

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

## 4<sup>th</sup> TECHNICAL MEETING

14<sup>th</sup> May 2019 Blagoevgrad

### MINUTES

The 4<sup>th</sup> technical meeting was held on 14<sup>th</sup> May 2019 in Blagoevgrad, Bulgaria and was organized by Association Euni Partners.

Participants of the meeting:

Organisation	Name
<b>Municipality of Thermi (Lead Beneficiary LB)</b>	Evgenia Papanikolaou
<b>Municipality of Thermi (Lead Beneficiary LB)</b>	Prodromos Vadratsikas
<b>Association of South Western Municipalities (PP2)</b>	Georgi Boykov
<b>Association of South Western Municipalities (PP2)</b>	Nadezhda Blagova
<b>Association Euni Partners (PP3)</b>	Slavina Georgieva
<b>Association Euni Partners (PP3)</b>	Desislava Danchova
<b>Association Euni Partners (PP3)</b>	Zlatica Kavrakova

## AGENDA

### 4<sup>th</sup> Technical Meeting

#### PROJECT: ACT SOCIAL

Date: 14 May 2019

Meeting Venue: Ivan Mihaylov 2 str., 1<sup>st</sup> floor, Blagoevgrad, BULGARIA  
Association Euni Partners office (PB3)

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 - LB
10:00-10:30	Overview of project progress 10-minute presentation for each Beneficiary's progress	All beneficiaries (Coordinated by the LB)
10:30-12:00	Discussion of Implementation of Activities by Working Packages up to date: <ul style="list-style-type: none"> <li>✓ Implementation of WP1: Project management and Co-ordination</li> <li>✓ Implementation of WP2: Communication and Dissemination</li> <li>✓ Implementation of WP3: Market analysis and tourism/agro-food business opportunities in the CB area, Synthesis Report</li> <li>✓ Implementation of WP4: Guidance on the pre start – up and scaling up development of SE's</li> <li>✓ Implementation of WP5: Tools for SE's. Networking and Cooperation in the CB area</li> </ul>	All beneficiaries (Coordinated by the LB)
12:00-13:30	Coffee break	
13:30-13:50	Joint Steering Committee Panel <ul style="list-style-type: none"> <li>✓ Discussion on project modifications</li> </ul>	All beneficiaries (Coordinated by the LB)
13:50-14:50	Project Management and Publicity Issues <ul style="list-style-type: none"> <li>✓ Financial Issues</li> </ul>	All beneficiaries (Coordinated by the LB)

	✓ Planning of Next Steps, Meetings and Events	
14:50-15:10	Final Discussion and Conclusions	All beneficiaries

## Welcoming

Ms. Slavina Georgieva welcomed the partners on the meeting and introduced shortly the agenda and Ms. Papanikolau presented main objectives of the meeting.

## Overview of the project progress

All partners gave an overview of the activities done and project progress starting with Municipality Thermi. Mr. Vadratsikas presented what have been done and activities need to be realized in the following months.

### WP1

He reminded, that there will be 2 more progress reports to be submitted, one by the 20<sup>th</sup> of July and the final after the completion of the project. The deadline for partners to send all available data for the elaboration of the 1<sup>st</sup> report to the LB is the 5<sup>th</sup> of July.

### WP2

WP2 is almost completed, except for the Final events that are scheduled for September 2019.

### WP3

WP3 is also almost completed, except for the proposals for business opportunities.

### WP4

For WP4 the translation has been done in order to schedule and organize mentoring courses in Bulgaria. In Greece, mentoring courses are under implementation and are scheduled to be concluded by the end of June. The training material from the Lead Beneficiary has been concluded in Greek and English and will be sent for translation in Bulgarian to PB2 and PB3.

### WP5

Regarding the WP5, web platform is under development and is scheduled to be launched by the end of May in all three language.

### WP6

Training courses are scheduled to start after the launch of the webplatform. Also, following the training and mentoring courses business plans for the trainees will be elaborated.

During the presentation a discussion about **Joint event in Blagoevgrad** was raised. It will be organized and led by Association Euni Partners (PP3). One of the main aims of the event is to present the platform, show how to work with it and attract the attendants to register. The Greek contractor will provide presentations and a manual in Greek and English, that will be translated in Bulgarian as well. The recommended date for conducting the Joint event is end of June (after the launch of the platform). The maximum attendants of the event is 120 people, including trainees from the courses. Further, it was advised to hire an external moderator and print some hardcopies of the manuals for the participants. All partners agreed that a promotion of the event is crucial and should be done through different types of media.

Mr. Boykov from ASWM (PP2) continued with the presentation of their progress in the project. He asked the Lead Beneficiary to send all educational materials for the analytical courses in the editable version to the partners – 4.2, 4.3., 4.4. (according to the Gantt chart)

Ms. Georgieva (PP3) gave an overview of the project progress as well.

### **Discussion on Implementation of Activities**

After the presentation, several questions and issues were discussed:

#### **Web platform**

- the LB presented a draft version of the platform
- it is scheduled to be launched by the end of May
- the aim is to have at least 40 registered users in the platform in total from both countries, including trainees from the mentoring courses and before the organization of the Joint event in Blagoevgrad. After the trainees register in the platform and attend the courses, they will have to provide an evaluation till the end July, in order for the LB to elaborate the evaluation report for the operation of the platform by the end of August.
- The LB will provide access to the platform to all partners in order for them to upload information material.
- The main menu of the platform will be translated in 3 languages by LB's contractor. If needed, more texts will be translated by the partners

#### Website

- PB2 will translate texts in Bulgarian on the website to be uploaded in the Bulgarian version.
- if the partners have any news and information and dissemination purposes, that they wish to publish, they can send it to the LB.

#### Guidebook

- PB3 has translated the content of the guidebook "Coding and Analyzing the Legal Framework", under Del. 4.3.1. A specific deadline for printing the guidebook is not set, but it was decided that it would be helpful for dissemination and promotion purposes to have it as a hard copy for the courses and the joint event (not obligatory).
- The guidebook should be printed in two languages (national language + English) in one book.
- there is no prepress version of the guidebook. The Lead Beneficiary will send printed versions of the Greek-English guidebooks served as an example by post. They will also provide partners with the whole educational materials in the editable format - guidebook, presentations, quizzes and additional text for translation purposes.
- Materials for the courses – PB3 will translate all the material regarding the Legal framework "Coding and Analyzing the Legal Framework" Del. 4.3.1 (4.2); PB2 will translate the 2 other courses – Del. 4.2.2 (4.3 according to the Gantt chart) Joint Analytical Courses – Pre-Start\_up support, and Del.4.2.3 (4.4 according to the Gantt chart) Analytical Courses for scaling up SEs.

#### Business plan

- there is no template or specific form of the business plans the trainees should provide after completion of the Mentoring course. The content is up to the trainee and his/her mentor.
- the business plans should be completed by the end of August

#### Sustainability report

- to be elaborated by PB3

- standard capitalization plan
- Mr. Vadratsikas will provide an example of the report, however such reports can be found also on the Internet
- the report should be ready by the end of September

**Final Event**

- the Final Events will be organised both in Greece and Bulgaria.
- the suggested dates for the Final Event in Blagoevgrad are between the 9<sup>th</sup> and 20<sup>th</sup> September.
- the Final Event in Thermi will be connected with the 5<sup>th</sup> and Final Technical Meeting with proposed dates on the 26<sup>th</sup> and 27<sup>th</sup> of September the 30<sup>th</sup> of September and the 1<sup>st</sup> of October

**Other notes/comments**

- it was suggested the deliverables 6.4 and 6.5 can be presented on the Final Event. Mr. Vadratsikas will send more information.
- the LB reminded, that the main actions should be completed till the end of August
- if a request for extension of the project needs to be submitted, the Steering Committee of the project has to be decide accordingly least 2 months before ending the project, in order to prepare and submit the request to the Joint Secretariat.
- The end of the project is set at the 2<sup>nd</sup> of October 2019.