

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

2nd Partners’ meeting

18/10/2018

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The 2nd 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 October 18th, 2018 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; to set the time framework for the actions that need to be implemented in the forthcoming months of the Project implementation; to specify certain actions within the Project deliverables as foreseen in the application form in force as well as to discuss common initiatives.

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)
- 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)
- Anna Nenova-Peeva, Assistant, External project management for Krumovgrad Municipality (LB)
- Georgios Mavriakis, translator for Krumovgrad Municipality (LB)
- Thomas Michoglu, Topeiros Municipality (PB2)

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- Evangelos Mansoudis, Project Manager, Topeiros Municipality (PB2)
- Ioannis Siamidis, Project Manager, Topeiros Municipality (PB2)
- Xeyseinomoy Soyniah, Deputy Mayor, Topeiros Municipality (PB2)
- Dimitrios Mboylis, 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 • Discussion on the date of the next Partners' meeting 	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
FORTH DISCUSSION SESSION Moderator: Krumovgrad Municipality			

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Time	Activity	Topics	Participants
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 the actions for the next 4 months 	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	Completed: Contracted external project management; Engaged 1 Financial manager
PB2	Project management by	Contracted

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	external expertise
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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; Participated in 1 st Partners' meeting in Topeiros – 08/11/2017 in Topeiros Left: 1 meeting left for organization; 1 meeting for participation
PB2	Organizing 2 Partners' meetings in Topeiros; Participation in 2 Partners' meetings in Krumovgrad	Completed: Organized 1st Partners' meeting – 08/11/2017 in Topoeiros; Participated in 2 nd Partners' meeting – 18/10/2018 in Krumovgrad Left: 3 rd meeting planned for the first half of April 2019 in Topeiros; 1 meeting for participation

	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
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	Completed: Participated in Initial press conference – 08/11/2017 in Topeiros; Contracted Final press conference; opening of the center & office; 1 Final scientific conference in BG Left to organize: Final press conference; opening of the center & office (planned for December 2018); 1 Final

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	conference in Topeiros	scientific conference in BG
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	Organized Initial press conference – 08/11/2017 in Topeiros Left to organize: 1 Opening of the Office in GR (planned for December 2018)
	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: Information brochure for the project, 1 information board; 1 Banner for events Left: Presentations of the Center & of the Office; 1 information board
PB2	Presentations of the Office – 1100 (1000 in BG, 50 in Gr, 50 in EN); 1 Information board; 1 Banner for events including translation	The procedure including this deliverable is now in process of implementation. Expected signing of the contract – end of November 2018.
	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	Completed: contracted 2 web sites. Project web site launched - http://access4allgr-bg.eu/ Left: launching 1 web site of the established social

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	social enterprise	enterprise
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	The procedure including this deliverable is now in process of implementation. Expected signing of the contract – end of November 2018.

	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: 1 media publication for the project completed Left: 9 publications
PB2	Promotion of the project in the media – 5 media publications in Gr; Promotion of the established office – 10 media publications in Gr	2 media publications not paid from the project budget are implemented. The procedure including this deliverable is now in process of implementation. Expected signing of the contract – end of November 2018.

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 hospital into a Center for temporary housing of people in need in Krumovgrad Municipality, BG	Completed: contracted and works activities are ongoing. Left: Completion & acceptance

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	Action 3.2 Supervision	Progress
LB	Construction and author supervision	Completed: contracted and supervision is ongoing. Left: Completion & acceptance

	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	Completed: all equipment is contracted Left: delivery of equipment

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 beneficiaries	Completed: Contracted and delivered

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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	Completed: launched competition for selection of experts; received applications; announced list of admitted Left: interview on 19/10/2018; selection;
LB	Costs for electricity, water, internet, security, consumables, etc. for 14 months	After the Center starts operation
LB	External supplier will be engaged to ensure the center with provisions for cooking (14 mo)	Supplies will start after the Center starts operation

	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: activity is contracted Left: organizing 3-day Training visit of Center's experts in GR in a common center
PB2	3-day Training visit of Center's experts in GR in a common center - ensuring a host center,	To be discussed between the project beneficiaries in December 2018 when the training visit will be implemented in the period January – March 2019.

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	ensuring lecturers, ensuring catering, 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: activity is contracted Left: lectures will start after the Center starts operation

	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	To be launched in the beginning of 2019

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	Expected in November 2018

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PB2	Purchasing furniture for 1 Office for support of social entrepreneurship in Topeiros, Gr	Expected in November 2018
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	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	Completed: activity is contracted Left: to be delivered by the end of 31/10/2018
PB2	Data base for social entrepreneurship - development of documents, research on legislation, information about social entrepreneurship, existing social entrepreneurship in Topeiros	The procedure including this deliverable is now in process of implementation. Expected signing of the contract – end of November 2018.

	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	Completed: launched competition for selection of experts; competition extended till 22/10/2018; Left: list of admitted; interview and selection

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	no operation	
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	Expecting signing of contracts in December 2018

	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: contracted Social entrepreneurship campaign; contracted and delivered development of text for brochure and guidebook; contracted design and printing of 500 information brochures and 1000 guidebooks Left: organizing the campaign; printing 500 information brochures and 1000 guidebooks
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	The procedure including this deliverable is now in process of implementation. Expected signing of the contract – end of November 2018.

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	Action 5.5 Creating a CB social entrepreneurship network	Progress
LB	Participation in a 2 days meeting in Topeiros. 10 participants from Bulgaria (costs for transportation & accomodation)	Planned for 2019
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.	Planned for 2019

In addition to the progress of all work packages the project beneficiaries discussed the following issues within the project implementation that need to be considered in order to fulfil the planned operation of the Center in Bulgaria for 14 months (Deliverables 4.1.2) and to fulfil the planned operation of the social entrepreneurship Center in Bulgaria (Deliverable 5.1.3) for 18 months and the social entrepreneurship Office in Greece (Deliverable 5.2.3) for 18 months:

- 1) The Lead beneficiary explained that since some delays in tendering the reconstruction activities for the establishment of the Center for temporary housing of people in need in Krumovgrad Municipality, BG works are still ongoing. In result of this the Center operation has not started yet. Center operation is expected to start not earlier than December 2018. In the meantime, the project plans the Center to run for 14 months within the project implementation. Since the project ends on 30/08/2019 and in order to fulfil the planned 14 months period for the operation of the Center the project beneficiaries discussed that they need to ask for an extension of the project with 10 months (from 31/08/2019 till 29/06/2020). This will ensure the operation of the Center within Deliverables 4.1.2 for 14 months and will ensure the planned Monitoring and evaluation of Center operation within deliverable 4.1.5.
- 2) The Lead beneficiary explained that since some delays in the selection of the team of experts for the social entrepreneurship Center in Bulgaria (Deliverable 5.1.3) the operation of this Center has not started yet. The contracts with team of experts are expected to be signed and to start in December 2018 and then the Social entrepreneurship Center in Bulgaria will start operation. In the meantime, the project

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plans the Center to run for 18 months within the project implementation. Since the project ends on 30/08/2019 and in order to fulfil the planned 18 months period for the operation of the Center the project beneficiaries discussed that they need to ask for an extension of the project with 10 months (from 31/08/2019 till 29/06/2020). This will ensure the operation of the Center within Deliverable 5.1.3 for 18 months and will ensure the planned Monitoring and evaluation of social entrepreneurship for Center’s beneficiaries within deliverable 4.1.5.

- 3) The Project beneficiary 2 explained that since some delays in the selection of the team of experts for the social entrepreneurship Office in Greece (Deliverable 5.2.3) the operation of this Office has not started yet. The contracts with team of experts are expected to be signed and to start in December 2018 and then the Social entrepreneurship Office in Greece will start operation. In the meantime, the project plans the Office to run for 18 months within the project implementation. Since the project ends on 30/08/2019 and in order to fulfil the planned 18 months period for the operation of the Office the project beneficiaries discussed that they need to ask for an extension of the project with 10 months (from 31/08/2019 till 29/06/2020). This will ensure the operation of the Office within Deliverable 5.2.3 for 18 months.

In result of the discussions of the work packages and the specific deliverables the partners including the present members of the PMT agreed on the following decisions:

1. To ask for a project extension with 10 months - from 31/08/2019 till 29/06/2020.

Prepared by:

Violeta Hadzhieva
Project Financial Manager

Approved by:

Sebihan Mehmed
Mayor of Krumovgrad Municipality (LB)