

# Capitalisation Toolkit Working Group meeting



**Agenda, 4 December 2018**

DG REGIO

Avenue de Beaulieu 29 - Room 03/004

Brussels, Belgium



**CAPITALISATION  
TOOLKIT  
WORKING GROUP**





## **Capitalisation Toolkit Working Group meeting**

### **4 December 2018**

### **Brussels, Belgium**

#### **Outline**

As a follow-up of [the 2<sup>nd</sup> Capitalisation conference of June 2018 in Alicante](#), a working group of programmes interested in exploiting the “Capitalisation Toolkit” for their implementation will meet on 4 December 2018 in Brussels, Belgium.

#### **Objectives**

This [Capitalisation Toolkit Working Group meeting](#) has the following objectives:

1. Establishing a collaborative working group of programmes who are interested in exploiting the “Capitalisation Toolkit” for their implementation.
2. Refining the structures, features and steps for the consolidation of the “Capitalisation Toolkit” composed of several harmonised templates such as:
  - Capitalisation process (who does what and when)
  - Capitalisation strategy/plan (why, when and how)
  - Result's promotion and storytelling guidelines (how)

This meeting on 4 December 2018 foresees an active contribution from all participants. We encourage lively discussion among participants on technical issues on specific topics regarding the capitalisation process. Participants are encouraged to contact Interact if they identify a topic on the agenda for which they would be willing to share their practice/experience, as well as to propose other topics of interest.

#### **Who is this meeting for?**

The Capitalisation Toolkit Working Group meeting is dedicated to Interreg, Interreg IPA-CBC and ENI programmes' staff from the Joint Secretariats, Managing Authorities and other relevant programme bodies (NCPs, MC Members, etc.) who are coordinating and/or directly involved in project monitoring, dealing with specific thematic issues and/or topics and involved in communicating the results of the programmes

**Contacts:** [Ivano Magazzu](#) and [Manuel González](#)



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**Timetable 4 December 2018**

**9.45 – 10.00      Registration**

**10.00 – 10.30      Welcome and introduction: State of play of capitalisation templates**  
Interact

**10.30 – 13.00      Going deeper into the capitalisation templates**  
a. Fine-tuning of the capitalisation process  
b. Fine-tuning of the capitalisation strategy / plan  
c. Fine-tuning of the communication template

*11.00-11.20 Coffee break*

**13.00 – 14.00      Lunch Break**

**14.00 – 16.00      Continuation of previous session and Q&A session with programmes**

*15.00-15.20 Coffee break*

**16.00 – 16.15      Wrap up, next steps and closure of meeting**

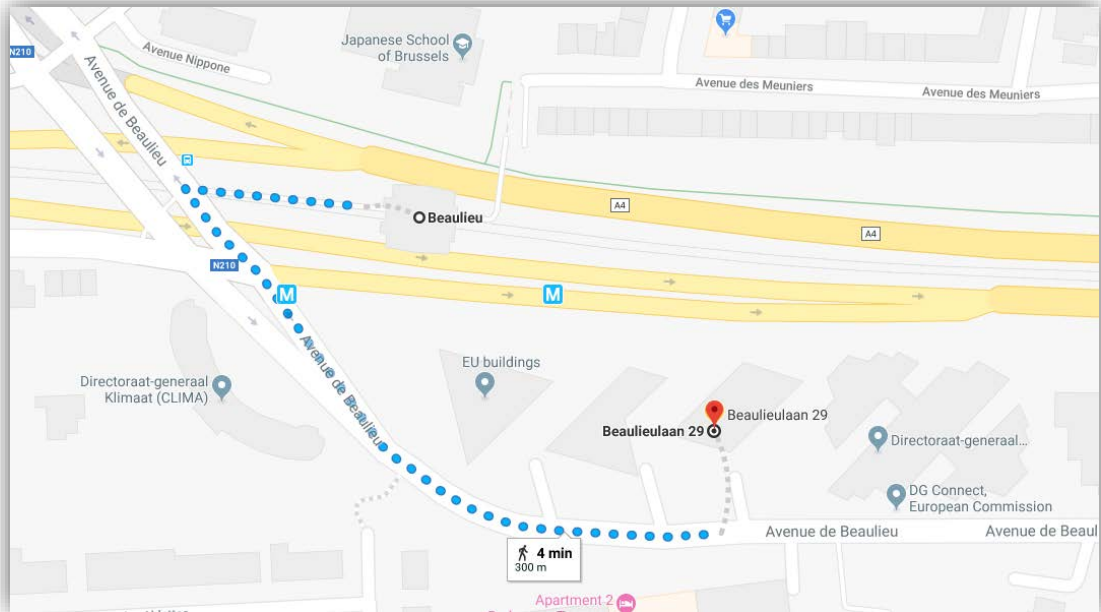


## Capitalisation Toolkit Working Group meeting 4 December 2018 Brussels, Belgium

### Venue

DG REGIO - Avenue de Beaulieu 29 - DG REGIO- ROOM BU29 03/004

The nearest metro station is “*Beaulieu*”, 300 meters (4 minutes away from the venue)



### Accommodation

Participants are responsible for their own travel arrangements.