



REGIONE DEL VENETO

Project Acronym: SMART-SPACE

Project title: ASP478

Minutes of Meeting Venice 3-4 of December 2018

Steering Committee and Technical Committee

WP n°:	WPM
Task n°:	MP
Author(s):	Fiorenzo Cazzato (Veneto Region) Angela Giusto (Veneto Innovazione)

SMART-SPACE – Steering Committee and Technical Committee

1. Executive Summary.

The minutes summarizes the Steering and Technical Committees meetings held in Venice Italy, 3-4 of December 2018.

All the SMART-SPACE Consortium members were presents.

The next meeting will be in Lyon date to be confirmed.


All documents shown during the meeting have been sent to the Lead Partner.

2. Minutes of meeting.

3rd December 2018 - Technical Committee

10:30 - 11:00 am	Registration and Reception
11:00 – 11.15 AM	<p>Opening:</p> <ul style="list-style-type: none">✚ Fiorenzo Cazzato, Veneto Region representative – Hosting Partner✚ Mr Roberto Sandrini, SMART SPACE Project Manager
11:15-12:00 AM	<p>✚ WP T2 – Alpine Digital Innovation HUB to boost smart innovation in AS</p> <p>SMART SPACE Platform demonstration – Presentation of the tools/guidelines uploaded</p> <p>AFIL – Marzia Morgantini</p> <ul style="list-style-type: none">➤ Presentation and recap of the platform tools from Marzia Morgantini. The main point of discussion concerned the animation of the platform. Afil representative asked to all partners to give more feedbacks and to be more active in the platform. We need to animate communities, update events and open discussions. All partners have participated to the discussion with some positive and negative comments regarding the toolkits for stakeholders➤ Afil representative explained how to use the platform and she demonstrated how to upload files, at the same time she underlined that files must be updated➤ Afil representative has also highlighted some critical aspects. In particular we need to focus on more contents➤ Platform must be completed for the Christmas time➤ Short recap of service for SMes➤ Recap of Synergy platform meaning, followed by the discussion among project partners➤ Before Christmas final call for expert, information about selected experts should be add on the platform on 1st of February

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12:00-12.45	<p> Communication Activities – state of the art and next steps</p> <p>Project events (particularly: A.C.3; A.C.4) – roadmap and scheduled activities by the PPs</p> <p>Analysis of communication indicators and guideline for their reporting</p> <ul style="list-style-type: none"> ➤ Presentation of communication coordinator ➤ Results should not be included in the brochure ➤ Discussion on the achieved indicators ➤ Discussion about press conference and press release ➤ Ljubljana presentation
12:45- 14:00 pm	Lunch Break
14:00-15.15	<p>Presentation from Technology Park Ljubljana</p> <ul style="list-style-type: none"> ➤ Digital Innovation Hub ➤ Critical factors ➤ Digital innovation programme 2021-2027 <p>WP4 – To elaborate the SMART SPACE strategy and set-up the strategic partnership to strengthen the Alpine Innovation eco-system for the SMEs’ digital transformation</p> <p>WP T4 roadmap of activities for the first semester</p> <p>Relationship with the EUSALP Strategy</p> <p>DIH EU policy/initiatives updates</p> <p>CCIAA DL (WP T4 Coordinator)</p> <ul style="list-style-type: none"> ➤ Recap of deadlines and next steps ➤ Presentation of all tasks with deadlines, responsible partners ➤ Try to plan EU-level events ➤ Optimization and organizations of events ➤ New GANTT for WP4 ➤ Finding the synergy with WP3 and overlapping with communication ➤ Organize a strategic partnership and finalize the Agreement between members which will be signed during national events ➤ Proposal of a Steering Committee to be held at the beginning of June 2019 (Lyon) ➤ Veneto Innovazione underline the difficulties to involve policy makers because of the European and Regional elections in May/June 2019
15:15-15.45 pm	<p>WP3 – PILOTING – Introduction to the overall WP3 state of the art</p> <ul style="list-style-type: none"> ➤ Recap of Pilot action methodology ➤ State of the art of all action pilot ➤ Action addressed to the SMes, Presentation from AURA representative ➤ The discussion regarded the state of art for all partners, with clear explanation of action performed

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15:45-16.30	<p>WP3.1 – Capacity building actions</p> <p>AFIL – Marzia Morgantini</p> <ul style="list-style-type: none"> ➤ Afil presented their activities as an example on WP3.1 ➤ Afil representative reminds 40 hours of training course ➤ Short recap and forecast of all activities planned by all partners ➤ Explanation and discussion by the partners regarding their activities
16:30-17:00	<p>WP3 – task 3.2 – Pilot Action methodology and evaluation</p> <p>Pilot Evaluation Procedures</p> <p>AWS – Task coordinator</p> <ul style="list-style-type: none"> ➤ Session anticipated by AWS ➤ Open discussion about Report template for SMes and Policy Maker ➤ KPI's recap
17:00-17.30	<p>WP3.3 – Pilot Action addressed to Policy Makers</p> <p>CCIAA DL – Roberto Sandrini</p> <ul style="list-style-type: none"> ➤ Working group for all countries to resume the situation of Pilot Action addressed to Policy Maker. This activity was done to prepare the presentation for the day after regarding the situation of policy maker activities.
17:30	Conclusion Session 1

4th December 2018 - Technical Committee

09:00 - 09:30 am	Registration and Reception
09:30-10.00	<ul style="list-style-type: none"> ➤ Open discussion about selection of expert ➤ Common tools to use will be the "CV", decision to include as experts the Academic representatives and experts working in research sectors. ➤ Decision to close the list of expert by the end of January 2019 ➤ Decision to have next meeting in Lyon in March or beginning of April (tbc). Next SC will be held in Lyon (6-7 or 13-14 June)
09:30-10.00pm	<p>WP3 – PILOTING</p> <p>Task 3.3 – state of the art – next activities</p> <p>Task coordinator: Technological Park Ljubljana</p>
11:30-12.00	Coffee Break

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4th December 2018 - Steering Committee

12:00-12.45	Financial Management CCIAA VE RO – Francesca Zotti <ul style="list-style-type: none">➤ Explanation of financial situation for the whole program and for each partner
12:45-13.15	Project Management Decision&Conclusion WP3.3 – Pilot Action addressed to Policy Makers CCIAA DL – Roberto Sandrini <ul style="list-style-type: none">➤ Clear Explanation by Sandrini regarding on-line activities and Working Group➤ Analysis of the information collected from the day before, state of the art of the Policymaker activities.➤ Importance of the involving of the policy makers➤ All the activities must end in May 2019, this will be compulsory. Advice regarding the optimization of events to be held during next period
13:20	End of the Steering Committee- Buffet Lunch