

## **i3 Kick-off meeting**

28 September 2017,

Hotel Forum, 41 Tsar Boris III Blvd., Sofia, Bulgaria

### **MEETING MINUTES**

#### **Participants:**

1. George Tabakov, Bulgaria Economic Forum
2. Christina Zlatanova, Bulgaria Economic Forum
3. Radostina Medvedeva, Bulgaria Economic Forum
4. Veselina Georgieva, Committee Italy-Bulgaria 2013
5. Kosyo Stoychev, Committee Italy-Bulgaria 2013
6. Stanislav Stanev, Committee Italy-Bulgaria 2013;
7. Spiros Sirmakessis, Technological Educational Institution of Western Greece;
8. Anastasia Constantinou, Cyprus International Institute of Management;
9. Branko Djurovic, Center for Knowledge Management
10. Andrijana Bogdanovska, Center for Knowledge Management;
11. Irisa Hasani, Albanian Center for Development

#### **1. Welcome addresses by speakers and introductory presentation**

The meeting started with welcome speeches by speakers:

- George Tabakov and Christina Zlatanova, BEF
- Veselina Georgieva & Kosyo Stoychev, Committee Italy-Bulgaria 2013

It was followed by a brief presentation of the participants in the meeting.

#### **2. Welcome and presentation of the agenda** by Christina Zlatanova, BEF

#### **3. Presentation of the project –overview of work packages and timetable** by Veselina Georgieva , Committee Italy-Bulgaria 2013

#### **4. Presentation of WP3 – Preparatory activities** by Kosyo Stoychev, Committee Italy-Bulgaria 2013

In the accompanying discussion, the participants discussed the different possibilities for data collection and subsequent analyzes, specified the responsibilities of each partner and the following was suggested:

- The common methodology developed by Responsible partner – PP2 Association “Committee Italy – Bulgaria 2013” should also describe the profile of the potential person

/ organization to whom the outsourcing of this type of analysis might be entrusted. This will technically help partners in preparing the procurement procedure.

- Association “Committee Italy – Bulgaria 2013” will develop and submit to the partners a comprehensible definition of the **i3 model** for better understanding and communication of the idea during the project by its various stakeholders.
- The period for performing analysis in each country along the 5 main themes is extended with one more month until the end of January, 2018.

**5. Presentation of WP4 – Implementation activities** by Veselina Georgieva & Kosyo Stoychev, Committee Italy-Bulgaria 2013

In the accompanying discussion the participants agreed that the common methodology for selection of trainees developed by Responsible partner – PP2 Association “Committee Italy – Bulgaria 2013” in addition will include the following:

- List of stakeholders who could be invited as participants or visitors to the upcoming Conference and i3 Fair.

**6. Presentation of WP5 – Expansion activities** by Christina Zlatanova, BEF

During the discussion the participants agree for the following:

- When choosing companies working in each specific theme PP should focus on those who offer Business for the Future. Such could be startup companies whose ideas, inventions and innovations might be commercialized or existing companies whose policies are aimed at innovation and new technologies. Companies should be open to share their experience as well as to present their product(s) and ideas of the i3 Fair and Conference.
- If more than two companies in each specific theme from the country decide to participate in the i3 Fair, they can do so at their own expense.

**7. Presentation of WP1 – Project management – procedures and requirements according to the Project implementation manual** by Christina Zlatanova, BEF.

During the discussion the participants agree for the following:

- Project Meeting in Cyprus to be held in March 2018.
- If necessary and at the initiative of one or more partners, the Lead Partner will organize Skype conferences.
- During the BMP Info day Christina Zlatanova will consult with JS the following:
  - a) How expenditures could be reported when a substantial amount is accumulated (>15.000€ for all project partners at partner or at project level) and inform the partners how to proceed.
  - b) Is it necessary for the members of the Steering Committee to be officially appointed and, if so, what is the procedure?

**8. Presentation of WP2 – Project communication – presentation of Project communication plan** by

George Tabakov, Bulgaria Economic Forum.

During the discussion the participants agreed for the following:

- The period for design and test of **i3 web platform** functionalities to be extended in order to test the platform during the workshops and the comments from trainees to be incorporated in the final design. New period starts in August 2018 and ends in April 2018.
- By **October 6, 2017**, all partners should submit to the LP by e-mailing their proposals for modifying / editing the text of the Communication Strategy. The Lead Partner will prepare the final draft version by October 12, 2018 and send it back to the Partners for approval. By **October 16, 2018**, each Partner will have the opportunity to comment. Failing to receive a comment will be considered by LP as a tacit approval to the proposed final version of the Communication Strategy.
- Each PP should check the information uploaded on the project website hosted by BMP programme and if there is a need for change, to communicate with the LP in order to send the necessary information or correction to JS.
- By **the end of October 2018**, LP will develop designs for the poster, banner and leaflet and send them by email to the PP.
- Regarding the names of the files as a part of the Internal Communication, PPs will include the number of the WP, number of the deliverable, a short description as well as the version of the document edition (e.g. WP3\_3.6.1\_Analysis\_CY\_v1).

#### **9. Other issues and conclusions**

Some of the PPs proposed that a web cloud is used for the storage of all files generated during the project implementation. Kosyo Stoychev will check the possibilities for using such a cloud, create a special folder for the project and inform the PPs.

Due to the completion of the agenda and the end of discussions the meeting was closed at 18:15