47132 Arta, Greece

List of Participants:

1.	Development Company Chamber of Arta (LB)
2.	Ionian University Research Committee/ Department of Archives, Library Science and Museology (PB2)
3.	THREE THIRDS SOCIETY (PB3)
4.	Auleda Local Economic Development Agency (PB4)
5.	Municipality of Korca (PB5)
6.	Region of Ionian Islands (PB6)



Agenda:

INTRODUCTIONS, PARTNER PRESENTATIONS, PROJECT BACKGROUND	
9:45 – 10:00	Registration and Reception
10:00 – 10:30	Welcome – Introduction – Agenda overview <ul style="list-style-type: none">▪ President and Board Members of Development Company Chamber of Arta▪ Representatives of Local Authorities
10:30 – 10:45	Short individual Presentation of the partners <ul style="list-style-type: none">▪ Profile, expertise, role and responsibilities in project "InClust"
10.45 – 11.45	Short Project Overview & Technical Overview <ul style="list-style-type: none">▪ Background of project idea▪ Vision & Objectives▪ Workpackages, activities, timeplan▪ Budget analysis▪ Discussion
11:45 – 12:15	 Coffee Break
WORK PLANNING: Detailed Project Implementation Workplan & Issues	
12:15 – 13:15	"InClust" Project Management and Administration (WP 1) <ul style="list-style-type: none">▪ Project Organization (Roles, Responsibilities)▪ General guidelines-procedures (overview of Administrative and Financial Procedures and Requirements)▪ Start up procedures (Management and Monitoring Information System (MIS), procurements, Greek beneficiaries financing (e-PDE), contract agreements, Steering Committee, Nomination of project team, milestones)▪ Project funding, reporting, modifications (financial flows, progress-financial reports, modification steps and procedures)▪ Eligibility of expenditures▪ Discussion
13:15 – 14:15	 Lunch break



14:15 – 15:15

“InClust” core activities and deliverables for each partner (WP 3, 4, 5 & 6)

- Mapping and evaluation of possible beneficiaries at local level
- Creative and Innovative Branding focused on Creative and Cultural Sector for each area
- Organizing current events in a common agenda and design new
- Seminars and Training Workshops for potential cluster members
- Consulting services for the creation and development of clusters
- Social Enterprises’ Incubator in the field of Tourism / Culture and Folk Tradition
- Development of a sustainable model for the long term viability of the Incubators and Clusters
- Discussion and detailed workplan

15:15 – 15:45

“InClust” Communication Plan and dissemination Activities (WP 2)

- Communication Strategy, Templates, Logos, Slogans etc.
- Production of Communication material and tools
- Organization of Transnational Exhibitions
- Publicity events and Conferences
- Project’s Web Portal and social media

15:45 – 16:30

Review of Action Points and Planning of Next Steps

- Milestones and deliverables of the first 9 months
- Next steps (project implementation issues for the next six project months)
- Discussion –Closure