

Програма за сътрудничество INTERREG V-A „Гърция-България 2014-2020”

Проект: “Интегриран подход за социално включване в българо-гръцкия регион чрез подкрепа за заетост и развитие на социално предприемачество”, (ACCESS FOR ALL)

Договор № B2.9c.10/31.08.2017

Project Title:

Integrated approach for social inclusion in BG – GR region by supporting employability and by developing social entrepreneurship

Project Acronym:

ACCESS FOR ALL

MINUTES

4th Partners’ meeting

13/02/2020

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The 4th Partners' meeting on the project “Integrated approach for social inclusion in BG – GR region by supporting employability and by developing social entrepreneurship” (acronym “ACCESS FOR ALL”), financed under the INTERREG V-A Cooperation Program "Greece-Bulgaria 2014-2020", Subsidy Contract No B2.9c.10/31.08.2017 was held on February 13th, 2020 in Krumovgrad, Bulgaria. The aim of the meeting was: to discuss the progress of the activities implemented so far and the activities that have to be accomplished until the end of the project; to set the time framework for the actions that need to be implemented in the last month of the Project implementation; to specify certain actions within the Project deliverables as foreseen in the application form in force as well as possible requests for modification of the project.

14 representatives of the 2 project beneficiaries attended the meeting as follows:

- Sebihan Mehmed, Mayor of Krumovgrad Municipality (LB)
- Nezhdie Akif, Deputy Mayor of Krumovgrad Municipality (LB)
- Asen Hadzhiev, Deputy Mayor of Krumovgrad Municipality (LB), Member of JPMT
- Abidin Hadzhimehmed, Deputy Mayor of Krumovgrad Municipality (LB)
- Violeta Hadzhieva, Director, Krumovgrad Municipality (LB)
- Leyla Karaibrahim, Director, Krumovgrad Municipality (LB)
- Ivaylo Mitkov, Expert, Krumovgrad Municipality (LB)
- Rayna Yovcheva, Coordinator, External project management for Krumovgrad Municipality (LB)
- Ivaylo Dobrev, Assistant, External project management for Krumovgrad Municipality (LB)
- Evangelos Mansoudis, Project Manager, Topeiros Municipality (PB2)

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- Theodora Avgoulidou, Coordinator of the Social enterprises Centre, Topeiros Municipality (PB2)
- Ioannis Siamidis, Coordinator of the project, Topeiros Municipality (PB2), Member of JPMT
- Halioglou Mumin, Deputy Mayor, Topeiros Municipality (PB2)
- Psematas Dimitris, Deputy Mayor, Topeiros Municipality (PB2)

The agenda of the meeting was as follows:

Time	Activity	Topics	Participants
10:00 – 10:30	ARRIVAL AND REGISTRATION. COFFEE		All Partners
10:30 – 11:00	WELCOMES		All Partners
FIRST DISCUSSION SESSION Moderator: Krumovgrad Municipality			
11:00 – 11:45	WP1: Project Management & Coordination	<ul style="list-style-type: none"> • Short Presentation of the progress of the project activities • Funding Issues • Discussion on the completion of the start-up activities 	All Partners
SECOND DISCUSSION SESSION Moderator: Krumovgrad Municipality			
11:45 – 12:30	WP2: Communication & Dissemination	Discussion of the Progress of WP2: <ul style="list-style-type: none"> • Publicity events and press conference • Production of communication materials and tools • web site of the project • Media relations. Promotion of the project in the media 	All Partners
THIRD DISCUSSION SESSION Moderator: Krumovgrad Municipality			
12:30 – 13:15	WP3: Establishment of 1 Social enterprise in BG	Discussion of the Progress of WP3: <ul style="list-style-type: none"> • Reconstruction of a part of the building former Regional hospital into a Center for temporary housing of people in need in Krumovgrad Municipality • Office equipment for the Center • IT hardware and software for the Center • Furniture for the Center • Devices for the Center • Other equipment for the Center 	All Partners
13:15 – 14:30	LUNCH BREAK		All Partners

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Time	Activity	Topics	Participants
FORTH DISCUSSION SESSION Moderator: Krumovgrad Municipality			
14:30 – 15:15	WP4: Institutionalization & operation of 1 Center in BG	Discussion of the Progress of WP4: <ul style="list-style-type: none"> Data base with documents for Center operation Selection & appointment of team Provisions for cooking for the Center 3-day Training visit in GR Lectures for the center's beneficiaries related to social entrepreneurship, to developing skills and gaining knowledge about entrepreneurship Monitoring and evaluation of Center operation and social entrepreneurship for Center's beneficiaries 	All Partners
FIFTH DISCUSSION SESSION Moderator: Krumovgrad Municipality			
15:15 – 16:00	WP5: Developing social entrepreneurship Offices and social entrepreneurship in CB area	Discussion of the Progress of WP5: <ul style="list-style-type: none"> Purchasing office equipment and furniture for 1 Office for support of social entrepreneurship in Topeiros, Gr Data base for social entrepreneurship Selection of team of experts for the Center, BG Selection of team of experts for the Office, GR Social entrepreneurship campaign in BG Social entrepreneurship campaign in GR Development of information materials for the Office for support of social entrepreneurship, BG Development of information materials for the Office for support of social entrepreneurship, GR Information brochures and guidebooks Creating a CB social entrepreneurship network (2 days meeting in Topeiros) 	All Partners
16:00 – 17:00	Conclusion of the meeting	<ul style="list-style-type: none"> Main Findings of the meeting Planning common initiatives regarding the opportunity for funding additional activities on the project 	All Partners

The Mayor of Krumovgrad Municipality opened the meeting and the discussions followed the agenda.

FIRST DISCUSSION SESSION - WP1: Project Management & Coordination

	Action 1.2 Project management	Progress
LB	External project management 1 Financial manager	Contracted external project management; Engaged 1 Financial manager.

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PB2	Project management by external expertise	Contracted
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	Action 1.3 Partners' meetings	Progress
LB	Organizing 2 Partners' meetings in Krumovgrad; Participation in 2 Partners' meetings in Topeiros	Completed: Organized 2 nd Partners' meeting – 18/10/2018 in Krumovgrad; Organized 4 th Partners' meeting – 13/02/2020 in Krumovgrad Participated in 1 st Partners' meeting in Topeiros – 08/11/2017 in Topeiros Participated in 3 rd Partners' meeting in Topeiros – 02/12/2019 in Topeiros
PB2	Organizing 2 Partners' meetings in Topeiros; Participation in 2 Partners' meetings in Krumovgrad	Completed: Organized 1st Partners' meeting – 08/11/2017 in Topoeiros; Organized 3rd Partners' meeting – 02/12/2019 in Topoeiros; Participated in 2nd Partners' meeting – 18/10/2018 in Krumovgrad Participated in 4th Partners' meeting – 13/02/2020 in Krumovgrad

	Action 1.4 Procurement procedures	Progress
LB	Development of procurement procedures	Contracted and delivered
PB2	Development of procurement procedures	Contracted

SECOND DISCUSSION SESSION - WP2: Communication & Dissemination

	Action 2.1 Publicity events	Progress
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LB	Organizing: 1 final press conference in BG; 1 Opening of the Center & of the Office in BG; 1 Final scientific conference in BG Participation in 1 initial press conference in Topeiros	Completed: Participated in Initial press conference – 08/11/2017 in Topeiros; opening of the center & office; Opening of the center & office; Left to organize: Final press conference and Final scientific conference in BG on 13th &14th Febr
PB2	Organizing: 1 initial press conference in GR; 1 Opening of the Office in GR Participation in: 1 final press conference in Krumovgrad; 1 final scientific conference in Krumovgrad	Completed: Organized Initial press conference – 08/11/2017 in Topeiros Left to participate in: 1 final press conference in Krumovgrad; 1 final scientific conference in Krumovgrad
	Action 2.2 Production of communication materials & tools	Progress
LB	1100 Information brochures for the project (500 BG, 500 GR, 100 EN); 1100 Presentations of the Center (1000 in BG, 50 in Gr, 50 in EN); 1100 - Presentations of the Office (1000 in BG, 50 in Gr, 50 in EN); 2 Information boards; 1 Banner for events including translation	Completed: 1100 Information brochures for the project, 2 Information boards, 1100 Presentations of the Center, 1100 Presentations of the Office, 1 banner
PB2	Presentations of the Office – 1100 (1000 in BG, 50 in Gr, 50 in EN); 1 Information board; 1 Banner for events including translation	Contracted. The materials will be delivered till the end of the project

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	Action 2.3 Web sites	Progress
LB	Development of 1 web site for the project in BG, GR, EN & 1 web site of the established social enterprise	Completed: contracted and launched 2 web sites: http://access4allgr-bg.eu/ http://access4allgr-bgcenter.eu/
PB2	Development of information for the project web site including project activities, results, office establishment and operation, etc. including translation in En & in Bg. Development and maintaining 1 project site in Facebook	Contracted and delivered until the end of the project.

	Action 2.4 Media relations	Progress
LB	Promotion of the project in the media – 5 media publications in BG; Promotion of the established Center & the office – 5 media publications in BG	Completed: 8 media publications Left: 2 publications
PB2	Promotion of the project in the media – 5 media publications in Gr; Promotion of the established office – 10 media publications in Gr	Contracted and delivered until the end of the project. 4 media publications done.

THIRD DISCUSSION SESSION - WP3: Establishment of 1 Social enterprise in BG

	Action 3.1 Works activities	Progress
LB	Reconstruction of a part of the building former Regional	Center reconstruction completed

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	hospital into a Center for temporary housing of people in need in Krumovgrad Municipality, BG	
	Action 3.2 Supervision	Progress
LB	Construction and author supervision	Construction & author supervision completed

	Action 3.3 Equipment	Progress
LB	Purchasing of: office equipment for the Center; IT hardware and software for the Center; furniture for the Center; devices for the Center; other equipment for the Center	Office equipment for the Center completed; IT hardware and software for the Center completed; furniture for the Center completed; devices for the Center completed; other equipment for the Center completed

FORTH DISCUSSION SESSION - WP4: Institutionalization & operation of 1 Center in BG

	Action 4.1 Data base for Center operation & plan for services	Progress
LB	Development of data base with documents for Center operation (Center Internal rules, selection criteria of personnel, personnel job descriptions, selection procedure for Center beneficiaries, etc.). Development of plan for specific services that will be provided to the Center's	Completed: Contracted and delivered

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	beneficiaries	
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	Action 4.2 Center operation	Progress
LB	Selection & appointment of team of 3 experts for Center operation – 1 social worker, 1 nurse, 1 host for 14 months each	Selection & appointment completed Work of the team ongoing The Municipal Council of Krumovgrad took a decision that guarantees the sustainability and operation of the Center after the project completion
LB	Costs for electricity, water, internet, security, consumables, etc. for 14 months	ongoing
LB	External supplier will be engaged to ensure the center with provisions for cooking (14 mo)	Provisions for cooking - ongoing

	Action 4.3 Training visit of Center experts in Greece	Progress
LB	3-day Training visit of Center's experts in GR in a common center - communication with PB2 for the identification of relevant center in Greece for the visit, preparation of programme of the visit, preparation of materials for the visit, ensuring travel & accommodation for the participants, ensuring translation	Completed
PB2	3-day Training visit of Center's experts in GR in a common center - ensuring a host center, ensuring lecturers, ensuring catering,	Completed

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	ensuring transportation from the hotel to the place of the visit	
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	Action 4.4 Social entrepreneurship for Center’s beneficiaries	Progress
LB	Lectures will be provided to the center's beneficiaries related to social entrepreneurship, to developing skills and gaining knowledge about entrepreneurship (14 mo)	Completed: 5 Lectures in 9 modules implemented

	Action 4.5 Monitoring and evaluation of Center operation and social entrepreneurship for Center’s beneficiaries	Progress
LB	Monitoring and evaluation of Center operation and social entrepreneurship for Center’s beneficiaries	Monitoring in progress. The Monitoring and evaluation will be delivered until 26.02.2020.

FIFTH DISCUSSION SESSION - WP5: Developing social entrepreneurship Offices and social entrepreneurship in CB area

	Action 5.1 Equipment	Progress
PB2	Purchasing office equipment for 1 Office for support of social entrepreneurship in Topeiros, Gr	Contracted
PB2	Purchasing furniture for 1 Office for support of social	Contracted

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	entrepreneurship in Topeiros, Gr	
	Action 5.2 Data base with documents, legislation, information about social entrepreneurship	Progress
LB	Data base for social entrepreneurship - development of documents, research on legislation, information about social entrepreneurship, existing social entrepreneurship in Krumovgrad municipality	Data base completed
PB2	Data base for social entrepreneurship - development of documents, research on legislation, information about social entrepreneurship, existing social entrepreneurship in Topeiros	Contracted and ongoing
	Action 5.3 Selection of team of experts for the Center	Progress
LB	Selection of team of experts for the Center to provide information on social entrepreneurship based in the municipality – 2 people * 18 mo operation	Completed: appointed 2 technical assistants on 01.11.2018

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PB2	Selection of team of experts for the Office 18-month operation – 4 Experts will be engaged – 1 economist, 1 engineer, 1 agriculturist, 1 secretary with aim to establish 2 social entrepreneurship's from Topeiros Municipality citizens related to tourism promotion and traditional products	Ongoing
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	Action 5.4 Social entrepreneurship campaign	Progress
LB	Social entrepreneurship campaign - 5 info meetings to be organized in the municipality, lectures related to social entrepreneurship in each 5 meetings; Development of information materials for the Office for support of social entrepreneurship (text for information brochure, text for guidebook “How to become a social entrepreneur”); Design and printing of 500 information brochures, Design and printing of 1000 guidebooks	Completed: 5 info meetings completed - 13.12.2018, 28.03.2019, 20.06.2019, 26.07.2019, 04.09.2019; Brochure & guidebook development and printing completed
PB2	5 info meetings to be organized in the municipality, lectures related to social entrepreneurship in each 5 of municipalities largest communities; Development of information materials for the Office for support of social entrepreneurship (text for information brochure, text for guidebook “How to become a social entrepreneur”); Design and printing of 500 information brochures, Design and printing of 1000 guidebooks	Contracted and ongoing

	Action 5.5 Creating a CB social entrepreneurship network	Progress
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LB	Participation in a 2 days meeting in Topeiros. 10 participants from Bulgaria (costs for transportation & accommodation)	Ongoing
PB2	Creating a CB social entrepreneurship network. Organization of a 2 days meeting in Topeiros. 50 participants social entrepreneurs (40 from Greece and 10 from Bulgaria), costs for organization, hosting, etc.	Ongoing

In addition to the progress of all work packages the project beneficiaries discussed the following issues within the project implementation:

- 1) The PB2 explained that they need extension of the project due to the delays caused by external factors related to WP5 which are justified as follows: According to the minutes of the 10/07/2019 meeting at the MA premises, the tender documents for the external experts that will staff the SE structure were sent to the MA with a copy to the JS on the 15/07/2019 and the Municipality of Topeiros received the JS answer on 21/08/2019. The latter enabled the project partner to launch the call for tender file on 03/09/2019, following the approval of the economic committee of 23/08/2019. The offers opening procedure took place at the premises of the Municipality of Topeiros on 16/09/2019 followed by the approval of the result by the Economic Committee on the same day. Following this point, the contractor (a social enterprise under the Greek law for social entrepreneurship) encountered a number of obstacles regarding the conclusion of required by Greek legislation procedures facilitating the contracting action (Registry for Social Entrepreneurship documents, bank guarantee procedure, because of the complicated procedures governing the relationships of banks with social enterprises).
- 2) The Lead beneficiary explained that if there is an extension of the project there is a need of Adjustments of LB Budget, connected with the extension, which do not affect the objectives and expected results of the project and are calculated as 2,73% of Project JoB in force. LB has completed the activities as in accordance with the AF and JoB in force and would like to use the 6 months extension /if approved/ to: continue

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delivering the services of the Center /WP4/ and the social entrepreneurship Office /WP5/.

In result of the discussions of the specific work packages and deliverables and the related issues the project beneficiaries including the present members of the JPMT give their consent LB to submit a request for modification on the ACCESS FOR ALL project with which to ask for:

- 1. Extension of the date, set for closing the project implementation activities with 6 more months.**
- 2. Adjustments of LB Budget, connected with the extension, which do not affect the objectives and expected results of the project and are 2,73% of Project Job in force.**

Prepared by:

Violeta Hadzhieva
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Approved by:
Sebihan Mehmed
Mayor of Krumovgrad Municipality (LB)