

SeeG

Empowering businesses Seeking Growth

Project Meeting

Minutes

Venue: *Rodopi Chamber of Commerce & Industry, Komotini, Greece*

Date: *21/09/2022, 11:00 - 15:00*

List of participants

On behalf of the JS GR-BG

Mrs Jenya Dinkova (Project
Officer)

On behalf of LB (PB1)

(RCCI)
Mr Symeon Margaritis
Mrs Lougkou Maria

On behalf of PB2

(University of Macedonia, Dpt. of Business Administration)
Prof. Tsiotras George
Dr. Theodorakioglou Ypatia
Dr. Xanthopoulou Styliani

PB3

(Agency for Economic Development – Bankso)
Not attended

PB4

(Local Economic Development Agency)
Not attended

The Project is co-financed by the European Regional Development Fund and National Funds of the countries participating in the Cooperation Programme INTERREG VA “Greece-Bulgaria 2014-2020”.

Other participants

MEK SA (Responsible for the Del. 4.1.2 – 4.1.3 on behalf of the LB)

- Koumaropoulou Popi
- Stergiou
- Pentheroudaki Antigoni

Orthologismos SA (Responsible for the Del. 4.1.4 – 4.1.5 on behalf of the LB)

- Karvoutis Athanasios
- Palaiologou Elena
- Kousias Dimitrios
- Koumaropoulou Popi (KoP)

2K Project LTD (Responsible for the Del. 2.1.3 on behalf of the LB)

- Vafeiadis Athanasios

Optimum Informatics

- Babathanasis Athanasios (Responsible for the Del. 2.1.2 on behalf of the LB)

Journalistic Organisation “O Xronos” (Responsible for the Del. 2.1.1, 2.1.4 & 2.1.5)

- Fanfanis Stavros

Meeting Items

The agenda of the meeting is attached at the end of this document.

Item	Description
1	Welcoming by the LB
2	Update on each PB's progress
3	Presentation of the Project website
4	Discussion of WP's activities
5	Setting a timetable for deliverables
6	Discussion of problems & concerns

Minutes

In the beginning of the day, LB members welcomed all attendees to the 3rd Technical Meeting of the PBs. Then, the representatives of project partners proceeded with the presentation of the progress they have made so far according to the implementation of the work packages they have undertaken. At the same time, Mrs Lougkou, representative of the LB, pointed out the fact that most of the partners have not shown significant progress in terms of the absorption of European funding, which was particularly highlighted by the representative of the Joint Secretariat, Ms. Dinkova. Therefore, there was an agreement to proceed as soon as possible with the process of submission as well as verification of the expenses in the MIS. Then, Prof. Tsiotras, representing PB2, informed the participants about the completion of the: a) necessary actions and procedures for project management (tenders, payments, procurements, reports, funding), b) structure of the Del. 3.2.3 "Development of a mapping study of case studies & best practices at EU level", c) participation in the 9th International Conference on Opportunities and Challenges in Management, Economics and Accounting, Paris, 19th - 21th August 2022 in order to collect data for the preparation of the Del. 3.2.3, d) literature review (work in progress), e) preparation and final submission of the deliverable 4.2.1 "Development of training material - knowledge transfer toolkits, on thematic: Social Media and SMEs, Sustainable Growth Models" in Bulgarian and Greek language, and translation of the Del. 4.2.1 from Greek to Bulgarian, and f) the "Bridging the Gaps Platform" making an extensive presentation of it. Afterwards, Mr. Babathanasis, who is responsible for the creation of the project website, proceeded to the presentation of its content as well as its capabilities. In addition, a number of amendments, deemed necessary by the attendees, were highlighted.

This was followed by a targeted discussion on all the Work Packages of the project. Furthermore, representatives pointed out the need for coordination throughout the current stage of project implementation. For this reason, representatives of the LB highlighted the fact that it would be useful to create a shared folder in Google Drive which will be updated on a regular basis with the material that partners produce according to the project's Work Packages. It is also important to mention the fact that all attendees agreed to create a timetable that will describe the deadlines for each deliverable and should be met by all parties involved. The aim is to monitor the progress of the implementation of WPs in detail in order to complete all the planned actions on time. At the same time, it was agreed that all trainings and forums will be completed by the end of January while the Closing Event will take place during February in Bansko, Bulgaria.

Closing, discussing the problems and concerns that may have occurred within the partnership, representatives expressed their desire for targeted communication which can be achieved through the clear separation of the responsibilities of each party

involved – a point that was discussed and agreed during the meeting.

Appendix – Meeting Agenda

SeeG 3rd Technical Meeting

**Location of the meeting: RODOPI CHAMBER OF COMMERCE AND
INDUSTRY**

Bas. Georgiou 2B, Komotini, Greece

Date of the meeting: 21st of September 2022

Meeting's starting time: 11:00 a.m.

Meeting's ending time: 15:00 p.m.

Zoom Link: <https://us02web.zoom.us/j/88569032389>

AGENDA

- ✓ Welcoming by the LB
- ✓ Update on each PB's progress
- ✓ Presentation of the Project Website
- Coffee break -
- ✓ Discussion of WPs' Activities
- ✓ Setting a timetable for Deliverables
- ✓ Discussion of problems & concerns