



## **FINNO COMMITTEE ACTION PLAN**

Developed with the coordination of Mid-Pannon Regional Development Company in the framework of the FINNO project.

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## 1. Background

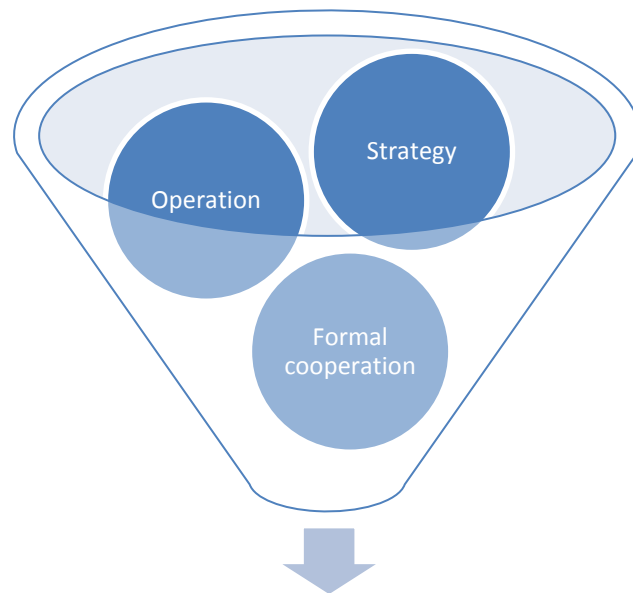
The background of the FINNO Committee is given by FINNO – Mechanisms for fostering innovation in SEE project implemented in the SEE INTERREG Programme. The aim of the project was to contribute to better productivity, achieve more comparable level of innovativeness between countries in SEE region by diminishing development differences in the field of innovation and provide a harmonised regulatory environment across the region. General objective was to create a communication platform for decision-makers supported by sustainable mechanism for fostering innovation in SEE area, and thus jointly contribute to the SEE region innovation performance, addressing Priority 1, AoI 1.3 of the SEE programme.

Specific objectives were:

- to ensure sustainability of the developed mechanism by establishing FINNO Committee for Sustainable Cooperation and Fostering Innovation in SEE Region and assuring its functioning after project conclusion,
- to contribute to more effective implementation of innovation supporting instruments in participating countries,
- to prepare common recommendations for policy action and preparation of new or improved tailored innovation supporting instruments on the SEE level and in each participating country,
- to increase capacity of key innovation actors (project partners and stakeholders) in SEE countries by implementing targeted workshops, - to monitor and compare innovation performance in SEE by developing a common methodology and analysing the results of the Technology Innovation Assessment Scoreboard in the region as a whole and in each participating country,
- to raise visibility of the developed mechanism and assure dissemination of project results to different stakeholders.

Summarizing the approach of the FINNO Committee Action Plan, the following box give a complex overview:

*As written in the AF, the goal of the FC Action Plan is to give a framework for the operation of FC from a technical perspective on the one hand, and from a strategic one on the other. This approach has completed with one additional that is being the basis for a formalized cooperation. By doing so, the approach is three-fold:*



**FINNO Committe Action Plan**

## **2. Purpose of FC**

### **2.1. Overall goals**

The purpose of the FINNO Committee is to combine all the interested organizations, foundations and other legal entities in the area of promoting the development, innovation and innovation policy in South East Europe.

### **2.2. Specific goals**

To reach the overall goals, the following specific goals have been addressed:

- promote assessment and evaluation of the innovation in FC member countries;
- knowledge transfer support of FC member countries and other EU countries;
- providing advice related to regional, national and international policy development;
- cooperation with other EU initiatives, bodies and projects;
- evaluation of related regional, national and international policies upon request;

### **2.3. Principles**

All the members of the FC share the view that collaboration activities shall be conducted on the basis of the following principles:

- Mutual benefit based on an overall balance of advantages.
- Timely exchange of information which may affect collaborative activities.
- The participation in the FC is voluntary and the Committee is open for any interested organization.

### 3. Membership

#### 3.1. Founding members

All Members signed the establishment agreement shall be called “Founding Members”.

#### 3.2. Joining members

Third interested Parties may submit candidature for joining. Their acceptance will be compiled by majority vote of all the founding members.

Both categories are considered to be **Full Member** after their acceptance.

## 4. Operation

### 4.1. Management

#### Board of Members

1. There shall be a Board of Members composed of representatives of the Members.
2. The Board of Members is a three yearly elected body and has 3 members.
3. The role of the Board of Members shall be to supervise and review the operation of FC.
4. The Board of Members will meet twice a year, if agreed by all Members, audio or video conference may replace meetings. The Board of Members shall be convened by the request of each Member or agreed on the previous Board of Members meeting.
5. The Board of Members is a responsible body for developing the yearly activity plans, supporting the implementation of FC strategy and making yearly activity reports of the FC.
6. The Board's further role is to orient new Committee members to goals and objectives of the Committee, set ground rules for member participation, and establish the schedule of meetings and conference calls at the beginning of each year.
7. Additionally reviews annually Committee mission and purpose with Committee, and revise goals and objectives, if needed.
8. The Board of Members decision will be compiled by majority vote.

#### President

1. The President is the leader of the committee. As leader, the President is responsible to guide the committee in its work.
2. The first president is an elected person among the founding member representatives by the assembly of the members.
3. The presidency is operating on a rotating basin among the founding members' representatives on a 1 year basis.
4. The president is the legal representative of the FC.
5. Act as the Chief Executive Officer of the organization.
6. The President will facilitate all committee meetings.

#### Supervisory board

1. The FC's activity is controlled by a Supervisory Board (SB).
2. The SB is a 3 member body, elected by the Members for 3 years.
3. Member of the Board of Members cannot be a member of SB parallelly.

4. The presidency is operating on a rotating basis among the founding members' representatives.
5. The chairperson of the SB is elected by the SB members.
6. The SB have to meet (personally or virtually) at least twice a year and has to evaluate the financial issues and decision making of the FC.
7. The Supervisory Board decision will be compiled by majority vote.

### **Administrative Board**

The daily operation of the FC is managed by an Administrative Board (as its Secretariat). The AB is seated in Slovenia and related to the Lead Partner of the FINNO Project.

Its special roles are:

1. Managing the daily operation.
2. Preparing for the FC meeting.
3. Handling the budget of the FC.
4. Managing the internal and external communication activity of the FC.
5. Supporting the activity of the President, the Board of Members and the Supervisory Board.
6. Refer all policy decisions, reports, and documents to the Board for approval when these are considered controversial, affect the general membership, involve a survey of the membership, or are distributed or announced to the general public.

### **4.2. Role of members**

1. Participation in any meetings open to all members, with the caveat that only one representative from each member organization can serve on a Committee at one time.
2. Be acquainted about FINNO Committee goals and objectives.
3. Attend at least once at a meeting annually.
4. Be interested in contributing and enhancing the work of the FC.
5. Participate actively in meetings by reviewing meeting minutes and reports, providing comments, and contributing to discussion.
6. Regularly attend conference calls/meetings. The President may ask members to resign from the Committee if they do not regularly attend or participate in Committee calls or other activities.
7. Be accessible to staff and other committee members.
8. Work as part of a team toward fulfilling the committee's goals.
9. Complete tasks as assigned by President or Board of Members without delegating them to other committee members or staff.



10. Not speak to the press/media on behalf of the committee unless authorized by the management. All media inquiries are to go through FINNO Administrative Board.

#### **4.3. Meetings**

At least one meeting per year will be held. Select meeting dates and venue in consideration of committee members schedule and location is the role of the Administrative Board.

The Administrative Board has to consider budget and logistics when determining whether to schedule in person meetings or conference calls, in conjunction with other meetings.

The Administrative Board is responsible for ensuring that

- agenda, venue and invitations are managed
- minutes are taken and distributed
- minutes should be concise, clear and to the point
- the minutes and follow-up document should be e-mailed to the Board of Members and President for approval no more than 21 days after the meeting date.
- the minutes should be e-mailed to the entire committee within 30 days of the meeting
- The entire committee has two weeks to send back their changes and edits to the Administrative Board.
- The Administrative Board will be the person primarily responsible for making sure that all committee rosters and e-mail distribution lists are current.

The annual meeting are the main decision making events.

#### **4.4. Decision making**

The decision making procedure is three-fold:

1. The main decision making body is the annual meeting of the Members. Its decision will be compiled by majority vote.
2. Additionally, the President is authorized to make consulted decision by the Board of Members.
3. Finally, the Board of Members can make their own decision on a majority vote basis on the strategic issues.

#### **4.5. Communication**

The internal communication is the duty of the Administrative Board. They are responsible to manage the communication among the management and the members.

Concerning the external communication, all documents need to be reviewed and approved before they are released to the public. The process is dependent on the type of document. In general, Board of Members must approve all documents prepared.

The operational issues of the external communication (webpage, brochures, press releases, etc.) are dedicated to the Administrative Board.

#### **4.6. Financial issues**

The financial background of the FINNO Committee will be given in the first period on a voluntary basis. After the first half year of operation the institutions represented by the individual members will submit a proposal for a call for further financing. By doing so, the second year of professional operation will be financed by EU and national grants.

#### **4.7. Reporting**

The reporting on the operation is a co-work of the Board of Members and Supervisory Board.

## 5. Strategy and actions

This part gives a detailed professional strategy of the FINNO Committee. Additionally, this part integrates an Action Plan for the operation in the first two years.

### 5.1. Strategic directions of FINNO Committee

As a consulting and advisory body, the FINNO Committee members are

- **Training for BDO intermediaries:** Joint organization of trainings for intermediary staff in inter-regional learning platforms is one of the most important goals of the FINNO Committee. By coordinating the training activities on SEE level might make them effective on supporting innovation policy development.
- **Pool of ICT driven services for the SMEs:** As the main cooperation platform, the FINNO SAT is existing since 2013. It gives an organizational, operational and professional background for strengthening of know-how coherence in the South East Europe region to be developed further after project's end. The intention of the members is to increase synergy effects at transnational level and therefore strengthening competency of business support system in the innovation policy process.
- **Joint awareness raising:** One of our further collaboration field is joint awareness raising that covers campaigns (participation on e.g. fairs, conferences) on a mutually beneficial base that supports the familiarization with our services and the importance of effective innovation policy instruments and measures.
- **Strategic planning platform:** The members are committed to actively participate in the strategic planning processes of the involved regions, countries and the whole SEE area on innovation management and policy development. By doing so, joint proposals, evaluations and other policy related activities will be realized on a common and agreed way.

## 5.2. Strategic directions of FINNO Committee

One of the main parts of the FC Strategy is building external cooperation with all relevant European organizations with related activities. In the first two years, the following organizations will be asked for collaboration:

### 1. Technology Innovation International (TII)

a. Contact details:

TII asbl

5 rue Heienhaff

L-1736 Seinningerberg

Tel: +352-28 48 78 20 24

URL: <http://www.tii.org>

b. Contact person: Christine Robinson, Secretary general

c. Proposed field of collaboration: Networking, good practice exchange, professional development

### 2. European Business Network (EBN)

a. Contact details:

+32 2 772 89 00

[info@ebn.eu](mailto:info@ebn.eu)

Avenue de Tervueren 168 B-1150 Brussels Belgium

URL: <http://www.ebn.eu>

b. Contact person: Philippe Vanrie, Chief Executive Officer (CEO)

c. Proposed field of collaboration: EU Gateway and open innovation

### 3. Business Innovation Observatory of the DG Enterprise and industry

a. Contact details:

European Commission

Enterprise and Industry DG

B - 1049 Brussels (Belgium)

b. Contact person: Antti Peltomäki deputy Director General

c. Proposed field of collaboration: innovation trend analyses

#### **4. European Alliance for Innovation (EAI)**

a. Contact details:

9000 GENT, Begijnhoflaan 93a (Belgium)

[www.eai.eu](http://www.eai.eu)

b. Contact person: Miklos Boda Secretary General

c. Proposed field of collaboration: technology transfer and market trends

#### **5. European Association for Creativity & Innovation (EACI)**

a. Contact details:

info@eaci.net

+31 84 7394600

[www.eaci.net](http://www.eaci.net)

b. Contact person: EACI secretary - Mark Vandael

c. Proposed field of collaboration: technology transfer and market trends

### 5.3. Operation in the first two years

The first two years of operation is planned to be a development phase combined with strengthening the partnership.

Time	Action	Responsibility	Target group	Tool
<b>1-2 months</b>	Detailed development and implementation of FC management	Board members of	FC members	administrative background development
<b>month 3</b>	FC meeting	all members	FC members	skype meeting
<b>month 4-5</b>	Network development	Administrative board	Organizations described in 5.2.	e-mail and personnel contacts
<b>month 6</b>	FC meeting	all members	FC members	skype meeting
<b>month 6-10</b>	Training development and strategic planning activities	all members	All member states and regions	advisory and consultancy
<b>month 12</b>	FC meeting	all members	FC members	skype meeting
<b>month 13-22</b>	Awareness raising campaign on innovation	all members	start-ups, SMEs	online media and 1 fair/conference participation
<b>month 23</b>	Report on FC activities	Board members of	FC members	written report
<b>month 24</b>	FC meeting	all members	FC members	skype meeting

#### 5.4. FINNO Committee members

Title	Name	Full name of the organization in national language	Full name of the organization in English	Address	Phone	E-mail
Dr.	Szépvolgyi Ákos	Közép-dunántúli Regionális Innovációs Ügynökség	Central Transdanubian Regional Innovation Agency	H-8000 Székesfehérvár, Seregélyesi út 113.	36203844472	<a href="mailto:szepvol@kdriu.hu">szepvol@kdriu.hu</a>
Mrs.	Miljenka Kuhar	Ministartstvo Znanosti, Obrazovanja i Sporta	Head of Division for Science and Technology Projects Ministry of Science, Education and Sports, Republic of Croatia	Donje Svetice 38; 10000 Zagreb; Croatia	38514594426	<a href="mailto:miljenka.kuhar@mzos.hr">miljenka.kuhar@mzos.hr</a>

Mr.	Mitja Škrbec	Javna agencija Republike Slovenije za spodbujanje podjetništva, inovativnosti, razvoja, investicij in turizma	Public Agency of the Republic of Slovenia for the Promotion of Entrepreneurship, Innovation, Development, Investment and Tourism	Verovškova ulica 60, SI-1000 Ljubljana, Slovenija	386 1 589 85 50	
Mr.	Does Derveni	Dhoma e Tregtisë dhe Industrisë së Tiranës	Chamber of Commerce and Industry of Tirana	Rr. "Kavajës" , Nr 6 Tiranë, Albania	(355) - 0 45 800 934	<a href="mailto:does_derveni@cci.al">does_derveni@cci.al</a>
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