

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

SMecoMP

# Interreg



EUROPEAN UNION

## Balkan-Mediterranean SMecoMP

**Kick off meeting**

**Thursday 25 - Friday 26 January, 2018**

**Venue: Conference Hall, 1<sup>st</sup> Floor,**

**University of Macedonia, Thessaloniki, Greece**

**Work Package 1: Management & Coordination**

**Activity 1.4 – Kick Off and Coordination Meetings Minutes**

*SMecoMP Partners*



University of Macedonia



Cyprus University of  
Technology



Cypriot Enterprise Link

Cypriot  
Enterprise  
Link



Trakia University



Union of the Bulgarian Business

Bulgarian Industrial  
Association



Agency for promotion of  
entrepreneurship of the  
Republic of Macedonia



Federation of Industries  
of Northern Greece



St. Kliment  
Ohridski  
University

**Table of Contents:**

	Page No.
Minutes	
Day 1	3-5
Day 2	5-6
Annexes	
I. Kick off meeting agenda	7-8
II. Kick off meeting main poster	9
III. Photos of kick off meeting	10
IV. Kick off meeting participants	11

## Minutes

### Day 1: Thursday, 25.01.2018

09:30 – 09:45: Registrations, welcoming of participants

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#### Session 1

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09:45 – 10:00

**Host institution welcome address:** *Prof. Eftichios Sartzetakis, Vice-Rector Research, University of Macedonia, Greece*

On behalf of the University of Macedonia's Rectorship, professor Sartzetakis welcomed all participants and after briefly presenting the University of Macedonia's research achievements, wished a great success to the project.

10:00 – 11:00

**SMecoMP Partners Presentation:** All SMecoMP project partners

Each partner introduced themselves and described their position in the program as well as their previous experience with similar programs.

11:00 – 11:30

**SMecoMP Project – General Presentation:** *Prof. Eftichios Sartzetakis, University of Macedonia, Greece*

Prof. Sartzetakis introduced the basic elements of the SMecoMP program. He explained the role that SMEs play in all the countries that are involved in the program and then he described the opportunities, the goals and objectives, approach and outputs of the program. He emphasized the opportunities that exist in the region regarding Eco-innovation and Eco-management. With regards to the approach he emphasized the importance of developing a strong network that will facilitate close collaboration between Universities and businesses, something that the the project team can achieve given that its membership balances representatives from both communities. He ended by describing the project's internal organization.

11:30 – 12:00

Coffee Break

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12:00 – 12:30

**WorkPackage 1: Project and Financial Management of SMecoMP project,** *Prof. Eftichios Sartzetakis, University of Macedonia, Greece*

Eftichios Sartzetakis presented the structure of WorkPlan 1. He emphasized on the paramount importance of the economic planning of all steps of the procedure. He described the roles of the project manager, project team, steering committee and project coordination unit. He stressed that all these groups have not yet been communicated to the JS so that the allocation of roles can be decided during the first meeting. Then, a discussion with the partners on this issue followed and the various teams were composed. Finally, prof. Sartzetakis stressed the importance of the project's quality and risks management.

12:30 – 13:00

**WorkPackage 2: Communication and Dissemination Actions of SMecoMP project,** *Mr Konstantinos Stiliaras, Federation of Industries of Northern Greece, Greece*

Konstantinos Styliaras presented the structure of WorkPlan 2. He described the communication (internal and external) and dissemination processes that will be implemented through the program. He discussed the ways that the program will get information and publicity.

13:00 – 13:30

### Questions and Answers

A number of questions were raised regarding the project's management and the composition of the management groups. Some were answered and some of them were collected to be posed to the project's Officer Ms Kouloumpatsani during the second day of the meeting.

13:30 – 14:30

Lunch

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## Session 2

14:30 – 15:00

**WorkPackage 3: Eco-Entrepreneurial Surveys and Network Development, Prof. Alexandros Charalabides, University of Cyprus, Cyprus**

Alexandros Charalambides presented the structure of WorkPlan 3. He described the process of the creation of the communication knowledge exchange platform and he discussed the format of the survey and the report. A discussion between the partners regarding the depth and the number of the questionnaires of the survey followed. All partners agreed the following deadlines for the next months:

- By the 23<sup>rd</sup> of February a draft of the questions to be used in the surveys will be ready
- February – April: the questions for the deliverable 3.1.3 “Assessment Surveys on Eco-Innovation Entrepreneurship Knowledge and Skills” are made
- April – June: the questions for the deliverable 3.1.4 “Identification of Ecopreneurs Training Needs & Existing Educational” are made.
- July: the questions for the deliverable 3.1.5 “Current State and Best Practices report” are made.
- By February 19<sup>th</sup> UoM (Aris Chatzinikolaou) will send the first draft leaflet

In parallel the website and platform will be done.

15:00 – 15:30

**WorkPackage 4: Establishment of SMecoMP Learning and Training Model, Dr. Veniamin Karatzoglou, University of Macedonia, Greece**

Benjamin Karatzoglou presented the structure of WorkPlan 4. He described the way to establish the innovative teaching and learning framework, the factors, the barriers and key stages to reach its implementation. He also described the function of the e-training platform. Then a discussion about the specific educational tools to be used was made.

15:30 – 16:00

### Questions and Answers

Questions on WP 4 and 5 were asked and answered during the presentations, which lasted during the coffee break.

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16:00 – 16:30 Coffee Break

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16:30 – 17:00 **WorkPackage 5: Pilot Implementation-Validation of Learning and Training model**, Prof. Darina Zimova, Trakkia University, Bulgaria

Darina Zaimova presented the structure of WorkPlan 5. She described the aim and the activities that will take place in order to implement the model, focusing on the blended vocational training-learning activities. A discussion regarding the specific way of the validation and certificate of attendance that will be given to the trainees followed.

17:00 – 17:30 **WorkPackage 6: Evaluation and Review**, Prof. Marika Basheska, St. Kliment Ohridski University" Faculty of Economics-Prilep, FYROM

Marika Basheska presented the structure of WorkPlan 6. She described the evaluation of the major project's outputs aiming to their optimization and focused on the Balanced Scorecard, as well as the internal and external evaluations. A discussion about the external evaluators from the academia and from the market followed.

17:30 – 18:00 **Questions and Answers**

Eftichios Sartzetakis opened the discussion regarding the organization of the working teams based on the basic outputs of the project and all partners decided to hold the decision during discussions in the next day's meeting.

**End of the 1<sup>st</sup> day kick-off meeting**

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## Day 2: Friday, 26.01.2018

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### Session 1

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**Synopsis of day 1**, Prof. Eftichios Sartzetakis, University of Macedonia, Greece

09:45 – 10:30 Eftichios Sartzetakis opened the meeting summarizing the key points of first day's presentations and discussion, briefing Ms Kouloumpatsani about the main elements of the project and posing the main questions that were raised during the first day.

10:30 – 11:00 **Project – Financial Management of Balkan Med Projects**, Ms Athina Kouloumpatsani, BalkanMed Joint Secretariat – Project Officer

Athina Kouloumpatsani made two presentations. During the first one she presented the main elements of the Balkan Mediterranean program, focusing on the tools of the monitoring and reporting process and giving details on how to use them. She also explained how to complete the financial report form. Ms Kouloumpatsani said that every person that works in the project needs to have an official permission in order to participate. A table of persons, made by the director/project manager from each partner is needed, with a list of names, roles, deliverables and if we know, the periods. This document should be signed and stamped by the legal Project co-funded by the European Union and National Funds of the participating countries

representative of each partner institution. One collective document will have to be made by the leader and communicated to the JS. One contact person per partner is needed (this person can be the project manager). Usually the communication manager is from the lead partner, but this is not necessary. She also said that all invoices need to be stamped by a stamp with the program's details on it. She clarified that money cannot be the prize for the students competition. The second presentation focused on the procedures of potential modifications. Ms Kouloumpatsani said that any changes in the budget need to be approved by the JS and described the way that adjustments and changes in the program can be made.

### Questions and Answers

10:30 – 11:00 Questions on WP 4 and 5 were asked and answered during the presentations, which lasted during the coffee break.

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11:00 – 11:30 Coffee Break

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11:30 – 13:00 **The next 5 months Actions**, *Prof. Eftichios Sartzetakis*, University of Macedonia, Greece

Eftichios Sartzetakis made a final conclusion regarding the partners' immediate priorities, which are:

-Prepare the report of every partner for December until the end of January. The lead partner will sent the progress report, filled with the main elements of the project, to every partner immediately.

-Each partner should make any minor changes in the budget by the middle of February and submit them to the lead partner.

-Production of questionnaires and leaflets (described in Session 2 of day 1)

-Procurement and working plans need to be done immediately

-Each partner must choose a representative for the steering committee

It was finally decided that working groups will not be formed.

An email group will be created by UoM.

A doodle will be made in order to arrange the next meeting of the partners.

A to-do-list for the next 5-6 months has to be made by UoM.

13:00 – 13:30

### Questions and Answers

Following the discussion of the first day's meeting, all partners agreed not to create an additional layer of decision making and thus, all coordination was delegated to the steering committee.

### End of the kick-off meeting

13:30 – 14:30 Lunch

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**ANNEXES:**

**I. Kick off meeting agenda**

**Venue: Conference Hall, 1<sup>st</sup> Floor,  
University of Macedonia, Thessaloniki, Greece**

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**Thursday, 25.01.2018 – Kick-Off Meeting - Session 1**

09:30 – 09:45	<b>Registrations</b>
09:45 – 10:00	<b>Welcome</b> , <i>Prof. Eftichios Sartzetakis, Vice-Rector Research, University of Macedonia, Greece</i>
10:00 – 11:00	<b>SMecoMP Partners Presentation</b> – All SMecoMP project partners
11:00 – 11:30	<b>SMecoMP Project – General Presentation</b> , <i>Prof. Eftichios Sartzetakis, University of Macedonia, Greece</i>
11:30 – 12:00	Coffee Break
12:00 – 12:30	<b>WorkPackage 1: Project and Financial Management of SMecoMP project</b> , <i>Prof. Eftichios Sartzetakis, University of Macedonia, Greece</i>
12:30 – 13:00	<b>WorkPackage 2: Communication and Dissemination Actions of SMecoMP project</b> , <i>Mr Konstantinos Stiliaras, Federation of Industries of Northern Greece, Greece</i>
13:00 – 13:30	<b>Questions and Answers</b>
13:30 – 14:30	Lunch

**Thursday 25.01.2018 – Kick-Off Meeting - Session 2**

14:30 – 15:00	<b>WorkPackage 3: Eco-Entrepreneurial Surveys and Network Development</b> , <i>Prof. Alexandros Charalambides, University of Cyprus, Cyprus</i>
15:00 – 15:30	<b>WorkPackage 4: Establishment of SMecoMP Learning and Training Model</b> , <i>Dr. Veniamin Karatzoglou, University of Macedonia, Greece</i>
15:30 – 16:00	<b>Questions and Answers</b>
16:00 – 16:30	Coffee Break

16:30 – 17:00	<b>WorkPackage 5: Pilot Implementation-Validation of Learning and Training model</b> , <i>Prof. Darina Zimova</i> , Trakkia University, Bulgaria
17:00 – 17:30	<b>WorkPackage 6: Evaluation and Review</b> , <i>Prof. Marika Baseska</i> , St. Kliment Ohridski University" Faculty of Economics-Prilep, FYROM
17:30 – 18:00	<b>Questions and Answers</b>
	<b>End of the 1<sup>st</sup> day kick-off meeting</b>
20.30	<b>Dinner at DORE ZYTHOS Restaurant</b> – 9 Stratigou Tsirogianni str. (White Tower area)

### Friday, 26.01.2018 – Kick-Off Meeting - Session 1

09:45 – 10:30	<b>Synopsis of day 1</b> , <i>Prof. Eftichios Sartzetakis</i> , University of Macedonia, Greece
10:30 – 11:00	<b>Project – Financial Management of Balkan Med Projects</b> , <i>Ms Athina Kouloumpatsani</i> , BalkanMed Joint Secretariat – Project Officer
10:30 – 11:00	<b>Questions and Answers</b>
11:00 – 11:30	Coffee Break
11:30– 13:00	<b>The next 5 months Actions</b> , <i>Prof. Eftichios Sartzetakis</i> , University of Macedonia, Greece
13:00 – 13:30	<b>Questions and Answers</b>
	<b>End of the kick-off meeting</b>
13:30 – 14:30	Lunch

## II. Kick off meeting main poster



### III. Photos of kick off meeting

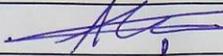
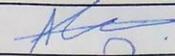
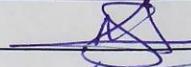
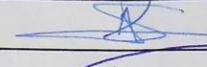
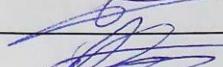
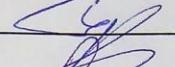
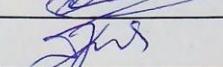
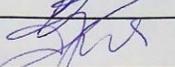
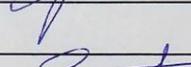
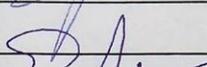
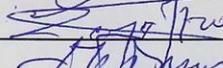
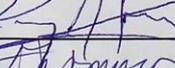
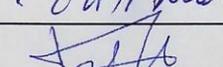
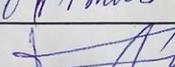
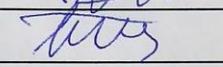
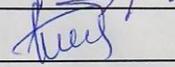
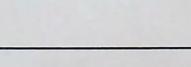
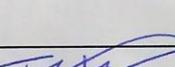
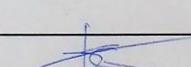
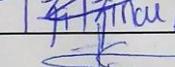
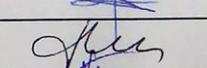
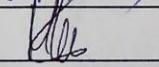
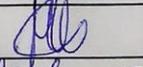
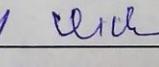
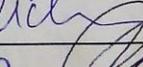
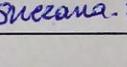
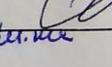
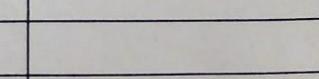
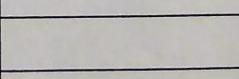
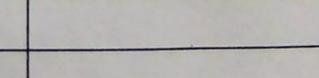
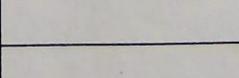


Day 1



Day 2

**IV. Kick off meeting participants**

Interreg Balkan-Mediterranean Kick off Meeting 25/1/2018		  Balkan-Mediterranean SMecoMP	
Name	Thursday	Friday	
Alexandros Charalambides			
Alkis Simopoulos			
Aris Chatzinikolaou			
Benjamin Karatzoglou			
Darina Zaimova			
Diana Prodanova			
Eftichios Sartzetakis			
Eleonora Bozinovska			
George Zheliazkov			
Iliana Pavlova			
Iliev Veselin			
Katerina Tzitzinou			
Konstantinos Styliaras			
Marika Basheska			
Meri Boshkoska			
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