

FAIR FOR ALL

“Boosting Business Support to SMEs through setting up Mobile Fair and innovative Services in the cross-border territory”

D1.1.4: Coordination Meetings KICK OFF MEETING

Responsible Beneficiary:
Chamber of Commerce and Industry of Xanthi (LB)

<i>Date – Time:</i>	<i>Thursday 9th December 2021, 10:30-15:00</i>
<i>Hosting Partner:</i>	<i>Chamber of Commerce and Industry of Xanthi</i>
<i>Meeting Location:</i>	<i>Elisso Hotel, Xanthi, Greece</i>

The Project “FAIR FOR ALL” is co-funded by the European Regional Development Fund (ERDF) and by national funds of the countries participating in the Cooperation Programme Interreg V-A “Greece-Bulgaria 2014-2020”

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Introduction

This deliverable is prepared in the context of “Deliverable 1.1.4: Coordination Meetings”. The objective of the present report is to provide an overview of issues raised and discussed during the first (Kick-off) Meeting of the FAIR FOR ALL project.

1.1 Preface

FAIR FOR ALL kick-off meeting was held in Xanthi on 9th December 2021. The meeting was organized by the Lead Beneficiary, the Chamber of Commerce and Industry of Xanthi. Project partners from Greece i.e. Thessaloniki Tourism Organisation (PB3) and Federation of Professionals-Craftsmen and Traders of Xanthi (PB5), as well as partners from Bulgaria, Regional Industrial Association – Smolyan (PB2) and Regional Chamber of Skilled Crafts – Smolyan (PB4), attended the meeting. Project implementation issues were discussed and each partner presented their organization.



1.2 Event preparation

1.2.1 Invitation-Agenda



AGENDA

KICK – OFF MEETING
Thursday 9th December 2021
Elisso Hotel,
Xanthi, Greece

10:30 – 10:45	Welcome speeches
10:45 – 11:00	Overall presentation of the project activities
11:00 – 11:15	LB – CHAMBER OF COMMERCE AND INDUSTRY OF XANTHI Short presentation of LP's organization and its role in the project.
11:15 – 11:30	PB2 – REGIONAL INDUSTRIAL ASSOCIATION - SMOLYAN Short presentation of PB2's organization and its role in the project.
11:30 – 11:45	PB3 – THESSALONIKI TOURISM ORGANISATION Short presentation of PB3's organization and its role in the project.
11:45 – 12:00	PB4 – REGIONAL CHAMBER OF SKILLED CRAFTS - SMOLYAN Short presentation of PB4's organization and its role in the project.
12:00 – 12:15	PB5 – FEDERATION OF PROFESSIONALS-CRAFTSMEN AND TRADERS OF XANTHI Short presentation of PB5's organization and its role in the project.
12:15 – 12:30	Coffee break
12:30 – 12:45	WP1: Management and Coordination - Guidelines on Financial Management Guidelines on the Reporting Procedures
12:45 – 13:00	WP2: Communication and Dissemination - Presentation of Publicity actions of the project - Guidelines for publicity
13:00 – 13:15	WP3 – WP4 – WP5 – WP6: Presentation and Guidelines for WP's – Timetable
13:15 – 13:30	Questions and Answers – Conclusions of the meeting
13:30 – 15:00	Light Lunch



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1.3 Information material

The information material that was prepared for the event included the following:



1.3.1 Folder



1.3.2 Pen and Notebook



1.4 Participants

Project partners from Greece and Bulgaria attended the meeting.



2. Minutes – Kick off Meeting

The meeting started at 10:15 am Athens local time and for fifteen minutes the participants had the opportunity to register.

The event launched at 10:30 am, according to scheduled time, when on behalf of the Chamber of Commerce and Industry of Xanthi, Ms. Anthi Panagiotou, as Project Manager and the contact person of the project welcomed the partners and presented the organization and its role in the project.



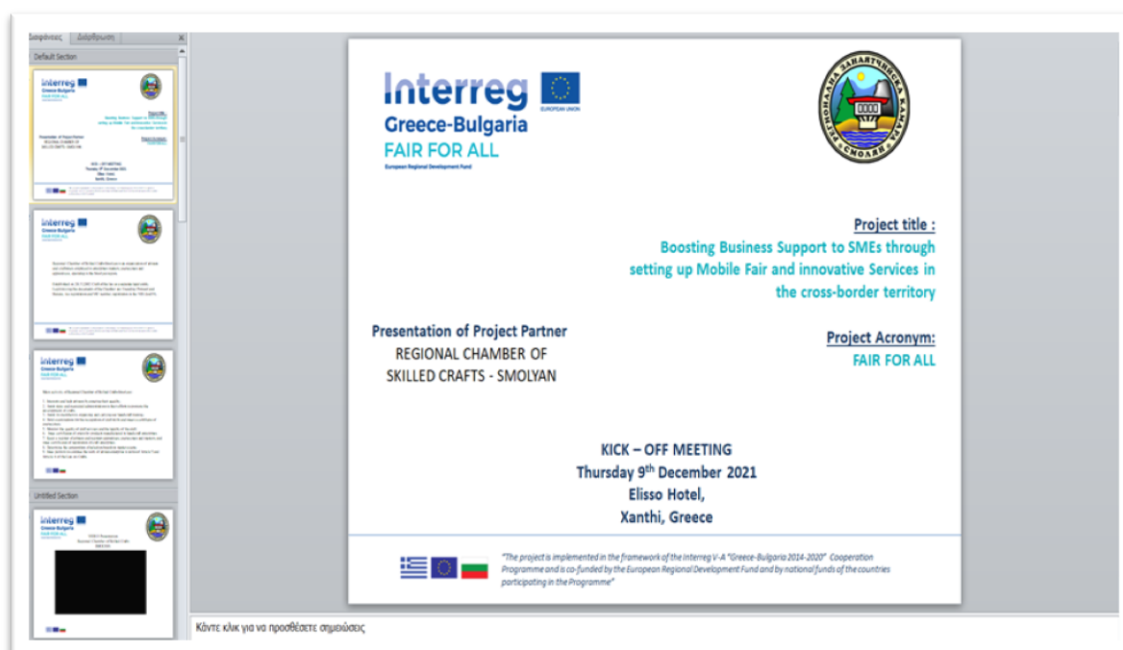
Then, on behalf of PB2- Regional Industrial Association of Smolyan, Mr. Ivo Tsarev presented their organization, their activities and their contribution to FAIR FOR ALL project.



On behalf of PB3- Thessaloniki Tourism Organization, Ms. Maria Poulouksi, presented the organization and then Mr. George Arapakis, presented PB's activities in the project.



After PB3, the next presentation was made by the 4th Beneficiary of the project and again Mr. Ivo Tsarev presented the organization of Regional Chamber of Skilled Crafts – Smolyan and its role in the project.



Last, the president of the board of PB5, the Federation of Professionals-Craftsmen and Traders of Xanthi, Ms Maria Tsiakiroglou, presented the organization to all the partners as well as their role in the project.



Figures 1-5 : Beneficiaries presenting their organizations and activities in the project.



Ms. Anthi Panagiotou



Mr. Ivo Tsarev



Ms. Maria Poulouktsi



Mr. George Arapakis



Ms. Maria Tsiakiroglou

After all the partners completed their presentations concerning their organizations, a coffee break followed.



After coffee break, more detailed presentations by the LB followed, regarding project implementation and the specific Work Packages of the project and the contents of all the deliverables were analyzed.

In particular, first the Work Package 1 (Management and Coordination) was presented and Guidelines were given on Financial Management and the Reporting Procedures.



The second presentation was about Work Package 2 (Communication and Dissemination) where the specific publicity actions of the project were presented as well as guidelines for publicity were given.



Concerning WP2, a discussion between PB3 and all the partners took place, about the Elaboration of the Communication Plan and the deadline of the first Version of it.

The rest Work Packages 3-4-5-6 (Current Status Analysis – Assessment & Tools, Empowering Business capabilities of CBC Entrepreneurs, Marketing and digital support, Organizing of Mobile Fairs in CBC area) were presented together with a timeplan in order for the first deadlines to be decided.



Mainly for deliverable 6.1 Fair Mobile Infrastructure it was decided that since it is the most important of the project, the search for equipment from PB1, PB2 should start immediately, because valuable time has already been lost.

After all presentations were completed, a short period of time was taken for discussion and after the end of the meeting all partners were invited to a light lunch.

3. Key points- Conclusions

- All partners agreed that it is important to start their actions immediately since much implementation time has already been lost.
- Due to covid restrictions and to the inability to connect online, the Project Officer could not make it to the first meeting.
- All partners agreed that communication with Project officer after kick – off is necessary for the beginning of the activities.
- The procurements, preparations for infrastructures and the communication activities of the project to the public were determined as the activities of the first 4 months.