

ACT SOCIAL

MINUTES

3rd TECHNICAL MEETING

Actions for the Support and enhancement of Social entrepreneurship at Local level

*WP 1 Project Management
MINUTES of the 3rd Technical Meeting
December 2018*

MUNICIPALITY OF THERMI

<i>Project Title</i>	<i>Actions for the Support and enhancement of Social entrepreneurship at Local level</i>
<i>Project Acronym</i>	<i>ACT SOCIAL</i>
<i>Project Duration</i>	<i>03.10.2017 – 02.10.2019</i>
<i>Project Partners</i>	<i>LB (PB1) Municipality of Thermi (GR) PB2 Association of South Western Municipalities (BG) PB3 Sdruzhenie Yuni Partners (BG)</i>

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12/12/2018

Municipality of Thermi, Thermi, Greece

MINUTES

The 3rd Technical meeting of the ACT SOCIAL project was held on 12/12/2018 in Thermi Greece and organised by the LB Municipality of Thermi.

The meeting was attended by representatives of the beneficiaries, as listed below.

Attendees: (copy list of participants)

Organisation	Name
Municipality of Thermi	Papanikolaou Evgenia
Municipality of Thermi	Panagiotopoulou Despoina
Municipality of Thermi	Arvanitis Manolis
Association of South Western Municipalities (PP2)	Georgi Boykov
Association of South Western Municipalities (PP2)	Nadezhda Blagova
Association of South Western Municipalities (PP2)	Christo Stoitsov
Association Euni Partners (PP3)	Slavina Georgieva
Association Euni Partners (PP3)	Desislava Danilova

The following paragraphs provide a brief summary of the presentations and discussion.

3rd TECHNICAL MEETING

ACT SOCIAL

12 December 2018, Thermi/GREECE

Meeting Venue: Cultural Center of the Municipality of Thermi

AGENDA

12/12/2018 Wednesday

Time	Activity	Speakers
09:00 – 09:30	Arrival and <i>Registration</i>	
09:30 – 10:00	Short Presentation of Meeting's Objectives	Municipality of Thermi - Lead Beneficiary
10:00 – 10:30	Overview of project progress 10-minute presentation for each Beneficiary's progress	All beneficiaries (Coordinated by the LB)
10:30 – 11:30	Discussion of Implementation of Activities by Working Packages up to date: <ul style="list-style-type: none"> ✓ Implementation of WP1: Project management and Co-ordination ✓ Implementation of WP2: Communication and Dissemination ✓ Implementation of WP3: Market analysis and tourism/agro-food business opportunities in the CB area 	All beneficiaries (Coordinated by the LB)
11:30 – 12:00	Coffee Break	
12:00 – 12:40	Discussion of Implementation of Activities by Working Packages up to date: <ul style="list-style-type: none"> ✓ Implementation of WP4: Guidance on the pre start – up and scaling up development of SE's ✓ Implementation of WP5: Tools for SE's. Networking and Cooperation in the CB area 	All beneficiaries (Coordinated by the LB)
12:40 – 13:00	Joint Steering Committee Panel	All beneficiaries

Time	Activity	Speakers
	<ul style="list-style-type: none"> ✓ Discussion on project modifications ✓ Approval of deliverables 	(Coordinated by the LB)
13:00 – 13:50	Project Management and Publicity Issues <ul style="list-style-type: none"> ✓ Financial Issues ✓ Planning of Next Steps, Meetings and Events 	All beneficiaries (Coordinated by the LB)
13:50 – 14:50	Final Discussion and Conclusions – Setting of workplan and timeframe of next activities	All beneficiaries (Coordinated by the LB)
15:00	End of meeting	

The purpose of the meeting was to:

- ❖ Discuss in detail the work packages, the tasks and deliverables, and analyze – update the timetable;
- ❖ Clarify project management and administrative procedures;
- ❖ Discuss and analyze the next steps till the next technical project meeting

Introduction

Ms. Papanikolaou from the Municipality of Thermi welcomed the partners to Thermi and made the introduction of the agenda, the issues that would be discussed and the meeting's objectives.

Overall Project Management and Implementation (presentations by LB and each project Beneficiary)

Ms. Papanikolaou in cooperation with Ms. Panagiotopoulou made the presentation for the Overall Project Management and Implementation progress.

The presentation was made by discussing all work packages and every deliverable and activity that should be implemented, with details.

Ms. Panagiotopoulou presented analytically the implementation progress and the timeline for the next months of project implementation. The discussion and decisions of the Steering Committee regarding the implementation of each work package and activity are as following:

➤ Work Package 1

The LB presented the Work Package 1 to the partners, the work done so far and the work that should be done the following months till the end of project's implementation. The discussion took place and the decisions that had been taken for WP1 are:

- Partners analytically discussed their implementation process, the payments that they have already made and the amounts of the certifications that they are expecting in order to reach the 20% target within 2018

- All the partners shall send the LB their input for the Progress Report till 11/01/2019 the latest
- The partners will send the excel file of progress report and will not access the MIS which will be only task of the LB
- The LB will send immediately the final versions of the modified project documents (JoB, AF, STTP)
- Regarding the next technical meeting that will be held in Blagoevgrad the PB3- EUNI Partners that will host it, will send an email with proposed dates by end of February in order to arrange the most convenient date.

➤ **Work Package 2**

The LB presented the Work Package 2 to the partners, the work done so far and the work that should be done the following months till the end of project's implementation. The discussion took place and the decisions that had been taken for WP2 are:

- The LB announced that the Social Media (Facebook and Twitter) of the Act Social project just launched
- The production and printings of dissemination material is an ongoing procedure. At this point Mr. Boykov informed that PB2 will proceed with the release of the public procurement for printing material by the end of next week.

➤ **Work Package 3**

The LB presented the Work Package 3 to the partners, the work done so far and the work that should be done the following months till the end of project's implementation. The discussion took place and the decisions that had been taken for WP3 are:

- The LP informed that the Synthesis Report of the study is ready and will be send to all the partners

- The deliverable regarding the proposals on business opportunities will be delivered till 24/12/2018
- PB2 and PB3 informed that the new legislative framework is in force from the early November and they will review accordingly their report for the deliverable 3.2.1

➤ Work Package 4

The LB presented the Work Package 4 to the partners, the work done so far and the work that should be done the following months till the end of project's implementation. The discussion took place and the decisions that had been taken for WP4 are:

- The feasibility study for mapping the existing financial tools for SE's will be send to the partners
- The implementation of the analytical course will start in January and till the beginning of March will be sent to PB3 EUNI in order to be translated and be delivered by the end of March also in Bulgarian language.

➤ Work Package 5

The LB presented the Work Package 5 to the partners, the work done so far and the work that should be done the following months till the end of project's implementation. The discussion took place and the decisions that had been taken for WP5 are:

- Mr. Boykov from PB2 informed the partners that the Social Structure – One Stop Shop in Blagoevgrad has been inaugurated and is already operative.
- Ms. Papanikolaou from LB informed the partners that the Municipality faced a problem with the procurement procedure regarding the renovation of the space which had selected for the Social Structure – One Stop Shop in Thermi, but the Structure will be operative soon, as the Call of Interest for the Staff members foreseen for the structure is ready and will be released very soon.

- Ms. Papanikolaou informed also the partners that the development of the Joint Webplatform will soon start as the Municipality has already signed the contract with the Contractor.

➤ **Work Package 6**

The LB presented the Work Package 6 to the partners, the work done so far and the work that should be done the following months till the end of project's implementation. The discussion took place and the decisions that had been taken for WP6 are:

- The seminars regarding the mentoring of the unemployed people in Greece and Bulgaria will start in February – March and the LB proposed to PB2 and PB3 to implement their seminars at the same time in order to achieve wider publicity of the activity. Following, all the other activities of the work package will be done as described in the Application Form and presented in the project's timeline.

After the presentation and analysis of the project's implementation progress by the Lead Beneficiary, PB2 and PB3 presented the implementation progress of each organisation and set into the consideration of the Lead Beneficiary the delays that they are facing in the FLC procedure and the obstacle that the PB2 has to overpass regarding the public procurement of printing material (as mentioned above).

Extensive discussion took place among the partners on all the above issues and at the end of the meeting Ms. Panagiotopoulou took the floor and made the summed up as following.

Next steps

1. All the partners shall send the LB their input for the Progress Report **till 11/01/2019** the latest. The partners will send **only** the excel file of progress report
2. All the modified documents will be sent to all the partners by the LP
3. The deliverable regarding the proposals on business opportunities will be sent till 24/12/2018
4. PB2 and PB3 informed that the new legislative framework is in force from the early November and they will review accordingly their report for the deliverable 3.2.1
5. The feasibility study for mapping the existing financial tools for SE's will be send to the partners
6. The implementation of the analytical course will start in January and till the beginning of March will be sent to PB3 EUNI in order to be translated and be delivered by the end of March also in Bulgarian language.
7. The Social Structure – One Stop Shop in Thermi, will be operative by February 2019, as the Call of Interest for the Staff members foreseen for the structure is ready and will be released very soon.
8. The seminars regarding the mentoring of the unemployed people in Greece and Bulgaria will start in February – March and the LB proposed to PB2 and PB3 to implement their seminars at the same time in order to achieve wider publicity of the activity. Following, all the other activities of the work package will be done as described in the Application Form and presented in the project's timeline.