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| <b>Meeting Name:</b>                     | <b>1<sup>st</sup> Kick-off Steering committee meeting</b>                  |
| <b>Project Name/<br/>Acronym:</b>        | <b>“Creative and Innovation Driven Enterprises’ Network”/<br/>CIDE-NET</b> |
| <b>Date of Meeting:<br/>(MM/DD/YYYY)</b> | <b>21-22 /09/ 2017</b>   |
| <b>Hosting<br/>Organisation</b>          | <b>Hellenic Management Association</b>                                     |
| <b>Location</b>                          | <b>Athens</b>  |

| <b>ATTENDEES</b>         |                                       |                |
|--------------------------|---------------------------------------|----------------|
| <b>Name/Surname</b>      | <b>Organisation</b>                   | <b>Country</b> |
| Athanasios Politis       | Hellenic Management Association       | Greece         |
| Yannis Kalivas           | Hellenic Management Association       | Greece         |
| Stellianna Kavallieratou | Hellenic Management Association       | Greece         |
| Christos Rakovitis       | Hellenic Management Association       | Greece         |
| Stelios Kaznesis         | UHCC                                  | Greece         |
| Bojan Tonokovski         | BCM                                   | FYROM          |
| Mile Boskov              | BCM                                   | FYROM          |
| Evgueni Evgueniev        | UBPC “Vazdradzane”                    | Bulgaria       |
| Nikolas Iordanou         | Limassol Chamber of Commerce Industry | Cyprus         |
| Ermir Bregasi            | Biznes Albania                        | Albania        |

**AGENDA**

**Thursday, September 21<sup>st</sup> 2017**

| <b>Time</b>   | <b>Topic</b>  | <b>Partner</b> |
|---------------|---|----------------|
| 10:00         | Welcome - Registration  |                |
| 10:10 – 10:40 | Presentation of Partners  | ALL PARTNERS   |
| 10:40 – 11:30 | Project Overview  | HMA            |
| 11:30 – 11:45 | Coffee Break  |                |
| 11:45 – 12:30 | Work plan of the Project  | HMA            |
| 12:30 – 13:30 | Procurement Plans and Procurement Rules   | ALL PARTNERS   |
| 13:30 – 14:30 | Light lunch   |                |
| 14:30 – 15:15 | Dissemination Rules & Communication Plan  | ALL PARTNERS   |
| 15:15 – 17:15 | Project Management Issues<br>Partnership Agreement<br>Set up of steering committee and rules<br>Financial Issues – eligibility of expenses<br>Planning of next meetings – study visits<br>Reporting | ALL PARTNERS   |
| 17:15 – 18:00 | Conclusions & Questions   |                |
| 18:00         | End of first day  |                |
| 20:00         | Social Dinner   |                |

Friday, September 22<sup>nd</sup> 2017

| Time          | Topic  | Partner             |
|---------------|--|---------------------|
| 09:30 – 11:30 | <b>WP3: Innovation Needs and Potentials</b><br>Survey and Analysis methodology and guidelines National and sectorial needs analysis implementation and reports | HMA<br>ALL PARTNERS |
| 11:30 – 11:45 | Coffee Break   |                     |
| 11:45 – 12:30 | <b>WP4 : Innovation Training Capacity Building</b><br>Preparation of training material and modules   | ALL PARTNERS        |
| 12:30 – 13:00 | Other issues   |                     |
| 13:00 – 13:30 | Conclusions & Questions  | HMA                 |
| 13:30         | End of meeting   |                     |

Thursday, September 21<sup>st</sup> 2017

### *Presentation of Partners*

A welcome speech was conducted by Mr. Yannis Kalyvas (Head of the EU Programmes Department of Hellenic Management Association) who continued with a brief presentation regarding HMA (**Lead Partner** on the “CIDE-NET” project)

P2 UNION OF HELLENIC CHAMBERS OF COMMERCE was briefly presented by Mr. Kasznesis Stelios.

P3 Union of Private Bulgarian Entrepreneurs “VAZRAZDANE” was briefly presented by Mr. Evgueni Evgueniev.

P4 Union of Albanian Business was briefly presented by Mr. Ermir Bregasi.

P5 Business Confederation of "Macedonia" was briefly presented by Mr. Mile Boskov.

P6 Limassol Chamber of Commerce and Industry was briefly presented by Mr. Nikolas Iordanou.

### *Project Presentation*

Following the partners’ introduction, an outline of the Project objectives and activities was presented. In particular, it was noted that:

Creativity and Innovation is closely connected to Competitiveness, viability and employment promotion.

The project’s **main objective** is the **enhancement of SMEs / Entrepreneurs’ abilities and skills regarding the adoption of Creativity and Innovation principles and practices in their production, organization and marketing functions.**

The above will be mainly pursued via:

- 1. WP1: Technical and financial project management activities**

- 2. WP2: Wide dissemination activities** regarding the project’s scope and activities in order to attract and identify interested beneficiaries – participants (60 entrepreneurs in each partner country) from specific sectors (e.g. Agro-food production, Tourism, Information and Communication Technologies, textile industry, etc.). Dissemination activities will also be devoted to the promotion of the project’s outcomes to national stakeholders that could act as multipliers of the project’s scope in the long run and after the project ending.
  
- 3. WP3: Conduction of Surveys in the partners’ countries as regards:**
  - Innovation and Creativity opportunities for enterprises in the targeted sectors (national reports)
  - Identification of Innovation and Creativity impact at enterprise and sector level (national reports)
  - Identification of transnational cooperation specifications, requirements and prospects (through the synthesis of the national reports)
  
- 4. WP4: Development of a customized Training Programme and training material (in accordance to the survey phase’s outcomes) on Innovation and Creativity in all partners’ languages plus English.**

The Innovation and Creativity training program will be composed of six (6) training modules, e.g.:

- Definition, types, characteristics of Innovation
- Means and techniques for promoting Innovation and Creativity within a company
- Ways to promote an Innovation and Creativity culture within a company
- Ways to develop and implement an Innovation strategy & plan
- Innovation through networking and participation in business clusters
- Intellectual Property Rights protection (patents, trademarks, copyrights, etc.)

The training material will include:

- Core material (in printed and digital form)
- Country specific material (in printed and digital form)
- Workshop / face to face presentations
- Self-assessment tests for each chapter

**5. WP5: Establishment of a transnational Business support network among partners for the promotion of Innovation and Creativity in the targeted sectors.** This will be mainly achieved through the :

- Establishment of support desks in each partner for promoting innovation and creativity training and mentoring. The staff of the support desks could disseminate information on the project’s activities to SMEs, inform interested beneficiaries on the project’s activities either over the phone or via face to face meetings and receive expressions of interest for participation in the project.
- Signing of (5) sectoral Cooperation Agreements between stakeholders from the partners’ countries regarding the promotion of Innovation and Creativity in the long run. The subject of cooperation could be the exchange of information on success stories, case studies, etc. on the adoption of Innovation and its impact with a sectoral focus
- Signing of (2) agreements among partners, specifying responsibilities for securing durability of project results, promoting their transferability and sustainability (e.g. on-going updating of the content of the educational material produced during CIDE-NET Project, on-going enrichment of the mentors’ database in the e-mentoring platform, etc.)
- Organization of study visits by each partner for the wide exchange of know-how and experience on issues that relate to the promotion of Innovation and Creativity. This activity includes e.g. the organization of a visit to professional associations, social partners, chambers, etc. that can demonstrate success stories and / or challenges regarding the promotion of Innovation with a sectoral focus.

**6. WP6: Pilot training and provision of customized e-mentoring services to the selected beneficiaries in each country on the promotion of Innovation and Creativity.** This group of activity includes:

- Organization of face to face training / workshops focused on the above-mentioned (six) training modules.
- Participation of the beneficiaries in asynchronous e-learning courses
- Provision of e-mentoring services to all beneficiaries for the production of customized individual Innovation Plans

**TIMETABLE**

The following timetable was presented from the application form:

## TNCP Balkan – Mediterranean 2014 – 2020 Project acronym: “CIDE-NET”

|                       |   |            |            |
|-----------------------|---|------------|------------|
| WP 1                  | Project Management & Coordination                               | 01/08/2017 | 31/01/2019 |
| WP 2                  | Project Communication & Dissemination                           | 01/08/2017 | 31/01/2019 |
| WP 3                  | Innovation Needs and Potentials                                 | 01/08/2017 | 31/11/2017 |
| WP 4                  | Innovation Training Capacity Building                           | 01/12/2017 | 30/04/2018 |
| WP 5                  | Transnational Business Support and Cooperative Learning Schemes | 01/02/2018 | 30/04/2018 |
| WP 6                  | Training and Mentoring  | 01/05/2018 | 31/12/2018 |
| <b>Total duration</b> |   | 1/08/2017  | 31/01/2019 |

### *Work plan*

Based on the timetable of the project an excel sheet sent by the JS asking the partners to fill in the work plan of the project, was presented to the partners.

All the partners were agreed to send this excel file to the leader until **15/10/2017**. Then the Lead Partner (HMA) will prepare a consolidated work plan and send it back to the JS.

### *Procurement Plans and Procurement Rules*

During this session, HMA talked about the high importance to run as soon as possible all the necessary and appropriate procedures regarding the procurements for our entire project and all partners understood their vital role on that and agreed. Procurements will need to be launched in accordance with the rules of the relevant EU and National Legislation of the respective country. There will need to be an analytical description of the technical specifications and costing (Specification of the Budget). Moreover, HMA presented its experience about the procurement rules in Greece and asked the partners to revise their procurement plan respecting the national rules of their country and **send them** to HMA by **15/10/2017**.

It was also suggested that the partners should attend their national infodays about the Programme Balkan Med.

### *Dissemination Rules & Communication Plan*

During this session HMA presented the Communication Guide of the Programme and the dissemination rules. Moreover the logo of the project “CIDE-NET” was presented to the whole partnership along with a power point presentation and a word document template with the appropriate logos. Moreover, HMA presented the structure of the communication plan that has to be prepared for this project and a brainstorming among the whole partnership took place.

After having collected the first feedback it was decided that HMA will create and distribute a template to the whole partnership for everyone to fill it in with the appropriate dissemination actions that will take place in every partner country. The deadline to send the document to HMA is **31/10/2017**.

### *Project Management Issues*

At this point, HMA presented briefly the subsidy contract and the partnership agreement along with the Project Management Guide of the Programme in order for everybody to know their basic obligations towards each other and the basic rules that run through our project.

Following that, it was decided to set up the Steering Group/Committee which will be composed of 2 representatives of each project partners (Project Manager and his substitute appointed by the Legal Representative together with the establishment of the Project Management Team in every partner organization and send the decision to HMA by **15/10/2017**) It was clarified that the Steering committees members could also participate in the Project team.

The Steering Committee will be responsible during the entire project lifetime for monitoring the implementation of the project, overlooking strategic planning, coordination, monitoring, guiding the implementation process of the project, evaluation and achievement of outputs/results.

Regarding the financial issues of the project, the Lead Partner presented the eligibility of expenditure by budget line:



**Staff Costs:**

This budget line refers to the expenditure on costs of staff members employed by the partner organisation, who are formally engaged to work for the project implementation. These persons could have the following contracts:

- full-time contract
- part-time contract
- part-time contract with a fixed percentage of time dedicated to the project per month
- part-time contract with a flexible number of hours worked on the project per month
- contract on an hourly basis

These costs includes staff costs of employees in line with the employment/work contract, and costs of natural persons working for the partner organisation under a contract other than an employment/work contract and receiving salary payments. Staff costs comprise actual salaries plus social security, health insurance and other statutory costs included in the remuneration (all calculated in accordance with the national legislation).

**Office and Administrative costs:**

- This budget line refers to expenditure on office and administrative costs. They cover operating and administrative expenses of the partner organisation that support delivery of project activities.

**Travel and Accommodation costs:**

- This budget line refers to expenditure on travel and accommodation costs of the partner’s staff (participating in project activities and/or are part of the project team) and concern activities like participation in project meetings, project site visits, meetings with Programme bodies, seminars, conferences, etc.). Eligible cost items under this budget line are (exhaustive list):
  - a) Travel costs;
  - b) Accommodation costs;
  - c) Costs of meals;
  - d) Visa costs;
  - e) Daily allowances.

**External Expertise and Services costs:**

- In accordance with Regulation (EU) No 481/2014, Article 6, expenditure on external expertise and service costs shall be limited to the following services and expertise provided by a public or private law body or a natural person other than the beneficiary of the operation:
- a) Studies or surveys (e.g. evaluations, strategies, concept notes, design plans, handbooks);
- b) Training (e.g. venue, trainers);
- c) Translations;
- d) IT systems and website development, modifications and updates;
- e) Promotion, communication, publicity or information linked to an operation or to a cooperation programme as such;
- f) Financial management;
- g) Services related to the organisation and implementation of events or meetings (including rent, catering or interpretation);
- h) Participation in events (e.g. registration fees);
- i) Legal consultancy and notarial services, technical and financial expertise, other consultancy and accountancy services;
- j) Intellectual property rights;
- k) Verifications of expenditure carried out by authorised First Level Controllers;
- l) The provision of guarantees by a bank or other financial institution where required by Union or national law or in a programming document adopted by the monitoring committee;
- m) Travel and accommodation for external experts, speakers, chairpersons of meetings and service providers;
- n) Other specific expertise and services needed for operation.

All costs regarding this project should be certified by an external body, depending on the system (centralized or decentralized) that every participating country has. For more information partners are advised to contact their national contact points and attend their national infodays on Programme implementation. The project leader suggested the partners to study the available documentation on the Interreg Balkan Mediterranean website [www.interreg-balkanmed.eu/](http://www.interreg-balkanmed.eu/) for further information.

### **Opening international event and Study visit in Greece**

The Opening International event of the project will take place in Thessaloniki on the **2<sup>nd</sup> of November 2017**. A study visit will be also organized by HMA for the partners on the **3<sup>rd</sup> of November**.

## Next Meeting

The **2<sup>nd</sup> Steering Committee meeting** and the **study visit** was decided to take place in **Tirana** between **14-16/02/2018**.

## Reporting

In the BalkanMed Programme, reporting takes place at project level. There are two types of reports to be compiled at this level:

- the Project Progress Report at project level;
- the Final Project Report at project level.

All templates are provided by the JS and are available in the Programme website. [www.interreg-balkanmed.eu/](http://www.interreg-balkanmed.eu/).

All the reports must be filled in English in all their parts. The Project Progress Report presents the state of the implementation of the whole project. It is compiled by the Lead Partner and submitted to the MA (through the JS) twice per year, on a six-month basis, **every 31st January and every 31st July** with the exception of the Final Project Report (see § Final Project Report of PIM). PPR shall contain a summary of the activities and the verified and paid out costs of all Project Partners of the project for the related period.

The deadline set for the Partners to send the *1<sup>st</sup> PPR to LP covering (01/08/2017-31/12/2017)* is the **8<sup>th</sup> of January 2018**. HMA will provide the PPR template to all Partners, when available by the Programme.

Moreover, Project Partners are suggested to report expenditures preferably every three (3) months, or whenever a substantial amount of verified expenditure is accumulated (>15.000€ for all project partners and at least > 3.000€ for Bulgarian partner) as soon as they are incurred, in order to be included in Programme claims and to ensure that projects are progressing.

Friday, September 22<sup>nd</sup> 2017

### **WP3: *Innovation* Needs and Potentials**

During the second day of the meeting a vast amount of time was spent to set the basis of WP3 “Innovation Needs and Potentials” which is one of the most important WPs of the whole project. In the beginning the deliverables were presented in detail and a brainstorming took place among the partnership. At this session there was a discussion about the most suitable ways of conducting the Survey, the target groups and set some draft ideas on the methodology that will be followed. More specifically:

#### **Deliverable 3.x.1 Survey and analysis methodology and guidelines**

Led by LP and relates to the finalization of the methodology for the implementation of the national survey phase and the questionnaire that will be used. The LP will send them to all partners by **31/10/2017**

#### **Deliverable 3.x.2: National and sectorial needs analysis implementation and reports**

Relates to the conduction of the surveys in each partners’ country for the identification (among others) of the SMEs’ needs on the adoption of Innovation and Creativity principles and practices. The National reports will be sent to HMA by **31/1/2018**

#### **Deliverable 3.x.3: Synthesis of national reports**

Led by LP and relates to the synthesis of all national reports to a unified one and the identification of common needs and challenges (that will be taken under consideration for the next project activities). This synthesis will be prepared by **15/2/2018**.

### **WP4: *Innovation* Training Capacity Building**

During the last session the WP4 “Innovation training capacity building” was presented and discussed.

#### **Deliverable 4.x.1 Training material and modules (multilingual)**

Led by the LP is related to the development of a training program (comprised of 6 modules) and the development of the training content in both digital and hard copy form. The material will include a common core and a country specific part and will have 40 A4 pages on average each. It also includes the development (by UHCC and VAZRAZDANE) of 6 e-learning courses \* 5 languages (EN, GR, AL, FYROM, BG)=30 asynchronous e-learning courses. Each asynchronous e-learning course will have a 6 hours duration (on average).

#### **Deliverable 4.x.2: E-learning platform**

Led by the UHCC is related to the procurement of a Learning Management System that will facilitate the offering, monitoring and reporting of the e-learning activities in the project. The system can facilitate also synchronous e-learning – lectures or communication. E.g. a trainer from Cyprus can deliver a lecture to all interested beneficiaries from all countries. The system can also facilitate the synchronous communication between all participant mentors / trainers for exchange of experience, challenges, fine-tuning and problem solving.

#### **Deliverable 4.x.3 e-mentoring platform**

Led by LP is related to the procurement of an e-mentoring platform that shall facilitate the organization of distance mentoring support to selected (300) beneficiaries (SMEs). Each beneficiary shall participate in 6 distance mentoring sessions. During those sessions the mentor and mentee shall define a customized Innovation Plan for the specific enterprise. Mentors, can also assign to mentees specific tasks (e.g. studying of training material, reports, videos, etc. that will be uploaded on the e-mentoring platform). Important: all mentors must collect such training resources in English or in national language in order to be uploaded on the e-mentoring platform and be available to all beneficiaries.

E-mentoring platform can host a pool of mentors from all participating countries, who according to their expertise can support mentees from any other country in the long run.

#### **Deliverable 4.x.4: Reports-feedback from the beneficiaries after the training and mentoring sessions**

Led by P6 (Cyprus) is related to the development of a feedback questionnaire, which can be uploaded on the e-mentoring platform in order to receive feedback from all participants. P6 will also be available for analyzing the filled questionnaire and produce a country specific and overall feedback report.

**SUMMARY OF NEXT DEADLINES**

|                      |  |
|----------------------|--|
| <b>15/10/2017</b>    | Partners send <b>work plan</b> to HMA  |
| <b>15/10/2017</b>    | Partners send <b>Procurement Plans</b> to HMA  |
| <b>15/10/2017</b>    | Partners send <b>decision</b> of the legal representative <b>for establishment of the Project Management Team and Steering Committee</b> |
| <b>25/10/2017</b>    | HMA sends <b>template of the Communication and Dissemination Plan</b> to partners  |
| <b>31/10/2017</b>    | Partners send to HMA their <b>dissemination plan</b>   |
| <b>31/10/2017</b>    | HMA sends to partners <b>Survey’s questionnaire methodology and guidelines</b> for Deliverable 3.x.1:                                    |
| <b>2/11/2017</b>     | Participation in the <b>Opening International event</b>  |
| <b>3/11/2017</b>     | Participation in the <b>Study visit in Thessaloniki</b>  |
| <b>31/01/2018</b>    | Partners send to HMA the <b>National and sectorial needs analysis</b> implementation and reports for Deliverable 3.x.2                   |
| <b>15/02/2018</b>    | HMA will prepare the <b>Synthesis of national reports</b> for Deliverable 3.x.3:   |
| <b>14-16/02/2018</b> | <b>2<sup>nd</sup> SC meeting in Albania</b>  |
| <b>14-16/02/2018</b> | <b>Study visit in Albania</b>  |
| <b>08/01/2018</b>    | Partners send to HMA the <b>1<sup>st</sup> Project Progress Report</b>   |
| <b>31/01/2018</b>    | HMA submits the <b>1<sup>st</sup> consolidated Project Progress Report</b> to the JS   |