

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

SMecoMP

Interreg



Balkan-Mediterranean
SMecoMP

3rd Coordination Meeting

Thursday January 16, 2020

Venue: Conference Room, 1st floor Hotel Kristal Palas, Prilep

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 Greece



St. Kliment
Ohridski
University

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Minutes

Thursday, 16.01.2020

09:00 – 09:30 **Registration**

Session 1

9:30 – 9:45 **Welcome**

On behalf of the host institution, Professor Marika Basheska Gjorgjieska welcomed all partners to Prilep, R N.Macedonia, emphasising the value that SMecoMP project has at University level and broader to the community of all four countries partners in the project.

09:45 – 11:00 **SMecoMP Project – Review of progress after the 2nd coordination meeting, Prof. Eftichios Sartzetakis, University of Macedonia, Greece**

Professor Sartzetakis provided a detailed account of all actions taken during the period from the second coordination meeting up to now. He underlined that during this period, after the Surveys, Current State and Best Practice Reports were prepared, the responsible partners (University of Macedonia, Cyprus University of Technology, Trakia University and Federation of Industries of Greece) worked to prepare the Curricula for the four Teaching Modules. In the process of developing the curricula the partners took into account the input from surveys and the best practice reports. A first version of the curricula was presented in the laboratories organized and the comments received were integrated, to the level that it was possible, into the final version that is now available. He pointed out that we received many valuable and important suggestions (some included in the written comments provided by St. Kliment Ohridski University) that could not be integrated into the curricula because of time and space constraint of the program's design. The curricula will be circulated for a last round of comments and suggestions before being finalised at the end of January. In the mean time the partners responsible have started working on the educational material for the teaching modules.

11:00 – 11:30 **Discussion**

In the discussion that followed, it was agreed that the main body of training materials will consist of power point slides and text that elaborates on the pp slides for each of the four Teaching Modules. These materials will be ready in

English and translated in the national languages by the end of February. This is important so as to be able to deliver the face-to face trainings and pre-incubator programs in each country approximately around April or May.

11:30 – 11:45 Coffee Break

11:45 – 12:00 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. He emphasized the necessity of speeding up the realization of each partner's deliverables so as to proceed with spending. He informed the partners that the lead partner has, almost completely, overcome the main problem of assigning the external services, a problem that was created by the complicated procurement process required by the law governing public institutions in Greece. All external services have been contracted, except the external experts, a process that is still in progress and hopefully will be finished within the next month. Because of the fact that most of the deliverables require the involvement of external services (and especially the educational aspect the assistance of external experts), the delay in contracting the external services led to the delay in progressing with the deliverables.

12:00 – 12:15 Progress on WorkPackage 2: Communication and Dissemination Actions, Federation of Industries of Greece, Greece

Ms Monika Nagy, Information Officer of FIG, presented the current status of the communication and dissemination activities. The following information was delivered:

- Project Website is active and being regularly updated.
- Informative Materials are in progress.
- All materials from the Informative Workshops in Prilep, Stara Zagora and Thessaloniki have been sent by the partners and uploaded to the web site.
- Social Media pages are active and being regularly updated.

Follow-up actions to be taken:

- Prof. Alexandros Charalampidis to send information and materials from the Informative Workshop held in Cyprus.
- Partners to send informative materials for upload
- Constant updating of website and social media pages.

Progress on WorkPackage 3: Eco-Entrepreneurial Surveys and Network Development, Cyprus University of Technology, Cyprus

Prof. Charalampidis informed the partners that CUT has created the Network with business, students and colleagues and that similar Networks have been developed in the other partner countries. He suggested that all partners should continuously strive to enlarge their respective Networks. Furthermore, he informed that he has received all Surveys and Best Practices Reports and that he has compiled them into one document which was circulated among the partners. During the discussion that followed, all partners commented positively on the aggregate Best Practices Report and some mentioned that it can further improved if the introduction was extended a bit further, so that it provides a coherent summary of the results of all national reports. It was agreed that the Introduction will be extended to about five pages and that the Introduction along with the national report will be translated in each country's language.

12:15 – 12:30 **Progress on WorkPackage 4: Establishment of SMecoMP Learning and Training Model**, University of Macedonia, Greece

Professor Sartzetakis informed the partners that the Training platform will be completed by middle of February and all partners could start uploading educational and teaching materials by the end of February. He noted that all responsible partners have started working on the educational material for the training modules, based on the curricula that have been developed. A power point template was circulated so as that all power point presentations have a common presentation. As for the structure, of the training model, he mentioned that apart from the power point presentations and the written material, case studies and exercises should also be developed. Furthermore additional material will be developed for each particular module depending on the needs of each module. He pointed out that each partner will have to make the national delivery of the full program based on the platform, by the end of April.

Professor Basheska referred to the activities that St. Kliment Ohridski University has already completed. She underlined that the (1) Eco Innovation Entrepreneurship Laboratory was established at the faculty of Economics –Prilep, (2) three Workshops were held, the last one together with APPRNM during which extensive discussion regarding the project's aims and activities was developed. The external expert delivered their Contribution to the development of the Curricula that was briefly reviewed by Prof. Sartzetakis in the Introduction earlier in the morning. Emphasis was placed on the structure, content and completion of the curricula and training modules. Besides that, The Contribution to the Curricula in Module A, prepared by PP5 external expert was briefly discussed.

Professor Zaimova briefly summarized the current state with their curricula and teaching module and she said that most profound analysis will be made by the external experts and will be finished by the end of January.

12:30 – 13:00 Discussion

The long discussion that followed the presentations was mainly focused on the development and content of the Curricula and Training Modules. A number of proposals were made and discussed regarding the length and content of the educational material to be developed, as well as the modes of delivery. Prof. Charalampidis' proposal about videotaping the lectures and presenting them along with the respective power point presentations of all modules in English and uploading them on the platform was accepted by all partners. The training could be done in English or in national languages.

The conclusion about the content and time delivery of Curricula and Training Modules are presented below in the future steps plan section.

13:00 – 14:30 Lunch

Session 2

14:30 – 14:45 Progress on Work Package 5: Pilot Implementation-Validation of Learning and Training model, Trakkia University, Bulgaria

Based on the previous discussion of the training material, all partners agreed that the time provided for training activities for both students and practitioners is not sufficient. A number of suggestions were made and discussed and finally all partners agreed that the material on the platform should try to cover the main points of each topic at least at the theoretical level, so the participants receive core knowledge on each subject. Furthermore, material for more practical and interactive training for the students in Thessaloniki.

Professor Darina Zaimova noted that the Pre-Incubator programme should follow up the training platform. At the end all partners agreed that all written materials will be translated to the national languages and provided to the participants in the local training activities. However, the lectures will be recorded in English and uploaded on the platform.

14:45 – 15:00 Progress on WorkPackage 6: Evaluation and Review, St. Kliment Ohridski University, Faculty of Economics-Prilep, RNM

Prof. Bashenska provided a presentation about the progress on WP6 emphasizing that PP5 started preparing the draft version of the Assessment Framework based on Scorecard approach, but it is necessary to cooperate with a Lead partner in order that framework to be developed and implemented. PP5 also started with preparatory activities on methodology of internal evaluation of the major project's outputs and reporting procedure on national level. After the detailed presentation the following conclusion were made:

- To start with the internal evaluation of the completed deliverables
- The main project's outputs that need to be evaluated are: (1) Knowledge Alliance between SMEs and Academic field, (2) Eco-Innovation and Entrepreneurship Curricula and Training Modules, (3) SMecoMP Training Platform, (4) Blended Training Courses, (5) Best Practice Reports.
- To start preparing questions for the SMecoMP Knowledge Alliance Assessment Framework based on Balanced Score Card

15:00 – 16:00 Discussion

The discussion was done throughout the presentations. It was concluded that external evaluation and improvement reports of the WP4 and WP5 results and outputs should start immediately after these WPs will be finished. Also, at the end a review of Project's Outputs based on the results of the internal and external evaluation reports for the optimisation of project's outputs will be done.

16:00 – 16:30 Coffee Break

16:30 – 16:45 Summary of the discussions and decisions

16:45 – 17:00 Decisions on future steps during the next 3 months

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

- Completion of Curricula (8-10 pages per Curricula) by the end of January
- Completion of the educational material for the Teaching Modules (30-50 pages text plus power point presentations per Teaching Module) by the end of February.
- Videotaping the lectures for each module, with a deadline for the end of March

- UoM to send all curricula to partners for translation during the 1st week of February
- UoM to send all Modules to partners for translation during the 1st week of March
- All video materials to be uploaded on the platform by the end of March
- National training activities should be realized during April and May.

17:00 – 17:15 Decisions on future steps till end of the project

It was decided:

- An effort will be made to correct all problems detected during the education activities at each country, improve the platform and be ready to host students and practitioners from all partner countries in Thessaloniki in June
- Given that the above target will create too much stress, with no positive results, it was decided that a further extension should be asked especially so as to have enough time for dissemination activities and especially for organizing the Final Conference.

17:15 – 18:00 End of the 3rd Coordination Meeting

19:30 Dinner

ANNEXES:

I. 3rd Coordination meeting's agenda

Thursday 16, January 2020

Venue: Conference Room, 1st floor

Hotel Kristal Palas

Address: Lenin, 184, Prilep

Session 1

09:00 – 9:30	Registration
09:30 – 09:45	Welcome , by the host institution, Faculty of Economics, Prilep
09:45– 10:30	SMecoMP Project – Review of progress after the 2nd coordination meeting , Prof. Eftichios Sartzetakis, University of Macedonia, Greece
10:30 – 11:00	Discussion
11:00 - 11:30	Coffee Break
11:30 – 11:45	Progress on WorkPackage 1: Project and Financial Management , Prof. Eftichios Sartzetakis, University of Macedonia, Greece
11:45 – 12:00	Progress on WorkPackage 2: Communication and Dissemination Actions , Federation of Industries of Greece, Greece
12:00 – 12:15	Progress on WorkPackage 3: Eco-Entrepreneurial Surveys and Network Development , Cyprus University of Technology, Cyprus
12:15 – 12:30	Progress on WorkPackage 4: Establishment of SMecoMP Learning and Training Model , University of Macedonia, Greece
12:30 – 13:00	Discussion

13:00 – 14:30	Lunch
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Session 2

14:30 – 14:45	Progress on WorkPackage 5: Pilot Implementation-Validation of Learning and Training model , Trakia University, Bulgaria
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14:45 – 15:00	Progress on WorkPackage 6: Evaluation and Review, St. Kliment Ohridski University, Faculty of Economics-Prilep, RNM
15:00 – 16:00	Discussion

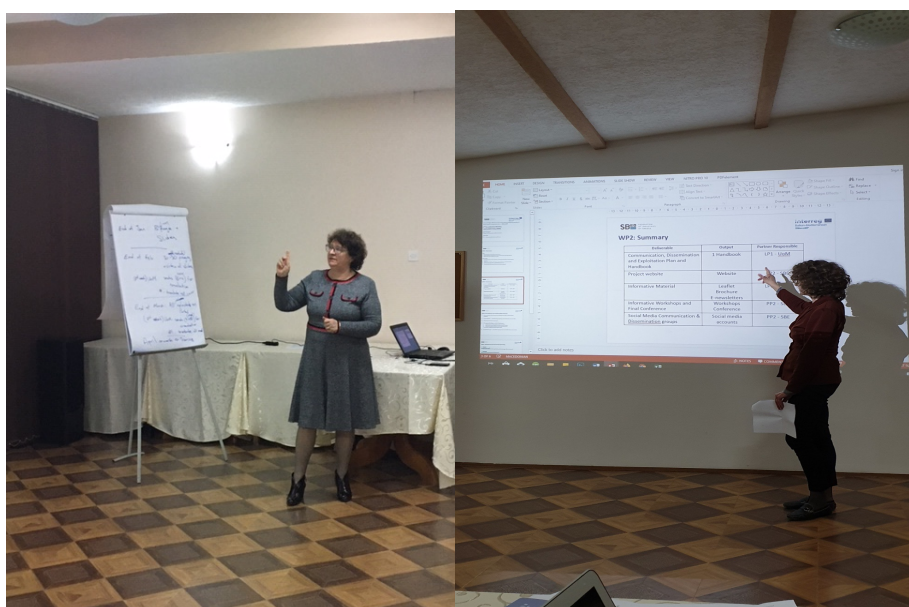
16:00 – 16:30	Coffee Break
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Session 3

16:30 – 16:45	Summary of the discussions
16:45 – 17:00	Discussion on future steps in the next 3 months
17:00 – 17:15	Discussion on future steps till end of the project
17:15 – 18:00	End of the 3rd Coordination Meeting

19:30	Dinner
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II. 3rd Coordination meeting's photos




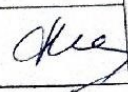

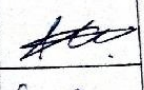
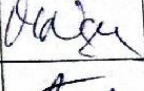
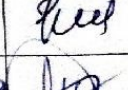
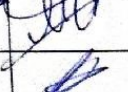
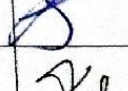
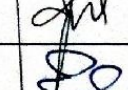
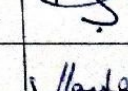
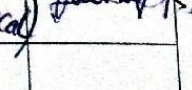


II. 3rd Coordination meeting main poster



III. 3rd Coordination meeting's list of participants



SMecoMP 3rd Coordination Meeting in Prilep, N.Macedonia						
Thursday 16, January 2020						
List of participants						
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9	Etichias Sartzetakis	PP1 UoMacedonia	69766 11328	esartz2@uom.edu.gr	Project manager	
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11						