

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

**SMecoMP**

**Interreg**



**Balkan-Mediterranean**

**SMecoMP**

**2<sup>nd</sup> Coordination Meeting**

**Monday 28 – Tuesday 29 of January, 2019**

**Venue: Conference Room, 1st floor Pareas Building,**

**Cyprus University of Technology, Limassol, Cyprus**

**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



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.
Cover page	1
Table of contents	2
Minutes	
Day 1	3-6
Day 2	6-8
Annexes	
I. 1 <sup>st</sup> Coordination meeting agenda	9-10
II. 1 <sup>st</sup> Coordination meeting main poster	11
III. 1 <sup>st</sup> Coordination meeting photos	12
IV. 1 <sup>st</sup> Coordination meeting list of participants	13-14

## **Minutes**

### **Day 1: Monday, 28.01.2019**

09:30 – 10:00 Registration

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#### **Session 1**

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10:00 – 11:30

#### **Welcome**

On behalf of the host institution's administration, Professor Alexandros Charalambidis welcomed all partners to Cyprus and to the Cyprus University of Technology.

10:30 – 12:00

#### **SMecoMP Project – Review of progress after the 1<sup>st</sup> coordination meeting, Prof. Eftichios Sartzetakis, University of Macedonia, Greece**

Professor Sartzetakis provided a detailed account of all actions taken during the period from the first coordination meeting up to now. Emphasis was placed on the near completion of all surveys (there are still two due, but they are going to be delivered fairly soon) and the beginning of the compilation of the Current State and Best Practice Reports. There will be one report per partner country, the total of four and the two partners from each country should collaborate in the process. He also mentioned the completion of the project's work plan and quality handbook (both of which was outsourced by the lead partner). Both documents have been recently communicated to all partners via email. In order to assist internal quality management procedures the lead partner will soon communicate to all partners the appropriate quality assessment forms. Furthermore, he informed the partners about the developments regarding the public tender that includes all external services of the lead partner. Hopefully soon all items will be awarded to qualified organizations and the process will pick up speed.

12:00 – 13:00

#### **Discussion**

Following prof. Sartzetakis' lengthy presentation there was a very interesting discussion which focused mainly on the next steps in the project's implementation and the issues that need to be resolved in order for the project to develop at a higher speed. All partners recognized that the project is underachieving mainly in terms of expenses and the main reason is the heavy administrative burden placed on all partners. It seems though that the most urgent issues are being resolved and

there is potential for much faster development of the project in the next period, in a way that expenses can increase substantially. On the other hand, it was also recognized that significant background work has been done in preparing the most important deliverables. As soon as administrative problems are resolved and all external services have been awarded through the appropriate for each partner procedures, the project's deliverables can be developed.

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13:00 – 14:30

**Lunch**

Discussion continued during lunch time at the Kypriakon restaurant.

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**Session 2**

14:30 – 14:45

**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. Problems that have been pointed out at the 1<sup>st</sup> coordination meeting (such as changes in the budget and approval of the procurement) have been resolved to a certain level. As mentioned in the previous session, there still remain some administrative problems but it seems that solutions have been found and soon the necessary steps will be completed. Given the delays all partners have experienced the confirmed expenses are very low and the JS has called all partners to a meeting in Thessaloniki. We have all been informed and we should be ready to explain the difficulties we have faced and commit to a much faster development of the project as discussed.

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14:45 – 15:00

**Progress on WorkPackage 2: Communication and Dissemination Actions**, Federation of Industries of Northern Greece, Greece

Ms Monika Nagy, Information Officer of FING, presented the final version of SMecoMP's website hosted at the address [www.smecomp.eu](http://www.smecomp.eu). The website is based on the structure which was agreed upon by all partners through an opinion exchange that proceeded. There was discussion and additional suggestions were made on certain parts of the website. All partners were very positive and congratulated Ms Nagy for the end result. Ms Nagy also presented the new improved version of SMecoMP's facebook page. All partners will have access to upload information or photos. Ms Nagy suggested that some rules should be followed when uploading information or photos to the facebook page:

- All information must be in English (& translated into Greek where relevant)

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- The SMecoMP project must be clearly mentioned & the project logo used
  - For events / workshops etc:-
  - When uploading photos, please create a separate album for each event with the title, date, town & country in English
  - Include link to SMecoMP website where all relevant documentation in English (agenda, presentations) will be uploaded

**Follow-up actions to be taken:-**

- **Partners to send information, publications for upload & useful links**
  - **Completion & activation of website**
  - **Constant updating of website & social media pages.**
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**15:00 – 15:15      Progress on WorkPackage 3:Eco-Entrepreneurial Surveys and Network Development, Cyprus University of Technology, Cyprus**

Prof. Alexandros Charalampidis briefly summarized the current results of all surveys he has received. As mentioned earlier, the reports from two partners are still missing, mainly due to some bureaucratic problems. Both partners committed to delivering the survey and interview reports by, the latest, middle March.

**15:15 – 16:00      Discussion**

Many questions on the development of WP 1, 2 and 3 were asked and answered during the presentations, which lasted longer than scheduled. Just before the time for the coffee break some remaining questions were discussed mainly on issues related to the project's management and the upcoming meeting with the JS.

Two points were made regarding communication. First, that partners which have completed the surveys and started working on the Best Practice guides should plan for the informative workshops as well. Second there was a reminder that each partner has to publish 2 technical articles and 3 press releases (non scientific). The 5 e-newsletter which will be published covers the entire project. Each partner will be asked to contribute to the e-newsletter.

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**16:00 – 16:30      Coffee Break**

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**Session 3**

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**16:30 – 16:45      Progress on WorkPackage 4: Establishment of SMecoMP Learning and Training Model, University of Macedonia, Greece**

Dr. Veniamin Karatzoglou, based on the results of the survey and interviews contacted by the UoM and his work on a draft version of the best Practice Report initiated a discussion regarding the appropriate training model for the project purposes. In the first meeting he had stressed the fact that the ideal demand-driven training content and delivery mode would contradict the unlimited individual cognitive needs of SMEs varying in size, industry and State of origin, and the limited affordable resources of the partners and had suggested instead a blended supply and demand driven approach that would optimize results. To that end, in the Limassol meeting Dr. Karatzoglou presented a literature-based report on the cognitive needs as well as the current state and best practices for Greek SMEs; he went on to compare and juxtapose these theoretical needs and practices with those identified in a survey offering empirical evidence from 100 Greek SMEs and from a qualitative research using personal in-depth interviews with executives from 10 more SMEs. The overlap between the two approaches, theoretical and empirical, according to him, identifies the areas that call for immediate concern and action as these areas are commonly perceived as priorities in both a descriptive (business-based) and normative (theory-based) approach. The exact identification of such areas, especially those shared among the partners, will indicate the guidelines and the training content and delivery mode for the instrumentation of their common efforts towards transforming their current into the best practices available.

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**16:45 – 17:00      Progress on WorkPackage 5: Pilot Implementation-Validation of Learning and Training model, Trakkia University, Bulgaria**

Although professor Darina Zaimova was not able to attend the meeting, she sent a presentation containing all developments, achievements and next steps for project implementation from the point of view of Trakia University. The LP informed the rest of the partners about the developments in Trakia University first describing the implemented actions, the outputs and results; then presenting the updates on the time table; and finally the next steps to be taken.

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**17:00 – 17:15      Progress on WorkPackage 6: Evaluation and Review, St. Kliment Ohridski University, Faculty of Economics-Prilep, FYROM**

Professor Baseska referred to activities that St. Kliment Ohridski University has already completed. She mentioned that they have completed the survey and interviews as well as the Best Practice guide. Thus, they have proceeded in organizing the informative meeting. She gave an extensive account of the informative meeting that was organized in Prilep and was apparently a great success. The meeting was very well attended (more than 50 participants, including students and entrepreneurs from Prilep and Bitola mainly) and lasted more than expected due to the participation of the audience. During the meeting Professor Baseska presented the main goals of the project and also the results from the Project co-funded by the European Union and National Funds of the participating countries

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survey. There were some very interesting presentations of Best Practices.

20:00

**Diner**

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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: Tuesday 29, January, 2019**

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### **Session 4**

09:30 – 10:00

Summary of the 1st day's discussion: emphasis on the challenges faced in the project's implementation

Given that Ms Iliana Pavlova from the Bulgarian Industrial Association was not present in the first day, Professor Sartzetakis gave an extensive summary of the 1st day's discussion.

First, he presented the current status of surveys/interviews; mostly completed / same questions used by the different regions. Partners have agreed on a deadline for interview reports by the end of February or early March at the latest.

Then he summarized the discussion regarding the Current State & Best Practices: report about 70-80 pages. Two partners have already finished the first draft of their reports. Some guidelines and a list of contents to be distributed to the rest of the partners for a uniform writing process and feedback - Forms used as "templates" to be ready by the beginning of March. Deadline for everything (interview report, Current state & Best practices report and Template): End of March.

He then summarized the discussion regarding the communication: Website (under way) and Platform (getting there). Workshops: 1 already carried out in Bulgaria; informative for students, SMEs, academia etc.

He pointed out that there is a Deadline for submitting paid costs until 31/12/18: 8th of February

Ms Pavlov asked a number of questions and received answers from the partner responsible in each issue raised.

10:00 – 11:30

### **Discussion on future steps in the next 5 months**

The discussion first evolved around the issues of management and the upcoming meeting with the JS.

With regard to the future developments, the most important elements in the immediate future are:

- Completion of the two remaining surveys and interviews
- Completion of the overall report on surveys and interviews. Deadline: end of

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March

- Development of the networks in each country
- Completion of the Best Practice. Deadline: beginning of April
- Development of 2 workshops in each participating country; 1x with 15 students & 1x with 15 SMEs (5-7 days)
- Development of the 4 modules. There was considerable discussion based on the results of the surveys we have already and which point out to the following areas: Environmental management/accounting/reporting, Cost benefit analysis, Eco-Innovation (developing of products/services), Business modelling (ft. local accelerator) - Each module could contain more than 1 topic/subject& each partner responsible for topics close to their expertise

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11:30 - 12:00

Coffee break

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

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**ANNEXES:**

**I. 2<sup>nd</sup> Coordination meeting's agenda**

**Monday 28 – Tuesday 29, January, 2019**  
**Venue: Conference Room, 1st floor Pareas Building,**  
**Cyprus University of Technology.**

**Address: Corner of Athinon and Anexartisias, 57, Limassol**

**Monday 28, January 2019**

**Session 1**

09:30 – 10:00	<b>Registration</b>
10:00 – 11:00	<b>Welcome</b> , by the host institution Cyprus University of Technology.
11:00 – 12:00	<b>SMecoMP Project – Review of progress after the 1<sup>st</sup> coordination meeting</b> , <i>Prof. Eftichios Sartzetakis</i> , University of Macedonia, Greece
12:00 – 13:00	<b>Discussion</b>

13:00 – 14:30	Lunch
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**Session 2**

14:30 – 14:45	<b>Progress on WorkPackage 1: Project and Financial Management</b> , <i>Prof. Eftichios Sartzetakis</i> , University of Macedonia, Greece
14:45 – 15:00	<b>Progress on WorkPackage 2: Communication and Dissemination Actions</b> , Federation of Industries of Northern Greece, Greece
15:00 – 15:15	<b>Progress on WorkPackage 3: Eco-Entrepreneurial Surveys and Network Development</b> , Cyprus University of Technology, Cyprus
15:15 – 16:00	<b>Discussion</b>

16:00 – 16:30	Coffee Break
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### Session 3

16:30 – 16:45	<b>Progress on WorkPackage 4: Establishment of SMecoMP Learning and Training Model</b> , University of Macedonia, Greece
16:45 – 17:00	<b>Progress on WorkPackage 5: Pilot Implementation-Validation of Learning and Training model</b> , Trakia University, Bulgaria
17:00 – 17:15	<b>Progress on WorkPackage 6: Evaluation and Review</b> , St. Kliment Ohridski University, Faculty of Economics-Prilep, FYROM
17:15 – 18:00	<b>Discussion</b>

19:30	Dinner
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## Tuesday 29, January, 2019

### Session 4

09:30 – 10:00	<b>Summary of the 1<sup>st</sup> day's discussion: emphasis on the challenges faced in the project's implementation</b>
10:00 – 11:30	<b>Discussion on future steps in the next 5 months</b>
	<b>End of the 2<sup>nd</sup> coordination meeting</b>

11:30 - 12:00	Coffee Break
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## II. 2<sup>nd</sup> Coordination meeting's main poster



### **III. 2<sup>nd</sup> Coordination meeting's photos**



## IV.2<sup>nd</sup> Coordination meeting's list of participants

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**SMecoMP 2<sup>nd</sup> Coordination Meeting**

**List of participants (28<sup>th</sup> January 2019)**

	Name	Partner	Telephone	E-mail	Role	Signature
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	Name	Partner	Telephone	E-mail	Role	Signature
1	Alex Charalambides	CUT	25002306	a.charalambides@cut.ac.cy	Manager	[Signature]
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