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**“TRANSNATIONAL INITIATIVE FOR GUIDANCE OF GRADUATED AND  
ENTREPRENEURSHIP” TRIGGER**

**4<sup>th</sup> PARTNERS’ MEETING**

**3rd PROJECT STEERING AND MONITORING COMMITTEE MEETING**

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*Drama, Greece*

**Date:** Friday, 20<sup>th</sup> February, 2015

**Venue:** Hotel Kouros  
3rd kilometer, Drama-Kavala Road, Drama 66100, Greece  
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**MEETING MINUTES**

The fourth TRIGGER Project Partners’ Meeting and the third Project Steering and Monitoring Committee Meeting were held on February, 2015, at Hotel Kouros, Drama, Greece. The meeting was hosted by the Technology and Human Resources Management (PP4, IATAP) and representatives from all project partners have attended the meeting:

- Mr Anastasios Zafeiridis, Lead Partner / Ministry of Macedonia and Thrace - Greece;
- Mrs Georgia Kaliakouda, Project Partner 3 / Greek International Business Association - Greece;
- Mrs Mey Demertzi, Project Partner 3 / Greek International Business Association - Greece;
- Mrs. Theodora Tavridou, Project Partner 4 / Development Institute of Technology and Human Resources - Greece;
- Mr. Kiril Zheliazkov, Project Partner 5 / Bulgarian Industrial Association - Bulgaria;
- Mr Ivo Tsarev, Project Partner 5 / Bulgarian Industrial Association - Bulgaria;
- Mr Alyosha Sinabov, Project Partner 5 / Bulgarian Industrial Association - Bulgaria;

- Mr. Plamen Mavrov, Project Partner 6 / Bulgarian Management Association - Bulgaria;
- Mrs. Tihomira Palova, Project Partner 7 / Ministry of Economy - Bulgaria;
- Mr. Stefan Uzunov, Project Partner 7 / Ministry of Economy - Bulgaria;
- Mr Nikolay Istatkov, Project Partner 7 / Ministry of Economy - Bulgaria;
- Mr Dimitris Kaboukos, Project Partner 8 / Business and Cultural Development Center - Greece.

Also in the meeting participated: Mrs Babaliari Panagiota (Central Support Structure), Mrs Athanatsiki Maria, Mrs Koufaki Natassa, Mrs Venizelou Georgia (TRIGGER technical advisors), and Mr Akritidis Konstantinos (GNOMON SA).

The event was opened by Mrs Tavidou Theodora Project Partner 4 / Development Institute of Technology and Human Resources - Greece. She welcomed all participants and thanked them for being in Drama to attend the project meeting.

Then the floor was given to the representative of the Lead Partner – Mr Anastasios Zafeiridis. Mr Anastasios Zafeiridis made a presentation about the progress made by the Lead Partner on implementation of the project activities (progress so far and future activities). The presentation included information on all activities implemented so far (project management and reporting, publicity, employment and career structures etc.).

Mr Zafeiridis referred also and reminded the partners about the Networking Event / Career Day that will be organized on 27th of February 2015 in Greece, with expertise invited speakers, entrepreneurs and young graduates and presented the present level of verification.

The presentation of Project Partner 2 - Association of Information Technology Companies of Northern Greece started with information about the progress made on the Project. Mrs Natassa Koufaki, on behalf of SEPVE, presented the partner's progress so far, future activities as well and partner's financial status as far as project expenditures and verifications are concerned. Focus was given on the operation of TRIGGER pre-incubation: Phase B - has officially started on 18th of November 2014. During the operation of the second phase of pre - incubator, six (6) preincubatees – will have the opportunity to improve their business idea and further develop their business plan based on a solid and business-exploitable product or service.

Mrs Georgia Kaliakouda, Project Partner 3 - Greek International Business Association presented on the progress of the actions undertaken. Mrs Kaliakouda referred to the organisation of one networking event and four open labs left and the present level of verification. Regarding the events left, she referred to suggested dates and topics.

Indicative topics include: Social economy and entrepreneurship, Intellectual Property for startups, sales techniques and extroversion, triple axis, agri-food sector.

Project Partner 4, represented by Mrs. Tavridou Theodora, reported on the completion of the activity for the development of training materials and materials of support and counseling, completion of short term seminars for the 100 beneficiaries from the Greek eligible area and the evaluation activity. Mrs Tavridou also referred to the networking event implemented the day before on Thursday 19<sup>th</sup> of February 2015 and to the present level of verification.

Project Partner 5 discussed the achievements as of the date of the meeting. Mr Kiril Zheliyazkov referred to the progress made and pending issues on all project activities. Also, he presented on the networking event organised in Smolyan on 29-30 January 2015 with the participation of Greek beneficiaries as well. Regarding action 5.2 (operation of pre-incubation), public procurement has been finalized. The contract has been signed and the activity started on 23<sup>rd</sup> of January 2015.

Mr Kiril Zhelyazkov referred to the organisation of the remaining events (networking and open labs) and the Closing Conference. Two open labs are already planned for the period – March-April 2015 in Kardjali and Smolyan and it was agreed the closing conference to be organized in July 2015 in **Smolyan**.

Mr. Zhelyazkov referred also to the problems and difficulties encountered so far and especially on: a) too much public procurement b) PP5 plans to suggest the activities to go beyond the August 2015 and accordingly PP5 will need a budget reallocation.

The representative of Project Partner 6 reported on the progress made on the Project. Two experts have been selected and are administering the office in Blagoevgrad; as of today 24 persons have visited the office for advice and to use the office facilities, the delivery of the furniture is still pending – it is estimated to have finished by late February or March 2015.

Regarding the virtual incubator, the work on the “virtual business incubator” consists of two software tools that will start immediately and will be finished within one month. Two tools will be developed: Virtual show room/office and Virtual financing center; Mr Plamen Mavrov gave an analytical description of the two tools.

Project partner 7 reported on the progress of the activities implemented so far and the upcoming activities. Specific emphasis was given on remaining events to be organized (two networking events in Blagoevgrad and Haskovo and two open labs in Blagoevgrad and Haskovo). The topics will be based on the survey results.

Next, the event continued with the meeting of the Project Steering and Monitoring Committee.

At this point, Mrs Koufaki Natassa took the floor and referred to two important issues to be discussed regarding:

- **Potential dates for the remaining events to be organized.** Mrs Koufaki has circulated a matrix with the proposed date frames for each event and asked the partners to try to be more specific, appoint dates and inform all partners via email when a date is fixed. It was agreed that the file will be sent electronically to all partners
- **Need for budget reallocation.** The issue discussed by the members of the Committee was the fact that another reallocation is required as all Greek partners have been asked to allocate funds for external auditors while this will not be necessary anymore and Bulgarian partners need a project extension. It was agreed that the LP will send an email to all partners asking them to provide with their budget reallocation proposals by 10<sup>th</sup> of March 2015, so as by end of March to submit the consolidated budget reallocation request. This also applies to the amendment needed on the partnership agreement (PP7 has already sent a Modification Request)

The importance to appoint the dates for next partner's meetings (as well as for the next events that require attendance by the Project partners and beneficiaries) was discussed. It was agreed the next meeting to take place in **Smolyan** (late April, after Orthodox Easter). The final conference is planned to be organised in **Smolyan** on July 2015.

At the end the Lead Partner again discussed the importance of sending the quarterly reports on time and that they need to contain correct data because any changes, which are made after the initial submission of the reports to the JTS, cannot be done easily.

After a short break, Mr Konstantinos Akritidis (GNOMON SA), presented tool by tool and step by step the TRIGGER business toolbox developed in the frame of the project <http://thetrigger-toolbox.eu>. The toolbox provides with a combination of tools giving its users the ability to be educated, to create their own plans, to be informed by specialized people, to host their own projects, to socialize with other entrepreneurs/startupers. Mr. Konstantinos Akritidis informed all project partners on how to sign in / create an account and the next steps – i.e. make use of the tools according to your role.

He then explained step by step the objectives, operations and use of each tool. During the presentation, partners were having questions and answers were given willingly by Mr. Akritidis. As PP5 is responsible to contribute to the development of e-tools, it was suggested that PP5 will coordinate with KEPA and GNOMON SA (technical advisor and

application developer) to agree upon the extra features to be developed (e.g. business model canvas, quizzes, extra e-learning lessons). Emphasis was given on the need (or not?) to have three separate databases. It was agreed to continue as is and test it through its use and decide later on.

Mrs Tavridou then thanked all partners for the fruitful discussion and summed up the discussion according to the decisions taken:

- LP will send an excel file to all partners in order to appoint the dates of the remaining events and circulate it between partners
- LP will sent an email to all partners asking them to provide with their budget reallocation proposals by 10<sup>th</sup> of March 2015
- Partners will send an email to PP8 to appoint different people with different roles to use the platform (TRIGGER toolbox).
- PP5 will coordinate with PP8 to agree upon the extra features for the TRIGGER toolbox
- All partners will have to submit their Progress Report feedback to LP the latest by 10th of April 2015 (for submission to JTS by 20th of April 2015) and send certificates of verified expenditures both to JTS and LP.
- The next project meeting will take place in **Smolyan** on late April together with the open lab

Attachments:

- Agenda of the meeting
- Partners' presentations
- Participants' List