

**SHARE INCEPTION MEETING
KICK OFF - MEETING**
27th and 28th June 2012
Arnhem, Gelderland – Netherlands



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Irma Koster - Mob: +31 (0)650 273 700

Attendees:

P1	1.	Ryan Barry	Merthyr Tydfil County Borough Council (UK)
P1	2.	Alex Stephens	Merthyr Tydfil County Borough Council (UK)
P2	3.	Phil Larkin	National Trust (UK)
P2	4.	Tim Cambourne	National Trust (UK)
P3	5.	Irma Koster	Province of Gelderland (NL)
P3	6.	Jos van de Zande	Province of Gelderland (NL)
P4	7.	Peter Ros	New Dutch Waterline (NL) (28th only)
P4	8.	Etienne van der Leur	New Dutch Waterline (NL) (28th only)
P4	9.	Ester Brenninkmeyer	New Dutch Waterline (NL)
P6	10.	Leen Cannnaerts	Kempens Landschap (BE)
P6	11.	Griet Limet	Kempens Landschap (BE)
	12.	Andrew Gray	ERA ²¹ Ltd. (Facilitator)
	13.	Claire Gray	ERA ²¹ Ltd. (Facilitator)
	14.	Anna Cory	Cory Consulting – Financial advisor

Apologies:

P1	Karen Rees	Merthyr Tydfil County Borough Council (UK)
P5	Guillaume Foucault	Conseil Général d'Ille et Vilaine (FR)
P5	Céline Robin	Conseil Général d'Ille et Vilaine (FR)
P5	Jerome.Jacopin	Conseil Général d'Ille et Vilaine (FR)

27th June - Hotel Haarhuis, Stationsplein 1, 6811 KG Arnhem

Day 1		
09:00 – 09:10	Welcome Irma Koster and Jos van de Zande	10min
09:10 – 09:20	EU Programmes Reinier Zweers	10min
09:20 – 09:30	Introduction by the Lead Partner Ryan Barry	10min
09:30 – 10:00	Workshop – Internal Communication Plan <ul style="list-style-type: none"> ▪ Communication <ul style="list-style-type: none"> ○ How do we best achieve internal communications ○ Values ○ List of key contacts (who is who and what do they do?) ○ Meetings (list of transnational meetings, workshops etc, when, where and who) ○ Stakeholders (who do you need to keep informed?) ○ Use of web site and social media site (a tool or a task too far?) 	30min
10:00 – 10:40	Claims Process <ul style="list-style-type: none"> ▪ Claims timetable for the project 	40min

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	<ul style="list-style-type: none"> ▪ Long Report & Short report explanation & timetable ▪ Proposal for collecting, collating evidence & coding for cross reference & retrieval & partner responsibilities ▪ Proposal for collecting and reporting on work packages, actions & outputs ▪ Proposal for mechanism to collect data for indicators ▪ Setting up a Master File (key sections to include) ▪ Project Files – proposals for setting up and labeling 	
10:40 – 11:00	Tea Coffee	20min
11:00 – 12:45	Workshop - Key Stages <ul style="list-style-type: none"> ▪ Work Packages 1 - 5 <ul style="list-style-type: none"> ○ Review of key outputs ○ Review of timetables ○ Review of communications 	45min
12:45 – 14:00	Lunch	
14:00 – 15:00	Workshop – PR & Media Plan <ul style="list-style-type: none"> ▪ Project Logo ▪ What are the key messages and audiences? ▪ Rules of the JTS (including use of logos house style & key elements for press releases etc) ▪ How to make the most of Public Relations, Media and project promotion ▪ Action Plans (who does what, when including exchange visits, festivals and conferences) ▪ Evaluation of success ▪ Links to other projects ▪ Web site & Social Media site 	60min
15:00 – 15:30	Workshop – Lobbying Strategy <ul style="list-style-type: none"> ▪ What are we trying to achieve and who are the target groups? ▪ What areas of policy should we focus on? ▪ Who, What and How will we progress the lobbying strategy? ▪ How will we monitor success? 	30min
15:30 – 15:45	Tea Coffee	
15:45 – 16:15	Workshop – Preparations for next transnational meeting <ul style="list-style-type: none"> ▪ Why ▪ Where ▪ When ▪ Who ▪ What ▪ How 	30min
16:15 – 16:30	Review: Questions & Summaries An opportunity for open discussion as a group or in groups or one to one <ul style="list-style-type: none"> ▪ Review of sample project files ▪ Finance questions 	60min

END OF DAY 1

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**28th June - Huis der Provincie (House of the Province), Markt 11, 6811 CG, Arnhem:
Wijsmanzaal meeting room**

Day 2		
08:30 – 08:40	Quick Quiz	10min
08:40 – 09:00	Introductions All Partners introduce themselves (x 5) <ul style="list-style-type: none"> ▪ Name ▪ Organisation ▪ Role in the Project 	20min
09:00 – 09:15	Project Summary <ul style="list-style-type: none"> ▪ Why, Who & Where, What, When, How Much & How ▪ Key Aims & Objectives 	15min
09:15 – 09:30	Project Start up <ul style="list-style-type: none"> ▪ Confirmation of Subsidy Agreement ▪ Appointment & Roles of External Experts ▪ Outline of Partnership Agreement <ul style="list-style-type: none"> ○ When does the partnership agreement need to be signed by? ○ Who must sign it? ○ How will all the partners contribute to the process of having the partnership agreement signed? ▪ Questions 	15min
09:30 – 10:30	Volunteering, Passport and Investments <ul style="list-style-type: none"> ▪ What volunteering skills training are on offer? ▪ When will volunteers take part in training, where, who and how? ▪ What are the links between the investment projects and volunteering? ▪ Project Plans for investments, volunteers, exchange visits 	60min
10:30 – 10:45	Tea & Coffee	15min
10:45 – 11:45	Project Finances & Handbook <ul style="list-style-type: none"> ▪ Partner budgets (confirm budgets) ▪ Shared costs (what and how these will be managed) ▪ Finance Rules and finance work book ▪ Preparations for first claim ▪ Questions 	60min
11:45– 13:00	Lunch in the Provincial Restaurant in building Prinsenhof B (5 minute walk)	60mins
13:00 – 14:00	Review of partner roles & responsibilities Develop and agree the key elements of management, Lead Partner Role, Work Package Roles Lead Partner Roles <ul style="list-style-type: none"> ▪ Overall Project Management (what role will the MTCBC play?) ▪ Finance Management (what role will the MTCBC & consultants play?) ▪ Project Management and Coordination (what role will the consultants play?) ▪ Communications (what role will the MTCBC & consultants play?) 	60min

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	<p>Work Package Roles</p> <ul style="list-style-type: none"> ▪ Management (What does the work package leader do and how are they supported?) ▪ Finance (how do elements of this role get paid for?) ▪ Meetings (how will meetings work, when will they take place and what is their purpose?) ▪ Project Plans (what plans need to be put in place & by when?) 	
14:00 – 14:45	<p>Short Term Operational plans & Key Focus areas by each Partner (5 min)</p> <p>Each Partners to give 5 minutes on the following:</p> <ul style="list-style-type: none"> ▪ Recruitment & staffing processes ▪ Communication plans including press releases ▪ Project plans for next 6 months ▪ Key focus areas of their project 	45min
14:45 – 15:00	<p>Review; Questions & Summaries & Photographs of all participants</p> <p>An opportunity for open discussion as a group or in groups or one-to-one.</p>	15min

END OF DAY 2

CHECKLIST

Please bring the following

- Laptop (EU plug adaptors)
- Full copy of the final application
- List of staff working on the project and their contact details
- Diaries (List of national public holidays)
- Enthusiasm & lots of questions
- Sunshine