**Agenda for Interim meeting**

**Tirana, Albania, 1stof November 2018, Hotel Mondial conference room**

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| Time | Topic |
| 10.00 – 10.30 | **Registration of participants** |
| 10.30 – 12.30 | **Opening session**  **SMEINNOBOOST Project progress from 1st of August,2017 till 30thof October, 2018**  Every PP is presenting the status quo per BMP country  Power Point Presentation including:   * Activities performed; * Procurement plan progress; * Achieved results/deliverables; * Faced problems/solutions   8 minutes per PP /up-date of PPP from Thessaloniki/.  **Overall Budget Implementation/paid and verified expenditures/ – Presenting LP**  **SMEINNOBOOST Communication strategy implementation – presentation by LP and PP6** |
| 12.30 – 13.45 | **Lunch break** |
| 13.45-14.30 | **Second session**   * **SAT developments – presentation by LP** * **Statistical information/survey for benchmarking – Presenting PP2, PP3, PP4** * **Benchmark for SAT – presentation by PP8** * **Transnational Innovation Clustersprogress – presentation by PP7** |
| 14.30 – 14.45 | **Coffee break** |
| 14.45 – 16.15 | **Third session**  **Project management and reporting** – every PP reports about the process;  **QUESTIONS AND ANSWERS** |