

«A knowledge Alliance in Eco-Innovation Entrepreneurship  
to Boost SMEs Competitiveness»

SMecoMP

# Interreg



Balkan-Mediterranean

SMecoMP

1st Coordination Meeting

Thursday 7 – Friday 8 of June, 2018

Venue: Meeting Room, 1st Floor,  
Bulgarian Industrial Association offices, Sofia, Bulgaria

Work Package 1: Management & Coordination

Activity 1.4 – Kick Off and Coordination MeetingsMinutes

*SMecoMP Partners*



University of Macedonia



Cyprus University of  
Technology



Cypriot Enterprise Link

Cypriot  
Enterprise  
Link



Trakia University



Bulgarian Industrial  
Association

Union of the Bulgarian Business



Agency for promotion of  
entrepreneurship of the  
Republic of Macedonia



Federation of Industries  
of Northern Greece

FEDERATION  
OF INDUSTRIES  
OF NORTHERN GREECE



St. Kliment  
Ohridski  
University

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## Minutes

### Day 1: Thursday, 07.06.2018

09:30 – 09:45: Registrations

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#### Session 1

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- 10:00 – 11:00 **Preparatory discussions on WorkPackage 2, between partners from** St. Kliment Ohridski University, Faculty of Economics-Prilep, FYROM, Agency for promotion of entrepreneurship of the Republic of Macedonia, Trakkia University and the Bulgarian Industrial Association
- The two partners from Bulgaria and the two partners from FYROM met in order to discuss and clarify the activities already done and, especially those that should be done in the framework of WP2. As the main aim of this WP is communication and dissemination the four partners discussed and concluded that there is a delay in preparation of project web site, but there is Facebook profile where the partners can communicate and disseminate their results. As partners from the countries where the external expertise tenders already started, the external expert for promotion and communication chosen by PP5 prepared one informative Poster that was exposed on many SMEs entrance as starting information about the project and it's main aim. It was suggested to Bulgarian partners to do the same in order to introduce the enterprises and entrepreneurs about the project and possibilities it offer.
- 11:00 – 12:00 **Preparatory discussions on WorkPackage 3, between partners** St. Kliment Ohridski University, Faculty of Economics-Prilep, FYROM, Agency for promotion of entrepreneurship of the Republic of Macedonia, Trakkia University and the Bulgarian Industrial Association
- The meeting continued with discussion concerning the WP3 which main aim is to collect data about Eco-entrepreneurial qualifications and Eco – Innovation and Entrepreneurial training needs. It was concluded that the present partners collected data using relevant sample of respondents for the first Survey. And already finished the activities regarding the first survey.
- 12:00 – 13:00 **Preparatory discussions on WorkPackage 4, between partners from** St. Kliment Ohridski University, Faculty of Economics-Prilep, FYROM, Agency for promotion of entrepreneurship of the Republic of Macedonia, Trakkia University and the Bulgarian Industrial Association
- The partners agreed that is very early to have some conclusion about WP4 because of the fact that Greek partners have problem with tenders' procedure and some of the activities that should be done by PP1 delayed the further implementation of this WP. The partners, during discussions in all three packages agreed that they already conducted some external experts' tender procedures and that is mostly the reason for being before the other partners in some activities. At the end was concluded that some advises could be given to the other partners during further discussions.
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11:30 – 12:00      Lunch

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14:00 – 14:30      Registrations, welcoming of participants

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**Session 2**

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14:30 – 15:00      **Welcome, Mr. Dimiter Brankov, Vice President of BIA, Bulgaria**

Mr. Dimiter Brankov welcomed the partners to Sofia and to offices of the Bulgarian Industrial Association and briefly described the activities and the mission of the Association. He mentioned that he was the Director of the Association's Clean Industry Center and that is why he is personally very interested in the SMecoMP project. The Clean Industry Centre initiated programs in waste management and also worked for the implementation of European environmental legislation. He was also very actively involved in suggesting, from the Association's point of view, improvements in the country's environmental regulations. He is actively involved with Ms Pavlova in promoting the use of Environmental Management Systems within the Association's members. He also mentioned that in his view one of the main problems in promoting environmental activities within the Association's membership is the shortage of young skilled labour and that is why he believes that the SMecoMP project could have some important contribution. He concluded by wishing a great success to the project and promising that he will follow the project's development and he will assist in any way possible.

15:00 – 16:00      **SMecoMP Project – Review of progress after the kick off meeting, Prof. Eftichios Sartzetakis, University of Macedonia, Greece**

Prof. Sartzetakis thanked Mr Brankov on behalf of the project's partners. Responding to the great interest Mr Brankov shown for the project, Prof. Sartzetakis presented briefly the project's goals and main actions. He then proceeded to present the progress made following the last meeting in Thessaloniki. In summary, he mentioned that, as he will be presenting in detail after the coffee break there is substantial advancement in the project's management although there are still some remaining problems that keep the project from gathering speed. He also mentioned the progress made, by the majority of partners, with respect to the survey and also to the preparation of some of the preparatory studies.

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16:00 – 16:30      Coffee Break

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**Session 3**

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16:30 – 17:00 **Progress on WorkPackage 1:Project and Financial Management, Prof. Eftichios Sartzetakis, University of Macedonia, Greece**

Prof Sartzetakis summarized the situation regarding the project and financial management. Unfortunately, most of the required documentation has not been completed and submitted to the JS. The main two problems that still haven't been solved yet concern changes in the budget and approval of the procurement. Due to a number of problems with some partners, there were a number of changes in the project's budget. All of these changes have been communicated to the JS and most have been approved. There still remain few changes to be discussed related to UoM and FING partners. It is expected that by the end of July the revised budget will be formally approved. Regarding the procurement plans, we have all partners' plans and we are finalizing the discussions with the JS for adjusting the procurement plan of the Greek partners. Especially for UoM there are some serious problems, since procurement processes have recently become more complicated. We expect that soon we will be able to get some external assistance for the basic actions of WP1 and for the survey. The above mentioned problems have prevented UoM and FING from contacting the survey although they contributed in preparing the questionnaire. All partners have communicated their project teams and we will transfer them to the JS.

17:00 – 17:30 **Progress on WorkPackage 3: Eco-Entrepreneurial Surveys and Network Development, Mrs Christia Alexandrou (on behalf of the Cyprus University of Technology), Cyprus**

Mrs Christia Alexandrou, on behalf of the Cyprus University of Technology (CUT), presented briefly the main results of the aggregated survey analysis on eco-innovation and entrepreneurial training needs and existing educational initiatives. She mentioned that in order to extract accurate statistical conclusions, a questionnaire was prepared, including closed format questions. The questionnaire was circulated among partners and received a number of comments that were incorporated in forming the final version. Thus, the structure of the questionnaire was the same for all partners, in order to be able to compare training needs, but also to sum up the results. Ms Alexandrou presented first the aggregated results of all partners and then analyzed the national reports. The presentation was very detailed, going through each one of the questions. Although a number of results come up from the analysis of the answers to the questionnaire, the partners agreed to wait until the UoM and FING complete their own analysis.

After that, the partners discussed about the scope and content of the in-depth interviews to be held with enterprises, which is the second part of the identification of training needs tasks. Mrs Alexandrou presented the draft version of the interview protocol and with the input from other partners the final questions were formed. It was agreed that each partner will conduct 10 interviews and that the interviewees must be selected among those who have answered the questionnaire on eco-innovation and entrepreneurship training needs, with the optional participation of any other employee who holds relevant position in the enterprise.

17:30 – 18:00 **Discussion**

Questions on WP 1 and 3 were asked and answered during the presentations, which lasted to the end of the session. Discussion on both the problems regarding issues of management raised in prof Sartzetakis' presentation and also on the results of the questionnaire took a long time and carried during dinner.

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19:30 Dinner, "Karaivan" restaurant, Tzar Samouil Street 36, Sofia (50 meters from BIA)

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**End of the 1<sup>st</sup> day of the 1<sup>st</sup> coordination meeting**

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## **Day 2: Friday, 08.06.2018**

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### **Session 4**

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09:30 – 10:00 **Progress on WorkPackage 2: Communication and Dissemination Actions**, Mr Konstantinos Styliaras, Federation of Industries of Northern Greece, Greece

Mr. Konstantine Styliaras presented WP2 and all relevant deliverables for each of the consortium partners.

Here are some of the most important remarks for wp2:

It was agreed that the LP will prepare and send templates for all deliverables such as reports, minutes, press releases, presentations, technical articles etc. The LP will also proceed swiftly to the preparation of the **Communication, Dissemination and Exploitation Plan and Handbook** which will include the following Indicative content:

- Communication, Dissemination & Exploitation **strategic objectives**.
- **Regulatory framework**.
- **Target groups**: entrepreneurs, academia, policy makers, other stakeholders.
- **Methods and mechanisms** for communication (both internal & external)
- **Messages** to be conveyed.
- **Channels** per category of target group.
- Milestones, results, quality indicators, time schedule.

Furthermore, Mr Styliaras asked all partners to send their logos in vector form and short description of their organisations in order to be included in the project website which will be prepared and other dissemination material whenever suitable and necessary.

It was also clarified during the meeting that each partner will publish 2 technical articles, 3 press releases (non scientific, which can be included in each of the partners organization bulletin or newsletter). The 5 e-newsletter which will be published

covers the entire project. Each partner will be asked to contribute to the e-newsletter.

Regarding the time frame for the realization of the Workshops Mr Konstantine suggested that the best time would be after the completion of the surveys of WP3.

As far as the realization of the final conference it will take place at the end of the project in Athens.

10:00 – 10:30 **Progress on WorkPackage 4: Establishment of SMecoMP Learning and Training Model, Dr. Veniamin Karatzoglou, University of Macedonia, Greece**

Dr. Veniamin Karatzoglou, developed the characteristics of the appropriate training model for the project purposes. He stressed the fact that the training content and delivery mode should be demand-driven to make them comprehensible, affordable by, and value-adding to the SME recipients of these services. However, he noted that the limited resources of the partners would be insufficient to address the unlimited individual cognitive needs of multiple SMEs, needs that may strongly differ depending on the size, sector, location of operations, clientele and many other characteristics. As a solution to this discrepancy he suggested that, drawing on the international experience, the partners should produce a portfolio of specific courses, those addressing the most recognized and relevant to the area issues, and offer access, possibly after the necessary customization, to those most useful to the interesting parties. That would result in a blended supply and demand driven approach that would optimize results. Finally he suggested, and the representatives present agreed, that the partners should produce a 'depository' of courses and trainers available in each institution and relevant to the project requirements, to record the initially existing resources.

10:30 - 11:00 Coffee Break

**Session 5**

11:00 – 11:30 **Progress on WorkPackage 5: Pilot Implementation-Validation of Learning and Training model, Prof. Darina Zimova, Trakkia University, Bulgaria**

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11:30 – 12:00 **Progress on WorkPackage 6: Evaluation and Review, Prof. Marika Baseska, St. Kliment Ohridski University" Faculty of Economics-Prilep, FYROM**

Because of the fact that WP 6 starts the next year as last activity after/at the end of all other activities, prof. Baseska referred to activities already done, and returned to the discussion regarding the process of the in-depth interviews. She made few comments regarding the number of interviews, and after some discussion with the rest of the partners, the conclusion was to keep the number at 10 as previously agreed upon. Prof. Baseska gave some suggestions and directions in order this WP to be accomplished with good quality.

12:00 – 13:00 **Discussion on future steps in the next 5 months**

The discussion first evolved around the issues of management that hold up the two partners,

LP and PP2 and how and when they will be resolved. Prof. Sartzetakis committed to have a meeting with the MA so as to agree upon a solution path that will allow the project to get through the necessary stage of the survey completion so as to select the training modules and start preparing the project's core elements. In the mean time the rest of the partners will continue with the in-depth interviews and produce the relevant reports. As soon as we return back LP will start the process of compiling the Report that is due at the end of July. The most important elements in the immediate future are: the compilation of the Current State and Best Practice Reports that each partner has to produce and the development of the Communication Brochure.

#### **End of the 1<sup>st</sup>coordination meeting**

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13:00 – 14:00    Lunch

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**ANNEXES:**

**I. 1<sup>st</sup> Coordination meeting's agenda**

**Thursday 7 – Friday 8, June, 2018**  
**Venue: Bulgarian Industrial Association offices (floor 1)**  
**16-20 Alabin Street, Sofia, Bulgaria**

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**Thursday 7, June 2018**  
**Session 1**

09:30 – 10:00	<b>Registrations</b>
10:00 – 11:00	<b>Preparatory discussions on WorkPackage 2, between partners from St. Kliment Ohridski University, Faculty of Economics-Prilep, FYROM, Agency for promotion of entrepreneurship of the Republic of Macedonia, Trakkia University and the Bulgarian Industrial Association</b>
11:00 – 12:00	<b>Preparatory discussions on WorkPackage 3, between partners from St. Kliment Ohridski University, Faculty of Economics-Prilep, FYROM, Agency for promotion of entrepreneurship of the Republic of Macedonia, Trakkia University and the Bulgarian Industrial Association</b>
12:00 – 13:00	<b>Preparatory discussions on WorkPackage 4, between partners from St. Kliment Ohridski University, Faculty of Economics-Prilep, FYROM, Agency for promotion of entrepreneurship of the Republic of Macedonia, Trakkia University and the Bulgarian Industrial Association</b>
13:00 – 14:30	Lunch

**Session 2**

14:00 – 14:30	<b>Registration and Welcome</b>
14:30 – 15:00	<b>Welcome, Mr. Dimiter Brankov, Vice President of BIA, Bulgaria</b>
15:00 – 16:00	<b>SMecoMP Project – Review of progress after the kick off meeting, Prof. Eftichios Sartzetakis, University of Macedonia, Greece</b>
16:00 – 16:30	Coffee Break

### Session 3

16:30 – 17:00	<b>Progress on WorkPackage 1:Project and Financial Management</b> , <i>Prof. Eftichios Sartzetakis</i> , University of Macedonia, Greece
17:00 – 17:30	<b>Progress on WorkPackage 3:Eco-Entrepreneurial Surveys and Network Development</b> , Ms Christia Alexandrou (on behalf of the Cyprus University of Technology), Cyprus
17:30 – 18:00	<b>Discussion</b>

19:30	Dinner, “ <b>Karaivan</b> ” restaurant, Tzar Samouil Street 36, Sofia (50 meters from BIA)
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### Friday 8, June, 2018

### Session 4

09:30 – 10:00	<b>Progress on WorkPackage 2:Communication and DisseminationActions</b> , <i>Mr Konstantinos Styliaras</i> , Federation of Industries of Northern Greece, Greece
10:00 – 10:30	<b>Progress on WorkPackage 4:Establishment of SMecoMP Learning and Training Model</b> , <i>Dr. Veniamin Karatzoglou</i> , University of Macedonia, Greece

10:30 - 11:00	Coffee Break
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### Session 5

11:00 – 11:30	<b>Progress on WorkPackage 5:Pilot Implementation-Validation of Learning and Training model</b> , <i>Prof. Darina Zimova</i> , Trakkia University, Bulgaria
11:30 – 12:00	<b>Progress on WorkPackage 6:Evaluation and Review</b> , <i>Prof. Marika Baseska</i> , "St. Kliment Ohridski University" Faculty of Economics-Prilep, FYROM
12:00 – 13:00	<b>Discussion on future steps in the next 5 months</b>
	<b>End of the 1<sup>st</sup>coordination meeting</b>

13:00 – 14:00	Lunch
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#### I. 1<sup>st</sup> Coordination meeting's main poster

# Interreg V-B

## "Balkan-Mediterranean 2014-2020"

Bulgarian Industrial Association

SMecoMP

A knowledge Alliance in Eco-Innovation  
Entrepreneurship to Boost SMEs  
Competitiveness

European Regional Development Fund (ERDF)



1st Coordination Meeting,  
Sofia, June 7-8, 2018

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Balkan-Mediterranean  
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**III. 1<sup>st</sup> Coordination meeting's photos**



**IV.. 1<sup>st</sup> Coordination meeting's list of participants**

1st coordination meeting, Sofia, Bulgaria  
7 June 2018

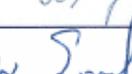
**LIST OF PARTICIPANTS**

Name	Organisation	Signature
Marika Bashenska-Gorgieska	UKLO - Faculty of Economics - Plovdiv	
Darina Laimova	Trakia University	
Filip Ivanovski	Agency for Sport at Ent. of RM	
HATLIZIA VELKOVA	Agency for promot. of the ENTREPRENEUR. of RM	
STELIARAS CONSTANTINOS	FEDERATION OF INDUSTRIES OF NORTHERN GREECE	
Christa Alexandrou	Cyprus employers & industrialists federation	
Biser Karamazov	Un. of Macedonia	
Etichios Sotiretakis	Un. of Macedonia	
Ludmila Metzova	BIA	
Martin Stoyanov	Bulgarian Industrial Association	
Iliana Pavlova	BIA	

Project co-funded by the European Union and National Funds of the participating countries

1st coordination meeting, Sofia, Bulgaria  
8 June 2018

LIST OF PARTICIPANTS

Name	Organisation	Signature
Darina Laimova	Tracia University	
Natalija Velkorska	Agency for promotion of entrepreneurship of RM	
Mazika Boshoska-Gjorgjieska	UKLO - Faculty of Economics - Pzib	
Filip Ivanovskis	Agency for support of entrepreneurship	
Iliana Pavlov	BIA	
Ludmila Metzova	BIA	
Etihlias Sametelis	Univ. of Macedonia	
Konratzoglou Vangelis	un. of Macedonia	
Stylaras Constantinos	Federation of Industries of Northern Greece	
Martin Stojanov	Bulgarian Industrial Association	

Project co-funded by the European Union and National Funds of the participating countries