1st DAY (Monday 23rd October 2017)

The meeting started with official welcome from Mr. Christos Tzomakas, Head of Regional Development Fund Region of Western Greece and Project Coordinator of AGROINNOECO project.

He declared the start of works asking from the partners to make an introduction of themselves.

List of participants:

- **MARIANA TANCHEVA**, Director of Bulgarian Chamber of Commerce,
- **ALBANA CUNAJ**, Director of Albanian Center for Business Research and Training at Chamber of Commerce and Industry of Tirana,
- **KOZETA SEVRANI**, Professor from University of Tirana, Department of Mathematics, Statistics and Applied Informatics,
- **ROMINA MUKA**, Lecturer from University of Tirana, Faculty of Economy,
- **DIMITRIS TSALTAS**, Associate Professor in Agricultural Microbiology & Biotechnology, Department of Agricultural Sciences, Biotechnology and Food Science of Cyprus University of Technology,
- **STATHIS PAPACHRISTOPOULOS**, Head of Scientific and Technical Support & Programmes Implementation Dept. of Regional Development Fund Region of Western Greece,
- **KOSTAS GIOTOPoulos**, representative of Chamber of Achaia responsible for the European Programs,
- **PANAGIOTIS VAFeidis**, representing the Chamber of Achaia as European and National Projects manager / consultant,
- **IOANNA GIANNOUKOu**, Business Consultant and Researcher at Technological Educational Institute (TEI) of Western Greece and
- **IOANNIS MITROPoulos**, Professor at Department of Business Administration/Technological Educational Institute (TEI) of Western Greece, Director of MSc in Education Management

There was also a special guest Mr. **VASILIS PAPASOTIROPOULOS**, Associate Professor to Department of Agricultural Technology, Technological Educational Institute (TEI) of Western Greece, who was representing the “AROMA Hub”, an Innovation Hub of research labs and innovative companies active in the development, production and exploitation of products from Aromatic Plants and Essential Oils.

The “AROMA Hub” was also represented by Ms. **Fotini Lamari**, Assoc. Professor at University of Patras.
On behalf of Region of Western Greece, Mr. Konstantinos Karpetas, Vice Head of Region of Western Greece responsible for Entrepreneurship and Regional Development, welcomed the project partners of the meeting. He mentioned that the Region is keen interested into the results of the AGROINNOECO project, because the agri-food sector is very crucial for the local economy. He stated that the vision is to establish the Region of Western Greece as the Region of Innovation and Research. Mr. Karpetas referred also to the EER 2017 (European Entrepreneurial Region) Award that the regional authority has been granted. He pointed out that the regional goal is to bring together all stakeholders in a common effort to promote entrepreneurship, and for this reason a regional network for promotion of entrepreneurship and regional development has been created with the participation of the Chambers, Associations and the universities in Western Greece. He further referred to the newly established institution called “PATRAS IQ”, a technology transfer exhibition, which is an ecosystem in bigger scale than the program AGROINNOECO but that can benefit from the project results. Finally he announced an international conference which will take place in Patras 13-15 December to present the achievements of Western Greece as European Entrepreneurial Region for 2017.

Also, Mr. Theodoros Tsoubelis, as guest speaker and representative of Achaia Chamber, welcome the partners and wished a pleasant and fruitful day. He referred to the deep and very good cooperation with the regional authority in many aspects and in AGROINNOECO project as well. Also, he pointed out the attention that they give to the collaboration with other European countries, especially in the Balkan neighborhood countries targeting in better results for the entrepreneurship.

Following the introductory speeches the meeting continued with the presentations of each partner and their organization, according to the agenda.

After the introductions and the greetings, Mr. Tzomakas presented the project AGROINNOECO, as the leader partner of the project. He outlined the main points of the project, the main goals that partners want to achieve and the expected results. The presentation provided some definitions of the pre-incubation process, according to the “Smart Guide to Innovation-based Incubators” publication (EC, 2010).

Afterwards, Mr. Tzomakas gave the speech to Mr. Vasilis Papasotiropoulos from AROMA Hub to present the Innovation Hub, a newly established hub in Western Greece that specializes in aromatic herbs. The aim of the invitation is to discover possible synergies of the Hub with the AGROINNOECO project.

After this invited speech, the presentation and analyses of the work packages followed one by one, as they were prepared by the Greek partners for the facilitation of the meeting.

The analysis included the presentation of the foreseen deliverables of each work package, the methodology proposed by the responsible partner, the determination of the contribution of the partners for each deliverable and the updating of the work plan in terms of start and end dates of each activity and/or deliverable.
In particular, in WP1, the LP asked the partners to provide the names of the Steering Committee members and also the project team members, as requested by the Managing Authority (project manager, financial manager etc.). The partners were also asked to declare an interest free bank account to the LP, for the reimbursement of the European contribution. Template will be provided by the LP.

The internal procedures of the project management and coordination, the acceptance of the deliverables and so on will be clarified in the Project Management System manual that will be prepared by the PP2 in cooperation with the LP and the contribution of all partners. Since there are guidelines and templates provided by the MA for the project management and monitoring, these will be retained in the system manual. The system manual will be available until December 2017 and it will be updated until the end of the project.

LP asked the partners to try to combine the project meetings with other events organized locally for better dissemination. The next one meeting will take part in June 2018 in Albania. He asked Albanian partners to provide the partnership with a possible date at their earliest convenience. PP7 replied that in June there is an international conference in Tirana so they will try to ensure broad dissemination. The 3rd meeting will take place in November 2018 in Limassol of Cyprus. The 4th one at 2019 in Sofia and the last one in Patras in June-July 2019.

The third deliverable “External Evaluation Reports” provides one interim at September 2018 and one final in August 2019. With regards to the progress and final reports there will be five reports in total. The deadlines will be on 31<sup>st</sup> January 2018, 31<sup>st</sup> July 2018, 31<sup>st</sup> January 2019, 31<sup>st</sup> July 2019 and the final one on 31<sup>st</sup> October 2019 (to be confirmed with the MA).

In the discussion and analysis of WP2 PP2 proposed the creation of an electronic newsletter for disseminating the project progress at a regular basis both internally and externally. With regards to the project website, although BMP MA provides hosting space for all projects, PP2 stated the need for a web presence since it will be translated in all partners’ languages and it will also serve as the portal that will host the virtual hub also after the end of the project. The main info of the website will be translated in Greek, Albanian and Bulgarian, but the training material and the Virtual Hub functionality will be in English, since there is no budget foreseen for translation of the training packages. The communication plan will be provided by PP2 until the end of 2017. The first promotional material (logos, poster etc) should be ready by March 2018 (LP) so that partners can use them in their events.

With regards to the dissemination events partners agreed to have at least one dissemination event in each country within the first 6 months (until March of 2018) for raising awareness at local level and another one towards the end of the project for disseminating the innovative ideas and presenting the project results (e.g. June 2019 - consultation events with stakeholders). In the meanwhile, press releases and articles should be issued by all partners.

For Del. 2.4 the LP proposed to set a milestone on the end of the year (Dec. 2017). All partners are requested to make a search of other related project meetings and events that take place at regional or national level and inform the LP until the end of the year. The list of interplays will be
updated on a regular basis. Finally, he proposed the organization of the final conference to take place in June or July 2019.

In WP3 it was agreed that each country should provide from 3 up to 5 good practices from the country. Chamber of Tirana (PP6) will also provide 5 good practices from outside the consortium (mainly around Europe), since it has adequate external expertise budget for this task, under the coordination of PP2. Partners from the same country should collaborate for defining their national practices. Methodology and key points for the selection of good practices will be provided by PP2. PP4 will supervise the transferability assessments that will be carried out in each country. With regards to the timeframe, the analysis of good practices (3.1) should be ready until the end of March 2018, while the transferability assessment (3.2) by the end of May 2018.

During the analysis of WP4 and WP5, partners recognized the need for modifying the timeframe of the activities of WP4 in order to be more realistic and better aligned with the implementation of the pre-incubator model (WP5). Thus all partners agreed to proceed to a modification request to the MA for extending the period of WP4 for at least 3 months (i.e. from 1/2018 until 12/2018).

In the discussion of WP6 the LP proposed the partners the possibility to have a MoU signed among the partners during the final conference, for ensuring the sustainability of the virtual hub. Moreover, the LP and PP3 will seek the possibility of slightly modifying the dates of the Patras IQ exhibition 2019 in order to optimize the valorization of the project results. They will inform the partners if there is any progress on that. In any case, since WP6 starts last, it will be further elaborated in next meetings.

The 1st day concluded with summarizing the dates and issues discussed during the meeting.

2nd DAY (Tuesday 24th October 2017)

The second day of the kick off meeting was devoted to the “Project Monitoring and Reporting” issue.

Mr. Tzomakas presented some useful links about the BalkanMed Programme, in which the partners can find all the documentation they need. He also provided the link to the site of the Management Information System that was implemented by the National Ministry of Economy, in which modules for the Interreg Programmes are included. The managing authority has implemented the MIS reporting system for the progress reporting and payment requests. Each partner has to obtain a body code in order to be able to access the system. A template will be sent to the partners in order to fill in their data in order to obtain a body code (unless they have already participated in an Interreg or other project managed by the Greek Managing Authority and have already obtained a body code).

It was clarified that the MIS may be not ready for submitting the first report in January 2018. In this case they will have to do it manually. In any it is expected to be ready for the second report (summer 2018), thus the partners will have to use the MIS anyway.
He further presented links of the MA info-days presentations and advised all partners to read them. The project coordinator has collected the material of these presentations in order to discuss with the partners some issues with regards to monitoring and reporting:

There are 3 important templates for reporting and the partners have to be aware of them. The first one is the project progress report and this has to be filled every six months, in which each partner will declare the progress in the project (in both technical and financial terms). The second one is the template of verified expenditures. This contains a table with separate columns for declaring the paid expenditures and the verified ones. The MA advises to use the table in a trimester basis or whenever expenditures exceed the amount of 15.000€. The last template is called certificate of verified expenditures and it has to be filled by the FLC of each partner. These templates will be included in the project management system manual and these are the official tools for the project monitoring & reporting.

The LP is responsible to submit on time the project progress report based on the partners’ input. The coordinator outlined that the base line of everything is the Application form and urged all partners to ensure they have the latest version of it.

Following this presentation the project coordinator proceeded to the project plan and financial issues. After explaining the project plan templates provided by the MA (procurement plan, work plan, activity plan, financial estimation table) he asked all partners to resubmit to the LP their revised plans (reminder and deadline to be sent by the LP to all partners). The LP stretched also the partners’ attention to the public procurement guide lines provided by the EU.

Following this presentation the representatives of the meeting continued with the communication guidelines. PP2 briefly referred to the communication guide provided by the BMP, and asked the partners to make sure all their communication activities comply with it.

Afterwards, the LP revised the project milestones of the first 3 work packages & next steps as depicted in the following table:

<table>
<thead>
<tr>
<th>WP1//Management &amp; Coordination</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>D1.2</td>
<td>12/2017 (PP2)</td>
</tr>
<tr>
<td>D1.3</td>
<td>9/2018, 8/2019 (PP2)</td>
</tr>
<tr>
<td>WP2//Communication and Dissemination</td>
<td></td>
</tr>
<tr>
<td>D2.1</td>
<td>12/2017 communication plan (PP2), 3/2018(1st material – LP)</td>
</tr>
<tr>
<td>D2.2</td>
<td>5/2018 website (LP)</td>
</tr>
<tr>
<td>D2.3</td>
<td>3/2018, 6/2019 info days (ALL)</td>
</tr>
<tr>
<td>D2.4</td>
<td>12/2017 1st list of interplays (ALL)</td>
</tr>
<tr>
<td>D2.5</td>
<td>6-7/2019 final conference (LP)</td>
</tr>
<tr>
<td>WP3//Exchange of Knowledge &amp; Experience on Good Practices</td>
<td></td>
</tr>
<tr>
<td>D3.2</td>
<td>5/2018 (LP, PP4, PP5, PP6) – coord. PP4</td>
</tr>
</tbody>
</table>
The milestones of the next work packages will be set right after the acceptance of the modification request for WP4. The revision of WP4 work plan has been decided to be as follows:

| WP4 // Development of a pre-incubation model for promoting and supporting entrepreneurship | 1/2018 - 12/2018 |
|---|---|---|---|---|
| D4.1 | Study LP | 1/2018 | 5/2018 | 9/2018 |
| | Study PP2 | 5/2018 | 9/2018 | |
| | Study PP4 | 5/2018 | 9/2018 | |
| | Study PP6 | 1/2018 | 9/2018 | |
| D4.2 | Study LP | 1/2018 | 3/2018 | |
| | Training Modules | 9/2018 | 12/2018 | |
| D4.3 | PP2 | 6/2018 | 12/2018 | |

| WP5 // Pilot Implementation of Pre-incubation Model | 4/2018 - 8/2019 |
|---|---|---|---|---|
| D5.1 | All PPs | 4/2018 | 10/2018 | |
| D5.2 | PP2 | 4/2018 | 3/2019 | |
| D5.3 | All PPs | 11/2018 | 3/2019 | |
| D5.4 | All PPs | 11/2018 | 6/2019 | |

| WP6 // Networking of Business Ideas and recommendations for future steps | 12/2018 - 8/2019 |
|---|---|---|---|---|
| D6.1 | coord. PP3 | 12/2018 | 8/2019 | |
| D6.2 | LP, PP2, PP3, PP4, PP5, PP7 | 12/2018 | 8/2019 | |

LP will issue a modification request to the MA on behalf of the partnership for updating the timeframe of WP4. The detailed updated work plan is provided in annex I of the current report.

Finally the LP concluded that the overall project timeframe is quite tight and that all partners have to stick on the agreed plan and proceed to the implementation of their activities at once.

Mr. Tzomakas reminded that he will send an e-mail to the partners asking for updated information on work and activity plans, procurement plans and financial estimations. He will also send them the minutes of the meeting (including presentations etc.) asking for their approval.

At this point the LP wished to all foreign partners a safe trip and declared the end of the meeting.

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Annex I: Agenda
Annex II: UPDATED WORKPLAN
Annex II: Deliverables Responsibilities
Annex I: AGENDA

Kick-off Meeting of project “AGROINNOECO”

“Balkan Med Interregional Innovation Ecosystem for maturing and mainstreaming innovative entrepreneurial ideas in Agrifood sector”

Patras, 23-24 October 2017
Venue: Hotel Byzantino, Riga Feraiou 106, Patras

Agenda

1st Day - Monday, 23rd October

09:30 – 10:00 Registration
10:00 – 10:10 Official Welcome (Regional Development Fund – Region of Western Greece)
10:10 – 10:45 Partnership presentations (all partners)
10:45 – 11:00 Project AGROINNOECO in a nutshell (LP)
11.00 – 11.20 Presentation of the AROMA Hub
11.20 – 11.40 Coffee Break
11.40 – 12.00 WP1 “Project Management & Coordination” analysis (coord. LP)
12.00 – 12.45 WP2 “Project Communication & Dissemination” analysis (coord. PP2)
12.45 – 13.30 WP3 “Exchange of knowledge and experience on good practices supporting entrepreneurship through pre-incubation activities” analysis (coord. PP3)
13.30 – 14.30 Lunch break
14.30 – 15.15 WP4 “Development of a pre-incubation model for promoting and supporting entrepreneurship” analysis (coord. PP2)
15.15 – 16.00 WP5 “Pilot implementation of the pre-incubation model” analysis (coord. PP3)
16.00 – 16.15 Coffee Break
16.15 – 17.00 WP6 “Networking of Business Ideas and recommendations for future steps” analysis (coord. LP)
17.00 – 17.30 Q & A – conclusions day 1

Project co-funded by the European Union and National Funds of the participating countries
Kick-off Meeting of project “AGROINNOECO”

“Balkan Med Interregional Innovation Ecosystem for maturing and mainstreaming innovative entrepreneurial ideas in Agrifood sector”

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Agenda

2nd Day – Tuesday, 24th October

09:30 – 10:30 Monitoring & Reporting
10:30 – 11:30 Procurement plans & Financial Issues
11.30 – 11.45 Coffee Break
11.45 – 12.30 Communication guidelines
12.30 – 13.00 Project milestones & next steps
13.00 – 13.30 Q & A - conclusions day 2
13.30 – 14.30 Lunch
## Annex II: UPDATED WORKPLAN

<table>
<thead>
<tr>
<th>WP</th>
<th>Deliv.</th>
<th>Name Deliverable/actions</th>
<th>Start date</th>
<th>End date</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Project Management–Coordination–Implementation Instruments in operation</td>
<td>01/09/2017</td>
<td>31/08/2019</td>
<td>24</td>
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<tr>
<td>1</td>
<td>2</td>
<td>The Project Management System and its Users Manual</td>
<td>01/09/2017</td>
<td>31/08/2019</td>
<td>24</td>
</tr>
<tr>
<td>1</td>
<td>3</td>
<td>External Evaluation Reports (1 Interim – 1 Final)</td>
<td>01/09/2017</td>
<td>31/08/2019</td>
<td>24</td>
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<td>1</td>
<td>4</td>
<td>Project’s Progress and Final Reports</td>
<td>01/09/2017</td>
<td>31/08/2019</td>
<td>24</td>
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<td>Creation of integrated communication plan / Design-publication-distribution of advertising material &amp; USB stick with main findings and conclusions</td>
<td>01/09/2017</td>
<td>31/08/2019</td>
<td>24</td>
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<tr>
<td>2</td>
<td>2</td>
<td>Development and operation of a project website (including forum)</td>
<td>01/09/2017</td>
<td>31/08/2019</td>
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<tr>
<td>2</td>
<td>3</td>
<td>Initial and ongoing awareness campaigns</td>
<td>01/09/2017</td>
<td>31/08/2019</td>
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<tr>
<td>2</td>
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<td>Participation in other events and publication of articles</td>
<td>01/09/2017</td>
<td>31/08/2019</td>
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<td>2</td>
<td>5</td>
<td>Organization of a conference at interregional level</td>
<td>01/09/2017</td>
<td>31/08/2019</td>
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<td>Analysis of good-practice features of pre-incubation activities</td>
<td>01/09/2017</td>
<td>31/03/2018</td>
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<td>3</td>
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<td>Transferability assessment of good-practice features of pre-incubation activities</td>
<td>01/03/2018</td>
<td>31/05/2018</td>
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<td>4</td>
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<td>Study &quot;Methodology and operation plan of the network created by business and community leaders and companies that support entrepreneurship&quot; (LP)</td>
<td>01/01/2018</td>
<td>31/05/2018</td>
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<td>4</td>
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<td>Study &quot;Structural model of pre-incubator, including strategic fit, objectives, identity/ ownership, fields of business/ specialization&quot; (PP2)</td>
<td>01/05/2018</td>
<td>30/09/2018</td>
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<td>4</td>
<td>1c</td>
<td>Study &quot;Methodology for education, including different levels, paths, target groups and training methods, including assistance in business plan development, coaching and mentoring&quot; (PP4)</td>
<td>01/05/2018</td>
<td>30/09/2018</td>
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<td>4</td>
<td>1d</td>
<td>Study &quot;List of the potential members of the network created by business and community leaders and companies that support entrepreneurship&quot; (PP6)</td>
<td>01/01/2018</td>
<td>30/09/2018</td>
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<td>Project Co-funded by:</td>
<td>Regional Development Fund - Region of Western Greece</td>
<td>Interreg Balkan-Mediterranean - Agroinneco</td>
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</table>

| PARTNERS |  | LEAD PARTNER |  |
|----------|  |--------------|  |

### Study “Methodology for the selection of potential participants (including the creation of a group of evaluators) and trainers” (LP)

- **Start Date**: 01/01/2018
- **End Date**: 31/03/2018
- **Duration**: 3 months

### The design of 14 training modules

- **Start Date**: 01/09/2018
- **End Date**: 31/12/2018
- **Duration**: 4 months

### Virtual HUB

- **Start Date**: 01/06/2018
- **End Date**: 31/12/2018
- **Duration**: 7 months

### Selection of participants in the pre-incubation activities during pilot implementation / Open access dissemination events

- **Start Date**: 01/04/2018
- **End Date**: 31/10/2018
- **Duration**: 7 months

### Provision of office space and facilities to the selected nascent entrepreneurs during their pre-incubation time

- **Start Date**: 01/04/2018
- **End Date**: 31/03/2019
- **Duration**: 12 months

### Provision of training, coaching and mentoring of the nascent entrepreneurs in business plan and market development of the selected business ideas

- **Start Date**: 01/11/2018
- **End Date**: 31/03/2019
- **Duration**: 5 months

### Monitoring and evaluation of the pre-incubation activities and their results in each participating region

- **Start Date**: 01/11/2018
- **End Date**: 30/06/2019
- **Duration**: 8 months

### Networking with local business and community leaders and participation at the Patras Innovation Quest

- **Start Date**: 01/12/2018
- **End Date**: 31/08/2019
- **Duration**: 9 months

### Recommendations for future steps / Project Results’ Exploitation and Follow-up Activities / Document on intervention at policy making level

- **Start Date**: 01/12/2018
- **End Date**: 31/08/2019
- **Duration**: 9 months
ANNEX III: Deliverables Responsibilities

WP1 -- Project Management & Coordination

Del 1.1 //Project Management–Coordination–Implementation Instruments in operation (Events & Meetings) **Supervisor: LP**

Del 1.2 //The Project Management System and its Users Manual **Supervisor: PP2**

Del 1.3 //External Evaluation Reports (1 Interim – 1 Final) **Supervisor: PP2**

Del 1.4 //Project’s Progress and Final Reports **Supervisor: LP**

WP2 -- Project Communication & Dissemination

Del 2.1 //Creation of integrated communication plan, Design-publication-distribution of advertising material & USB stick with main findings and conclusions **Supervisor: PP2**

Del 2.2 //Development and operation of a project website (including forum) **Supervisor: LP**

Del 2.3 //Initial and ongoing awareness campaigns **Supervisor: LP**

Del 2.4 //Participation in other events and publication of articles **Supervisor: LP**

Del 2.5 //Organization of a conference at interregional level **Supervisor: LP**

WP3 -- Exchange of knowledge and experience on good practices supporting entrepreneurship through pre-incubation activities

Del 3.1 //Analysis of good-practice features of pre-incubation activities **Supervisor: PP2**

Del 3.2 //Transferability assessment of good-practice features of pre-incubation activities **Supervisor: PP4**

WP4 -- Development of a pre-incubation model for promoting and supporting entrepreneurship

Del 4.1 //Definition of key features of the pre-incubation model in the Balkan Mediterranean territory **Supervisor: LP**

Del 4.2 //Development of implementation procedures for a successful pre-incubation model in the Balkan Mediterranean territory **Supervisor: PP7**

Del 4.3 //Virtual HUB **Supervisor: PP2**

Project co-funded by the European Union and National Funds of the participating countries
WP5 -- Pilot implementation of the pre-incubation model

Del 5.1 //Selection of participants in the pre-incubation activities during pilot implementation / Open access dissemination events **Supervisor: PP4**

Del 5.2 //Provision of office space and facilities to the selected nascent entrepreneurs during their pre-incubation time **Supervisor: PP2**

Del 5.3 //Provision of training, coaching and mentoring of the nascent entrepreneurs in business plan and market development of the selected business ideas **Supervisor: PP6**

Del 5.4 //Monitoring and evaluation of the pre-incubation activities and their results in each participating region **Supervisor: PP5**

WP6 -- Networking of Business Ideas and recommendations for future steps

Del 6.1 //Networking with local business and community leaders and participation at the Patras Innovation Quest **Supervisor: PP3**

Del 6.2 //Recommendations for future steps / Project Results’ Exploitation and Follow – up Activities / Document on intervention at policy making level **Supervisor: LP**