

Interreg

Greece-Bulgaria

Co-Working

European Regional Development Fund



D1.2.2

Project Workshops & Meetings

Project Beneficiary 2

*EIDIKOS LOGARIASMOS KONDYLION EREVNAS ARISTOTELIOU
PANEPISTIMIOU THESSALONIKIS*



by
SIMA SA

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To: Leader Partner & P2, P3, P4

INVITATION

Dear partner,

The ***Special Account for Research of the Aristotle University of Thessaloniki***, Partner of the Project "Co working – Promoting entrepreneurship by supporting promising innovative ideas through pre-incubating mechanisms", is organizing **the 3rd partners' meeting** and kindly **requests your presence** at the event.

The meeting will take place on **Friday, November 25th, at 10.30** at the premises of the Deanery of the Faculty of Economics and Political Sciences, **Aristotle University of Thessaloniki**.

We would appreciate a **reply by November 15th the latest**.

The programme of the event will be sent to you, soon, via email.

Please, contact us, if you require further details or more information.

We look forward to seeing you

Sincerely,

**For the contractor company of the
"co-working project", SIMA s.a.**

ELENI KARAMITROU/PROJECT MANAGER

lina@sima.gr

sima@otenet.gr

PROJECT

Promoting entrepreneurship by supporting promising innovative ideas through
pre-incubating mechanisms

Co-Working

Agenda and Guidance

Event	3 rd Project Meeting
Date(s)	25 th of November 2022
Organized by	PB2 – School of Economics and Political Sciences, Aristotle University of Thessaloniki
Venue	Office 212 (Dean's office of the School of Economic and Political Sciences-2nd floor), Thessaloniki, 54124 (on the map: https://goo.gl/maps/cyBWqWUBK1DZUJz89)
Distribution	LB1, PB2, PB3 and PB4
Local contact persons¹	Varvara Samartzi (2310 995 273, vsamartz@econ.auth.gr)

¹ In case further guidance and support is needed once onsite

DAY: 25th of November 2022 (Friday)

10:30 – 11:00	Arrivals – Registration
11:00-11:15	Welcome messages
11:15 – 11:30	<p>LB's presentation: Progress and plans where it will be presented:</p> <ul style="list-style-type: none"> • The status of the tenders (see budget lines "External Expertise and Services", "Equipment", "Infrastructure and works" in terms of signed contracts and pending assignment procedures); • The work progress per deliverable (for all deliverables that appear in the SoBC), specifying problems and issues; • The activities that have not been implemented yet • The status of their expenditures paid out until 31.10.2022 • The status of their expenditures verified until 31.12.2022 • Any other issues.
11:30-11:45	<p>Pb2's presentation: Progress and plans where it will be presented:</p> <ul style="list-style-type: none"> • The status of the tenders (see budget lines "External Expertise and Services", "Equipment", "Infrastructure and works" in terms of signed contracts and pending assignment procedures); • The work progress per deliverable (for all deliverables that appear in the SoBC), specifying problems and issues; • The activities that have not been implemented yet • The status of their expenditures paid out until 31.10.2022 • The status of their expenditures verified until 31.12.2022 • Any other issues.

> *Coffee Break - Light Lunch* <

11:45-12:00

12:00-12:15	<p>Pb3's presentation: Progress and plans where it will be presented:</p> <ul style="list-style-type: none"> • The status of the tenders (see budget lines "External Expertise and Services", "Equipment", "Infrastructure and works" in terms of signed contracts and pending assignment procedures); • The work progress per deliverable (for all deliverables that appear in the SoBC), specifying problems and issues; • The activities that have not been implemented yet • The status of their expenditures paid out until 31.10.2022 • The status of their expenditures verified until 31.12.2022 • Any other issues.
12:15-12:30	Pb4's presentation: Progress and plans where it will be presented:

	<ul style="list-style-type: none"> • The status of the tenders (see budget lines “External Expertise and Services”, “Equipment”, “Infrastructure and works” in terms of signed contracts and pending assignment procedures); • The work progress per deliverable (for all deliverables that appear in the SoBC), specifying problems and issues; • The activities that have not been implemented yet • The status of their expenditures paid out until 31.10.2022 • The status of their expenditures verified until 31.12.2022 • Any other issues.
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> *Coffee Break -Light lunch* <
12:30-12:45

12:45-13:15	Setting up a new time plan of the remaining activities
13:15-13:45	Debriefing and closure of the meeting

>*Lunch*<
14:00

GUIDANCE

Venue Location

The Project Meeting will take place at the Office 212 (Dean's office of the School of Economic and Political Sciences-2nd floor), Thessaloniki, 54124, Greece, which is located in the town center.

Address: **Google map link:** <https://goo.gl/maps/cyBWqWUBK1DZUJz89>

Accommodation

Regarding accommodation arrangements, all participants are advised to use traditional booking sites. Below you can find a link to a map with several recommended hotels and guest houses which are located near the meeting venue:

<https://goo.gl/maps/VSKsTYv3cKwWaQcr7>



Project: Co-Working

Presentation of LB: Alexander Innovation Zone S.A.

Project Meeting: 25th of November 2022

STATUS OF PROCUREMENTS/CONTRACTS

5/5

☐ Number of Contracts

☐ Amount of Contracts

LB has launched 5 tenders and has contracted all the deliverables.

More specifically LB launched:

- Tender 1 (direct award) regarding deliverables 1.1.2 & 1.1.3
- Tender 2 (open procedure) regarding deliverables 2.1.1, 2.1.2, 2.1.3, 2.1.4, 2.1.5, 5.1.4 & 5.1.5
- Tender 3 (open procedure) regarding deliverables 3.1.1, 3.1.2, 3.1.4, 3.1.5, 4.1.1, 4.1.2, 4.1.3, 4.1.4, 4.1.5, 5.1.1, 5.1.2, 5.1.3
- Tender 4 (direct award) regarding deliverable 3.1.3- equipment
- Tender 5 (direct award) regarding deliverable 3.1.3- infrastructures and works

STATUS OF PROCUREMENTS/CONTRACTS

☐ f Contracts

☐ Total Contracted amount **215.317,72€**

☐ Budget Percentage of Total Amount Contracted **81%**

The total approved budget to be contracted is 266.367,00€. LB has contracted the amount of 215.317,72€. The remaining 19% of the budget amount that wasn't contracted regards discounts and staff costs.

WORK PROGRESS PER WORK PACKAGE AND DELIVERABLE

WORK PACKAGE 1

- Deliverable 1.1.2 -Project meetings. The kick off meeting was organized. A project meeting in Kardjali will be organized during February
- Deliverable 1.1.3- Project Management & Administration is running
- Deliverable 1.1.4- Audits. During December LB will submit a request for the appointment of a controller in order to start the verifications of expenditures

WORK PROGRESS PER WORK PACKAGE AND DELIVERABLE

WORK PACKAGE 2

- Deliverable 2.1.1-Communication Strategy Plan has been implemented and the final version will be sent to all partners soon
- Deliverable 2.1.2-Communication mix-tools & website. Part of this deliverable has been implemented. More specifically the project's website and the 2nd project logo has been created.
- Deliverable 2.1.3-Communication Campaigns. Part of this deliverable has also been implemented. More specifically the social media pages have been created, some entries in newspapers have been done and videos spots in tv have been displayed.
- Deliverable 2.1.4 - Demo days - Meetups will be implemented till the end of February
- Deliverable 2.1.5 Final Conference will be organized the last month of the project

WORK PROGRESS PER WORK PACKAGE AND DELIVERABLE

WORK PACKAGE 3

- Deliverable 3.1.1- Consultation & survey on c-b Pre-incubation Strategy“. The implementation of this deliverable is in progress and will be delivered till 30/11/2022.
- Deliverable 3.1.2 - Action Plan on c-b Pre-incubation Strategy. The implementation of this deliverable is in progress and will be delivered till 31/12/2022.
- Deliverable 3.1.3 - Co-Working space installation &equipment“. This deliverable concerns the supply of equipment and the implementation of infrastructures and works in the co-working space of Alexander Innovation Zone. Till 15/12/2022 the aforementioned deliverables will have been completed.
- Deliverable 3.1.4- Pre-incubation Tool-Kit & Modules. The implementation of this deliverable is in progress and will be delivered till 31/12/2022.
- Deliverable 3.1.5-Business Idea Diagnosis Tool. The implementation of this deliverable is in progress and will be delivered till 31/12/2022.

WORK PROGRESS PER WORK PACKAGE AND DELIVERABLE

WORK PACKAGE 4

- Deliverable 4.1.1 Bootcamp & Lean Startup.
- Deliverable 4.1.2 Bootcamp & Business Model Canvas
- Deliverable 4.1.3 Bootcamp & Assumption Validation
- Deliverable 4.1.4 Bootcamp & Pitching
- Deliverable 4.1.5 Bootcamp & Interim Evaluation

In the framework of WP4 LB has already completed the 2 of the 3 cycles of the Bootcamps in Thessaloniki. Today will start the 3rd and final cycle which will be completed till 15/12/2022.

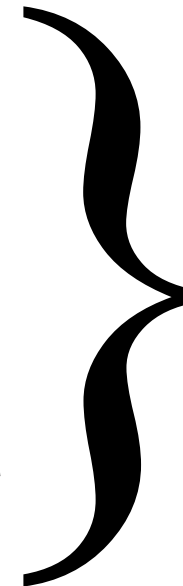
- Deliverable 4.1.1 Bootcamp & Lean Startup - BG
- Deliverable 4.1.2 Bootcamp & Business Model Canvas -BG
- Deliverable 4.1.3 Bootcamp & Assumption Validation - BG
- Deliverable 4.1.4 Bootcamp & Pitching - BG

The Bootcamps in Bulgaria will start soon in in cooperation with the members of the contractor's work team there.

WORK PROGRESS PER WORK PACKAGE AND DELIVERABLE

WORK PACKAGE 5

- Deliverable 5.1.1 Masterclass Training Activities (2 cycles)
- Deliverable 5.1.2 Masterclass Coaching Activities (2 cycles)
- Deliverable 5.1.2 Masterclass Coaching Activities (2 cycles) - BG
- Deliverable 5.1.3 Mentor's Network Support (2 cycles)
- Deliverable 5.1.4 Consultations with key stakeholders & lessons learnt
- Deliverable 5.1.5 Policy Action Plan & Capitalization



The implementation of the work package 5 will start as soon as we complete the organization of the work package 4.

Expenditures Paid Out & Verified till 30/11/2022

Paid out: 14.500,00€
Verified: 0 €

Thank you for your attention!

Costas Tramantzas
General Manager

Alexander Innovation Zone

tramantzas@thessinnozone.gr



ΑΡΙΣΤΟΤΕΛΕΙΟ
ΠΑΝΕΠΙΣΤΗΜΙΟ
ΘΕΣΣΑΛΟΝΙΚΗΣ

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PB2- Aristotle University of Thessaloniki

3rd Project Meeting: 25th of November 2022

INTERREG V-A GREECE-BOULGARIA
2014-2020

Aristotle University of Thessaloniki

The Project is co-funded by the European Regional Development Fund (ERDF) and National Funds of the countries participating in the INTERREG V-A "Greece- Bulgaria 2014-2020" Cooperation Programme



STATUS OF PROCUREMENTS/CONTRACTS

☐ Number of Contracts

4/4

☐ Amount of Contracts

PB2 has launched the following 4 tenders according to the project's STPP and has contracted all the deliverables:

- Tender 1 (direct award) regarding deliverables 1.2.3
- Tender 2 (direct award) regarding deliverables 1.2.2, 2.2.4, 5.2.4
- Tender 3 (open procedure) regarding deliverables D3.2.1, D3.2.2, D3.2.5, D4.2.1, D4.2.2, D4.2.3, D4.2.4, D4.2.5, D5.2.1, D5.2.2, D5.2.3, D5.2.5
- Tender 4 (direct award) regarding deliverable D2.2.2 & D2.2.3



WORK PROGRESS PER WORK PACKAGE AND DELIVERABLE

WORK PACKAGE 1

- **Deliverable 1.2.2 –Project meetings.** The 3rd project meeting was organized today. A project meeting in Haskovo will be organized during next year.
- **Deliverable 1.2.3- Project Management & Administration** is running
- **Deliverable 1.2.4- Audits.** During December PB2 will submit the request for the appointment of a controller in order to start the verifications of expenditures



WORK PROGRESS PER WORK PACKAGE AND DELIVERABLE

WORK PACKAGE 2

- **Deliverable 2.2.2 - Communication mix-tools & website** will be implemented till the end of this year.
- **Deliverable 2.2.3 - Communication Campaigns** has been implemented and delivered. Production of 1.000 leaflets, 500 in Greek language and 500 in Bulgarian.
- **Deliverable 2.2.4 - Demo days – Meetups.** The Demo day will be organized till the end of this year.



WORK PROGRESS PER WORK PACKAGE AND DELIVERABLE

WORK PACKAGE 3

- **Deliverable 3.2.1- Consultation & survey on c-b Preincubation Strategy.** The contract which includes this deliverable will be signed the next days so its implementation will start from now on.
- **Deliverable 3.2.1- Consultation & survey on c-b Preincubation Strategy – BG.** The contract which includes this deliverable will be signed the next days so its implementation will start from now on.
- **Deliverable 3.2.2 - Action Plan on c-b Pre-incubation Strategy.** The contract which includes this deliverable will be signed the next days so its implementation will start from now on.
- **Deliverable 3.2.2 - Action Plan on c-b Pre-incubation Strategy – BG.** The contract which includes this deliverable will be signed the next days so its implementation will start from now on.
- **Deliverable 3.2.5-Business Idea Diagnosis Tool.** The contract which includes this deliverable will be signed the next days so its implementation will start from now on.
- **Deliverable 3.2.5-Business Idea Diagnosis Tool – BG.** The contract which includes this deliverable will be signed the next days so its implementation will start from now on.



WORK PROGRESS PER WORK PACKAGE AND DELIVERABLE

WORK PACKAGE 4

- **Deliverable 4.2.1- Bootcamp & Lean Startup.** The contract which includes this deliverable will be signed the next days so its implementation will start from now on.
- **Deliverable 4.2.1- Bootcamp & Lean Startup – BG.** The contract which includes this deliverable will be signed the next days so its implementation will start from now on.
- **Deliverable 4.2.2-Bootcamp & Business Model Canvas.** The contract which includes this deliverable will be signed the next days so its implementation will start from now on.
- **Deliverable 4.2.2-Bootcamp & Business Model Canvas –BG.** The contract which includes this deliverable will be signed the next days so its implementation will start from now on.
- **Deliverable 4.2.3-Bootcamp & Assumption Validation.** The contract which includes this deliverable will be signed the next days so its implementation will start from now on.
- **Deliverable 4.2.3-Bootcamp & Assumption Validation – BG.** The contract which includes this deliverable will be signed the next days so its implementation will start from now on.
- **Deliverable 4.2.4-Bootcamp & Pitching.** The contract which includes this deliverable will be signed the next days so its implementation will start from now on.
- **Deliverable 4.2.4-Bootcamp & Pitching – BG.** The contract which includes this deliverable will be signed the next days so its implementation will start from now on.
- **Deliverable 4.2.5-Bootcamp & Interim Evaluation.** The contract which includes this deliverable will be signed the next days so its implementation will start from now on.
- **Deliverable 4.2.5-Bootcamp & Interim Evaluation – BG.** The contract which includes this deliverable will be signed the next days so its implementation will start from now on.



WORK PROGRESS PER WORK PACKAGE AND DELIVERABLE

WORK PACKAGE 5

- **Deliverable 5.2.1-Masterclass Training Activities (2 cycles).** The contract which includes this deliverable will be signed the next days so its implementation will start from now on.
- **Deliverable 5.2.2 Masterclass Coaching Activities (2cycles).** The contract which includes this deliverable will be signed the next days so its implementation will start from now on.
- **Deliverable 5.2.3 Mentor's Network Support (2 cycles).** The contract which includes this deliverable will be signed the next days so its implementation will start from now on.
- **Deliverable 5.2.4 Consultations with key stakeholders & lessons learnt** has not been implemented yet.
- **Deliverable 5.2.4 Consultations with key stakeholders & lessons learnt – BG** has not been implemented yet.
- **Deliverable 5.2.5 Policy Action Plan & Capitalization.** The contract which includes this deliverable will be signed the next days so its implementation will start from now on.
- **Deliverable 5.2.5 Policy Action Plan & Capitalization – BG.** The contract which includes this deliverable will be signed the next days so its implementation will start from now on.



UPDATED ACTION's TIME PLAN

<u>DELIVERABLES</u>	MONTHS OF IMPLEMENTATION TILL THE PROJECT's END						
	ΟΚΤΩΒΡΙΟΣ	ΝΟΕΜΒΡΙΟΣ	ΔΕΚΕΜΒΡΙΟΣ	ΙΑΝΟΥΑΡΙΟΣ	ΦΕΒΡΟΥΑΡΙΟΣ	ΜΑΡΤΙΟΣ	ΑΠΡΙΛΙΟΣ
1.2.2 - 3 rd Project Meeting							
1.2.2 - Project Workshops & Meetings							
2.2.2 - Communication mix-tools & website							
2.2.3 - Communication Campaigns							
2.2.4 - Demo days – Meetups							
3.2.1- Consultation & survey on c-b Preincubation Strategy							
3.2.1- Consultation & survey on c-b Preincubation Strategy - BG							
3.2.2 - Action Plan on c-b Pre-incubation Strategy							
3.2.2 - Action Plan on c-b Pre-incubation Strategy - BG							
3.2.5-Business Idea Diagnosis Tool							
3.2.5-Business Idea Diagnosis Tool - BG							
4.2.1 Bootcamp & Lean Startup (24 ώρες)							
4.2.1 Bootcamp & Lean Startup - BG							
4.2.2 Bootcamp & Business Model Canvas (15 ώρες)							
4.2.2 Bootcamp & Business Model Canvas -BG							
4.2.3 Bootcamp & Assumption Validation (15 ώρες)							
4.2.3 Bootcamp & Assumption Validation - BG							
4.2.4 Bootcamp & Pitching (15 ώρες)							
4.2.4 Bootcamp & Pitching - BG							
4.2.5 Bootcamp & Interim Evaluation (30 ώρες)							
4.2.5 Bootcamp & Interim Evaluation - BG							
5.2.1 Masterclass Training Activities (2 cycles)							
5.2.2 Masterclass Coaching Activities (2cycles)							
5.2.3 Mentor's Network Support (2 cycles)							
5.2.4 Consultations with key stakeholders & lessons learnt							
5.2.4 Consultations with key stakeholders & lessons learnt - BG							
5.2.5 Policy Action Plan & Capitalization							
5.2.5 Policy Action Plan & Capitalization - BG							



Expenditures Paid Out & Verified till 30/11/2022

Paid out: 13.341,43 €
Verified amount: 0,00 €



PB2- Aristotle University of Thessaloniki

Thank you for your attention!!!





**NATIONAL COMPANY
INDUSTRIAL ZONES**

Interreg

Greece-Bulgaria

Co-Working

European Regional Development Fund



Project: Co-Working Progress of PB4

*The Project is co-funded by the European Regional Development Fund (ERDF)
and National Funds of the countries participating in the INTERREG V-A
“Greece- Bulgaria 2014-2020” Cooperation Program*

**INTERREG V-A
“GREECE - BULGARIA 2014 - 2020”
COOPERATION PROGRAMME**

THE STATUS OF THE TENDERS

NCIZ - PB4 - is not required to perform tenders according the requirements of the procurement plan - type of tender is „direct award“ for all activities

WORK PROGRESS PER DELIVERABLE

WP1, D1.4.3 - Forming a project management team - in implementation of the planned activities in work package Staff Costs/Real Costs - a "Project Manager" has been appointed on an employment contract with duration until 13.04.2023 or the end of the program

WP4, D4.4.1 - In implementation of activity Staff Costs/ Real Costs-Technical Staff one person has been appointed with duration of employment of 4 months

WP4, D4.4.3 - In the implementation of activity Staff Costs/Real Costs-Technical Staff one person was appointed with a contract duration of 2 months

WORK PROGRESS PER DELIVERABLE

WP3, D3.4.3 Equipment

Workspace in the town of Kardzhali - through direct negotiation an office and computer equipment necessary for the implementation of the activity were purchased and installed

Co-working office installation - office furniture includes: 5 office and work chairs, 5 desks, 8 visitor chairs, 6 mobile compartments and 30 conference chairs. The multimedia equipment includes: 5 PCS, 1 laptop, 1 projector, 1 wall standard 175X175, 1 printer, 1 LED TV 43 “.

ACTIVITIES NOT IMPLEMENTED YET

WORK PACKAGE	ACTIVITIES TO BE IMPLEMENTED
D2.4.2	Banners, brochures production of 5 banners and the distribution of 500 brochures after receiving information from PB1
D2.4.4	Demo day in Kurdzhali organization the event
D3.4.3	Office refresh paint
D5.4.1	Master class training aiming to improve the capacity of early stage teams
D5.4.3	Mentor training

STATUS OF EXPENDITURES PAID OUT UNTIL 31.10.2022

- *The total costs for the implementation the activities so far amount to 30% of the set budget has been spent on the implementation.*
- *NCIZ - PB4 - spent for the period 01/01/2022 to 31/12/2022 the amount of 5,514 euros, and it was not submitted for reimbursement by the leading beneficiary, due to not reaching the minimum threshold of 10,000 euros.*

STATUS OF EXPENDITURES VERIFIED UNTIL 31.12.2022

- *All necessary documentation for the generated costs at the end of December 2021 are entered in electronic MIS*
- *An inspection of first level of control was passed by the General Directorate of territorial Cooperation Management, Ministry of Regional Development and Public Works of Bulgaria*
- *PB4 received a notification that the expenses incurred for the period are successfully verified*

Thank you for your attention!

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PROJECT

Promoting entrepreneurship by supporting promising innovative ideas
through pre-incubating mechanisms

Co-Working

(Subsidy ContractNo: B6.3a.11)

Minutes of the 3rd Project Meeting

Meeting title	3 rd Project Meeting
Meeting date(s)	25 of November 2022
Organized by	PB2- EIDIKOS LOGARIASMOS KONDYLION EREVNAS ARISTOTELIOU PANEPISTIMIOU THESSALONIKIS
Meeting location	<i>Premises of the SCHOOL OF ECONOMICS & POLITICAL SCIENCES, Aristotle University of Thessaloniki, Room 1, 1st floor, at 11:00 am.</i>
Distribution	LB1, PB2, PB3 and PB4

The Project is co-funded by the European Regional Development Fund (ERDF) and National Funds of the countries participating in the INTERREG V-A "Greece- Bulgaria 2014-2020" Cooperation Programme.

INTRODUCTION

The 3rd meeting of the project “Promoting entrepreneurship by supporting promising innovative ideas through pre-incubating mechanisms” (Subsidy Contract No: B6.3a.11; Acronym: Co-Working) was realized on the 25th of November 2022, at the Premises of the School Of Economics & Political Sciences, in Aristotle University of Thessaloniki, Room 1, in the 1st floor, at 11:00 a.m. and organized by PB2. After the meeting dates and location were confirmed with all partners, the contractor of this deliverable (D1.2.2- Project Workshops & Meetings), sent out to all Beneficiaries the official invitation along with the draft agenda of the meeting. (See the attached files). As some of the participants could not attend the meeting with physical presence, it was created and send to them a link in order to join the meeting online via zoom platform.

In the meeting participated representatives of all the project’s Beneficiaries, the project Officer, Ms. Dinkova, and members of the technical consultants of the Greek Beneficiaries.

Main Conversation Points

The meeting started with a welcome greeting by Mr. Zarotiadis Grigoris, Dean of the Faculty of Economics in Aristotle University of Thessaloniki, who stressed the importance of the meeting for the progress of the project, which delayed due to different administrative issues and procedures, and wished a good and fruitful meeting.

Then the floor was given to the Project Officer, Ms. Dinkova. JS made a meeting with the Bulgarian Partners at the premises of JS, one day before the Beneficiaries’ meeting, on 24/11/2022. The Bulgarian Beneficiaries shared the minutes of this meeting via an email to all Beneficiaries. In the minutes of that meeting between JS and Bulgarian Beneficiaries, JS made some observations and commitments on the project implementation. So Ms. Dinkova advised the Beneficiaries to take into account and follow the instructions referred in the minutes of the meeting in order to improve the communication and the progress of the project.

After that, the presentation of the bodies that make up the partnership of the project followed.

The first presentation concerned the Lead Partner- Alexander Innovation Zone S.A and Mr. Tramantzas was invited to take the floor in order to present the progress of the Lead Beneficiary during the months of project’s implementation. Before starting his presentation Mr. Tramantzas emphasized the importance of the participation of all Beneficiaries in the meetings with the Joint Secretariat. Mr. Tramantzas presented the status of LB’s tenders, the work progress per deliverable (for all deliverables that appear in the SoBC), specifying problems and issues, the activities that have not been implemented yet and the status of paid out and verified expenditures.

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Continuing, Mr. Nikolay Sterev, Project Manager of PB3- University of National And World Economy for the project, took the floor and presented in few words the progress in implementation of PB3's actions following the topics of the agenda. PB3 had a problem with its access in the MIS, fact that delayed the procedure of verifications.

In the process, the floor was given to Ms. Anna Malcheva who was introduced herself to all the participants as she is a new member in the project, replacing Mrs. Dobrinka who was the project manager of PB4 before. Ms. Malcheva made a comprehensive presentation of Project Partner 4- National Company Industrial Zones PLC. and provided information to the attendants for the implementation phase in which PB4 is, following the topics of the agenda too.

A coffee break and a light lunch followed.

After the coffee break, the partners' presentations closed with the presentation of PB2 which was made by Ms. Anthi Papadopoulou., member of PB2's technical consultant. Ms. Papadopoulou also presented the status of PB2's tenders, the work progress per deliverable, the activities that have not been implemented yet and the status of paid out and verified expenditures.

(The presentations of each partner, except from PB3 who didn't done, are attached).

It was followed a discussion among participants regarding the observations of JS which derived from the meeting with the Bulgarian Beneficiaries. Continuing, PB3 and PB4 referred some problems that they faced during the organization and implementation of some actions.

In the context of the discussion, among others, it was defined a new updated time-plan for the remaining actions of all Beneficiaries. At the end the partners proceed to the coordination of some common actions/ deliverables that should be implemented in parallel and set a date for the next project meeting in Haskovo.

Conclusions/Decisions

- LB1 should send to all the participants the Communication Plan as soon as it is ready and has the approval of the Communication Officer.
- LB1 should create a google drive and share the link to all Beneficiaries in order to upload there all the material that should be shared among partners.
- PB2 should send to the PB3 the texts from the leaflet that had created in the framework of deliverable 2.2.2 because the Bulgarian Partners found the translation of the text in Bulgarian Language wrong. So PB3 will do the translation and will send to PB2 the corrected texts in order to recreate the leaflet and send it to the Communication Officer for approval. After the approval of the leaflet be the Communication Officer a number of leaflets will be reprinted by PB2.

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ΑΝΕΦΑΝΡΕΙΑ
ΖΩΝΗ
ΚΑΙΝΟΤΟΜΙΑΣ Α.Ε.



ΕΙΔΙΚΟΣ ΛΟΓΑΡΙΑΣΜΟΣ ΚΟΝΔΥΛΙΩΝ ΕΡΕΥΝΑΣ
ΑΡΙΣΤΟΤΕΛΕΙΟΥ ΠΑΝΕΠΙΣΤΗΜΙΟΥ ΘΕΣΣΑΛΟΝΙΚΗΣ



- LB1 should send also to the PB3 the English texts that were uploaded in the project's website in order to translate them into the Bulgarian Language and send them to LB1 to upload them in the website.
- LB1 should create the project's logo in a vector format, different from pdf or jpeg that already exists and send it to all Beneficiaries
- LB1 should create templates for the cover page of the deliverables, for the presentations, invitations etc. and send them to all Beneficiaries
- LB1 should upload all the above (texts, deliverables, templates etc.) also to the google drive that was created where all Beneficiaries have access.
- PB4 asked from the LB to send him the material of the brochure that PB4 should create and print in the framework of deliverable 2.4.2.
- LB1 will send to PB4 some more analytical technical descriptions regarding the organization of the Demo Days in order PB4 to proceed to the realization of the direct award for this deliverable.
- All Beneficiaries agreed that the next project meeting will take place in Haskovo on the 30-31 of January and they will combine it with a Demo Day that PB3 has to organize in Haskovo.

At the end of the meeting the members of the PB2 thanked the representatives and announced the closing of the project meeting.

Following the meeting's agenda a social lunch was held for all the participants at the restaurant named LOLA, 10 Agapinou st. & 150 Egnatia st. (opposite of the Panaghia Dexia Holy Church) but the Bulgarian Partners unfortunately couldn't participate in it due to other obligations.

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ΑΝΕΚΑΝΑΦΟΡΙΑ
ΖΩΝΗ
ΚΑΙΝΟΤΟΜΙΑΣ Α.Ε.



ΕΙΔΙΚΟΣ ΛΟΓΑΡΙΑΣΜΟΣ ΚΟΝΔΥΛΙΩΝ ΕΡΕΥΝΑΣ
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