**MINUTES FROM THE KICK OFF MEETING SMEINNOBOOST PROJECT, HELD AT RILA HOTEL, SOFIA, BULGARIA ON 3D OF OCTOBER, 2017**

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| **Project Kick-off Meeting Agenda** | | | |
| **Project Name** | SMEINNOBOOST PROJECT | **Project Number** | BMP1/1.2/2481/2017 |
| **Date** | 03.10.2017 | **Time** | 9.00 – 17.30 |
| **Location** | Sofia, BULGARIA, Rila Hotel | **Prepared by** | LP - NASMB |
| **Attendees** | Representatives as per the attached to this minutes Registration list | | |
| **Related Documents** | 1. Registration list of Kick off meeting attendees 2. Registration list of Steering Committee members | | |

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| AGENDA | |
| 9.00 – 9.15 | **Registration of participants** |
| 9.15-9.30 | **Briefing for the media** |
| 9.30 – 10.30 | **Opening session**   * Short presentation of SMEINNOBOOST PPs (3 min each) * General presentation of SMEINNOBOOST Project – Project Manager * Establishment of the Steering Committee |
| 10.30 – 10.45 | Coffee break |
| 10.45-12.00 | **Project management session**   * Project Implementation Manual Rules – Project Manager (Project progress) * Project Implementation Manual Rules – Financial Manager * Project Implementation Manual Rules – Communication Manager * - Q&A |
| 12.00 – 13.00 | Working lunch |
| 13.00 – 14.00 | **WP 3 - Statistical information for benchmarking at transnational and SME level** - Leading PP preparing presentation - PP2, during the discussion all PPs are expected to contribute, but more specifically LP, PP2. PP3, PP4, PP5 and PP8 |
| 14.00 – 15.00 | **WP 4: Self-assessment tool (SAT)** – Leading PP preparing presentation – PP8, during the discussion all PPs are expected to contribute, but more specifically LP, PP2, PP5. PP6, PP7 and PP6 |
| 15.00 – 15.30 | Coffee break |
| 15.30 – 16.30 | **WP 5: Transnational Innovation Clusters** - Leading PP preparing presentation - PP7, during the discussion all PPs are expected to contribute, but more specifically PP8 |
| 16.30 – 17.00 | **WP 6: Enabling factors for the successful innovator** - Leading PP preparing presentation - PP6, during the discussion all PPs are expected to contribute, but more specifically PP5 |
| 17.00 – 17.30 | Q&A |

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| Discussion&Decisions | | | |
| The PP representatives discussed in detail the content of the WPs, planned resources, potential risks and expected results of SMEINNOBOOST Project. Hereafter are presented in brief the main topics:  1. Opening session - Short presentations of SMEINNOBOOST PPs have been presented to have an idea who is involved in the project. During the general presentation of SMEINNOBOOST Project by the Project Manager emphasized the main requirements of the Balkan Mediterranean Program /BMP/ towards the project activities and deliverables. At the end of this session it was established the Steering Committee of the project as per the Partnership Agreement.   1. Project management session was focused on reporting and reimbursement of the invested funds incl. Project Implementation Manual Rules – Project Manager (Project progress); Project Implementation Manual Rules – Financial Manager; Project Implementation Manual Rules – Communication Manager and Q&A. 2. Afternoon session - WP 3 - Statistical information for benchmarking at transnational and SME level - Presented by PP2, during the discussion all PPs contributed to discussion but more actively LP, PP2. PP3, PP4, PP5 and PP8. The main focus here was on the timeline of activities in WP3, logic dependence of every next step, content of the survey (questions and methodology) as a basis of Self-Assessment Tool. Special attention was paid on importance LP to prepare the assignment for the Needs Analysis in coordination with PP2, PP3, PP4, PP7 and PP8. The same approach was agreed to follow for the assignment for the statistical survey. It is expected it to be finalized at the end of 2018. 3. Afternoon session - WP 4: Self-assessment tool (SAT) –Presented by PP8, during the discussion all PPs contributed, but more actively LP, PP2, PP5. PP6, PP7 and PP6. As SAT is core project result during this session WP4 activities have been discussed in details trying to achieve common understanding of SAT, its e-srtucture, relation to statistical survey and other data which should be used, characteristics of its functionality and other. It was agreed that its development can start in parallel with the analysis of statistical survey data in order to use the time and to have time for alfa and beta versions. 4. Afternoon session - WP 5: Transnational Innovation Clusters - Presented by PP7, during the discussion all PPs contributed, but more actively PP7 and PP8. During the discussion it became clear that very important moment for the final success of WP5 activities is coordinated communication between PPs. 5. Afternoon session - WP 6: Enabling factors for the successful innovator - Presented by PP6, during the discussion all PPs contributed, but more but more actively PP6, LP and PP8. In details has been presented the idea for SMEINNOBOOST web site and its menu and functionalities. | | | |
| Decision Description | Action Required | Responsible | Target Date |
| Decision No.1 – To establish Working group to provide opinion on the most important documents to be prepared by PPs and which reflect the work of other PPs. | To appoint 1 representative per PP till the end of 41st week of 2017 (13.10.2017) and to provide the name and position of this person to the LP. LP to communicate the members of the Working Group /WG/ to all PPs. | LP and all PPs | 12.10.2017 |
| Decision No.2 – To have feedback by the WG on the assignment of the LP for Needs Analysis of WP3. | LP to prepare the assignment for the Needs Analysis and to send it to the members of the WG | LP | Till 16.10.2017 the assignment to be send by LP and till 20.10.2017 to have the feedback |
| Decision No.3 – To organize the meeting in , BULGARIA (WP3) during the last week of January, 2018 | PP2 to organize the meeting and LP to provide the preliminary Needs Analysis to other PPs to be discussed during the meeting. | PP2  LP | December, 2017 |
| Decision No.4 – To decide about reallocation/s in PPs if needed according to PIM and information received during the Info-days of BMP Managing Authorities and National Contact Points. | Every PP to update the necessary resources for project implementation and to revert to the LP if changes/modifications in the budget are needed. | PPs | 16.10.2017 |
| Decision No 5 – To provide to the LP the names and positions of PP team members and information about the legal basis of their appointment | Every PP to do the necessary actions in order to appoint team members and to send this info to the LP | PPs | 16.10.2017 |
| Decision No. 6 – To check FLC procedures in every PP’s country | Every PP to be sure that is acknowledged with FLC procedure and is planning the first period of reimbursement claim. | PPs | 30.10.2017 |

This document is prepared by the Project Manager and has been communicated with all PPs for contribution to the content.

Eleonora Negulova

Project manager SMEINNOBOOST

9.10.2017