

Capitalisation Toolkit Working Group meeting



AGENDA, 21 June 2019

Electra Palace Hotel
18- 20, N. Nikodimou Str.,
Athens, Greece



**CAPITALISATION
TOOLKIT
WORKING GROUP**





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Outline

As a follow-up of [the 2nd Capitalisation conference of June 2018 in Alicante](#), a working group of programmes interested in exploiting the “Capitalisation Toolkit” for their implementation met on 4 December 2018 in Brussels, Belgium, and advanced in the elaboration of the Capitalisation toolkit. This document is nearly finished and would need a “fine-tuning” by the working group members.

Objectives

This Capitalisation Toolkit Working Group meeting aims at *establishing a collaborative working group of programmes who are interested in exploiting the “Capitalisation Toolkit” for its implementation.*

1. For ‘new practitioners’:
 - Definition of the added value of capitalisation, programmes’ needs and approaches
 - Definition of the capitalisation strategy
 - Definition of the right target groups and objectives for capitalisation
 - Introduction to the Capitalisation toolkit
2. For ‘experimented capitalisers’:
 - Definition of incentives for projects’ capitalisation/capitalisation at project level
 - Identification of possible actions for inter-programme capitalisation and integration with mainstreaming
 - Pitfalls related to the management of a capitalisation approach/practice

Programmes will be divided according to their “capitalisation experience degree”.

This meeting foresees an active contribution from all participants. **We encourage lively discussion among participants on technical issues on specific topics regarding the capitalisation processes.** 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

Contact: Ivano Magazzu (ivano.magazzu@interact-eu)
Manuel Gonzalez (manuel.gonzalez@interact-eu.net)



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Timetable

9.00 – 9.30	Registration and welcome coffee
9.30 – 10.00	Introduction and State of play of Capitalisation Toolkit templates
10.00 - 10.30	A link with HIT
10.30 – 13.00	Parallel sessions For ‘new practitioners’: <ul style="list-style-type: none">• <i>Definition of capitalisation and its added value, programmes’ needs and approaches</i>• <i>Definition of the capitalisation strategy</i>• <i>Definition of the right target groups and objectives for capitalisation</i>• <i>Introduction to the Capitalisation toolkit</i> For ‘experimented capitalisers’: <ul style="list-style-type: none">• <i>Definition of incentives for projects’ capitalisation/capitalisation at project level</i>• <i>Identification of possible actions for inter-programme capitalisation</i>• <i>Pitfalls related to the management of a capitalisation approach/practice</i>
Coffee break 11.00 – 11.30	
13.00 – 14.00	Lunch Break
14.00 – 16.30	Delivering the final capitalisation toolkit <ul style="list-style-type: none">a. Fine-tuning of the capitalisation processb. Fine-tuning of the capitalisation strategy / planc. Fine-tuning of the communication template
Coffee break 15.15 – 15.45	
16.30 – 17.00	Wrap up, next steps and closure of meeting