

FUTURREG 4th Steering Committee Meeting

**ADER Offices, Logroño, La Rioja
28 November 2006**

Forward look: next semester and action points

Present:

LP: Observatory of Innovation, Cardiff Business School	Meirion Thomas (MT) Martin Rhisiart (MR) Gethin While (GW)
P2: URENIO Research Unit	Nikolas Goudaras (NG)
P3: Institut Jules Destrée	Pascale Van Doren (PD) Céline Hermand (CH)
P4: Agencia de Desarrollo Económico de la Rioja (ADER)	José Ramón Ibáñez Prado (JI) Enrique Esteban (EE)
INFYDE	Eva Fernandez (EF) Belén Barroeta (BB)
P5: Malta Council for Science and Technology (MCST)	Jennifer Cassingena Harper (JCH)
P6: Finland Futures Research Centre (FFRC)	Juha Kaskinen (JK) Venla Kinnunen (VK)
P7: Border, Midland and Western Regional Assembly	Kieran Moylan (KM)

Component 1: Management and coordination

- All partners to send Intermediate Financial report to LP by 5 December 2006
- All partners to produce a projected expenditure breakdown by 5 December 2006:

1. 01.12.2006 – 31.12.2006
2. 01.01.2007 – 30.06.2007

3. 01.07.2007 – 31.12.2007
- 3rd Progress Report (July-December 2006) to be submitted by Lead Partner by 1st March 2007. All partners to submit reports to LP by early February (date to be advised)
 - CBS to contact/visit Secretariat in Lille to assess whether a change in the operation is necessary

Component 2: Benchmarking and Evaluation

- Regional appraisals – CBS to look again; each partner to refresh – and add information where appropriate
- Revisit the ‘Futures Region Indicators’ – this work could be exploited and linked to the workshop

Component 2: Evaluation methodology and process

- Need to specify objectives for the evaluation
- Proposal that questionnaires be web-based (translated into other languages)
- Identify and evaluate spin-off activities (e.g. Foresight culture – keeping the project activities and Foresight alive)
- Timetable – bring on-going evaluation report forward to April; ex-post evaluation slightly earlier as well (possibly by final conference? although this might be too early)
- Differentiate between questionnaire questions – for different targets (Managers and participants will be more concerned with regional impacts rather than project management documents (e.g. financial reports))
- Identify ways of measuring impact – organisational behaviour, attitudes, mindset, number of new connections created
- Use open-ended questions to gain more qualitative information
- Use the term ‘futures’, rather than Foresight
- Do we need a STEEP categorisation? It does not convey the ‘essence’ of all applications
- Include qualitative question for managers: what is the objective of your application? Most applications will have multiple objectives (all /most of STEEP issues)
- Comments to José by 20th December

Component 3: Defining Futures Processes

- 2nd Workshop: Pascale to collect and circulate papers from the Liege workshop
- expert comments
- Elie Faroult conclusions etc
- FUTURREG toolkit – incorporate conclusions from Liege workshop in the next version of the toolkit [CBS]

- Pascale to write a 2 page note on the confidentiality issues encountered – then circulate to other partners to add more issues
- Include confidentiality as an issue in the toolkit

Component 4: Putting Futures into Practice

- Proforma for the reports on the applications [Observatory to circulate]
- Reports for each of the applications (one per semester reporting period)

Component 5: Dissemination

- Stakeholders engaged – meetings
- All partners to proof-read the brochure, especially in relation to the partner descriptions – suggest amendments> send to Gethin by 8 December 2006
- Graphics to be improved – replace ‘stock’ graphics with more appropriate graphics – send comments to Gethin by 8 December 2006
- Use Dissemination budget (Component 5) to fund activities that address the project’s objectives – ensure maximum publicity and impact
- Start to collect case studies (linked to Component 4)
- Regional actors to write their own case studies/ stories e.g. what I thought about futures, how I approached it within the organisation, describe the process, outcomes (1st person rather than 3rd person – possibly though a blog?) (linked to Component 4)
- Share materials (e.g. presentations) on the website