

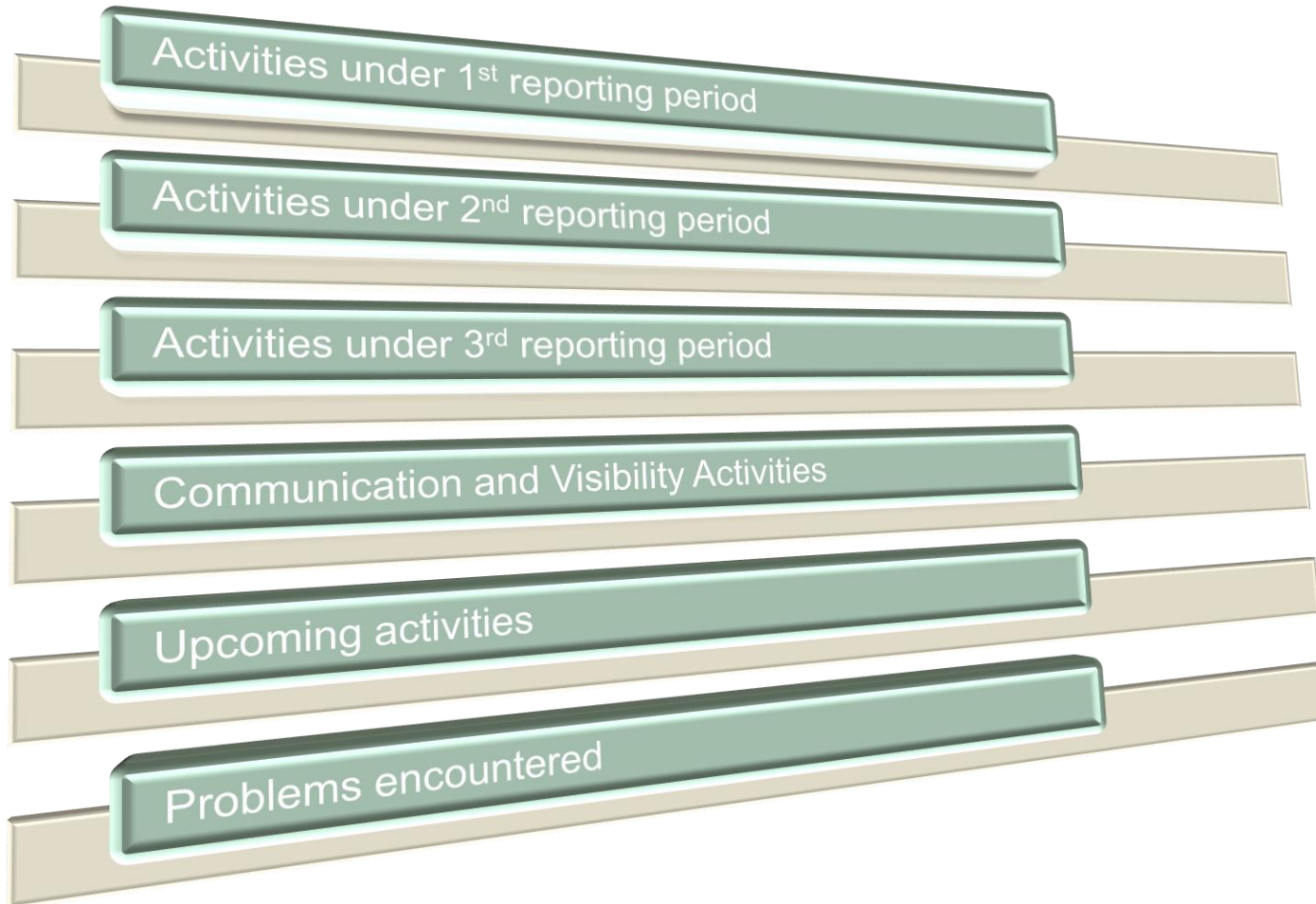
SMEINNOBOOST

Progress Report

1 August 2017 – 30 October 2018

INSTAT, 01.11.2018





- Activities under 1st reporting period
- Activities under 2nd reporting period
- Activities under 3rd reporting period
- Communication and Visibility Activities
- Upcoming activities
- Problems encountered



Work under
WP1: Project
management and
communication



Establishment of the project team composed by:

Project manager

Financial manager

Legal officer

Technical officer

IT expert

Methodology officer



Job description defined



Appointment of the SCM member

Preparation of the procurement plan

Participation in the kick off meeting

Preparation of the first progress report



Work under
WP3: Statistical
Information for
benchmarking

Preparation and participation in the workshop
organized in Slivek, Bullgaria, on 31st of January –
1st of February 2018

Preparation and approval of the questionnaire

Budget modification request submitted to LP



Preparation of the second progress report submitted to LP

Two financial reports have been submitted to the FLC and the expenditures have been certified

Procurement plan updated



Work under
WP 1 and
WP3

Preparation and participation in the first interim meeting organized in Thessaloniki, Greece, on 5th of July 2018

Procurement procedure for the purchasing of the tablets has finished (40 tablets to be used by the enumerators for conducting 1600 interviews)

Preparation and submission of the third financial report to FLC



Appointment of the communication manager

A standard logo of the Programme has been using.

A stamp with the logo of the Programme and the acronyms of the project has been established.

As per visibility rules, posters and a plaque have been created and placed at INSTAT premises.

In addition to, an information on the project has been published at INSTAT website(<http://www.instat.gov.al/en/about-us/cooperations/small-medium-enterprises-innovation-capacity-boost/>).



Procurement procedure for the Company to be finalised

Hiring of an assistant project manager, according to the Project Implementation Manual



Survey on SMEI to be carried out

Preparation of the financial report

Preparation of the third progress report



Lack of disbursement might lead to the project failure

Better and faster communication in order to resolve problems in time



Thank You!

