

Minutes from Kick-off meeting

Hadzhidimovo, 20-21 February

On project: *Local assets exploitation for the development of peripheral intercultural cross-border capacity*” with Acronym **RENOVATION**

On 20-21 February a Kick-off meeting in Hadzhidimovo took place. All 3 Project partners of the project “*Local assets exploitation for the development of peripheral intercultural cross-border capacity*” with Acronym **RENOVATION** participated together with the Project officer Jenya Dinkova and MRS. Kiriaki Styła on behalf of the JS.

The host “Community center Yane Sandanski-1928” was represented by MRS. Kalinka Gaytanincheva (Chairperson), MRS. Gyulfie Parusheva, MR. Iliya Sherbetov and Krastyu Vodenicharov. The Mayor of the Municipality of Hadzhidimovo was also invited and participated in the 2-days meeting.

Participants on behalf of PB2 and PB3 were as follows:

Municipality of Lagadas: MRS. Artemis Papadopoulou and MR. Prokopidis Georgios.

Thessaloniki Concert Hall: MRS. Froso Gaki and MR. Panagiotis Kountouris.

Consultants from LEVER company: MRS. Elissavet Pavlidou and MRS. Artemis Margaritidou.

The meeting was opened by the LB on 20th at 5 p.m local time. It gave the floor to the Mayor of Hadzhidimovo to welcome the guests. Afterwards our Project officer MRS. Jenya Dinkova introduced herself and made important remarks on what is expected to happen during the meeting. Finally MRS. Kalinka Gaytanincheva also welcomed the participants and gave the floor to MRS. Gyulfie Parusheva to open the agenda and start with the agenda points after the agenda has been approved.

Agenda point 2. The meeting started with presentations of the participants and their organizations.

Agenda point 3. A short presentation of the project, project background and activities was presented by the LB and after that a discussion was made by the participants. MRS. Dinkova said that even short, the presentation introduces what are the main goals of the project, its main activities and outcomes.

Agenda point 4. Participants started discussing the main deliverables and where they are up to with the project plan and procurements.

The LB was the one to start. He informed that two of the procurements set out in the STPP form have been launched except the procurement for supervision works. It will also be launched soon. The procurement for the Renovation works has been launched a month ago. Within a month a contract for execution will be signed. The procurement for the External expertise and services also has been launched and is expected to end on time.

Municipality of Lagadas informed that they also launched the procurement for the equipment, they will be on time according to the STPP, but since they will have another procurement for the renovation of their building, they will launch it simultaneously and they believe they will manage to do everything on time (renovation activities and after that the equipment).

Thessaloniki Concert Hall informed that they have launched the Tender 1, which refers to the Project Management. According to the Tender 2 they informed that they will launch it also on time and at the moment they are in a process of searching musicians and that is the reason after the meeting they will go to Sofia and meet recommended musicians and groups.

The meeting stopped here and was concluded by MRS. Dinkova. She said that it seems that project goes smoothly and on time.

Next day the meeting started at 10 a.m with the next agenda points.

The agenda point 5 concerning the project progress was not discussed, because the point was exhausted the previous day when participants discussed the project progress.

Agenda point 6: Project communication issues and internal communication

The Community center “Yane Sandanski-1928” had a short presentation on the project collaboration, the way of project management according to the PA, the principles of decision-making and the partnership communication.

After the presentation all project partners started discussing the decision-making procedure within the project as well as the most convenient ways of online communication. Three decisions were taken, as follows:

- According to the Partnership agreement, where the roles of the Management team and the Steering Committee are described, the Project Beneficiaries decided: To have at least one person from each project beneficiary (in the Steering committee) in favor of a proposed decision in order to be taken any decision regarding the project
- To use their main e-mails (as it was until now) for main communication concerning the project.
- A skype group will be created in order to be discussed some project activities, something that needs to be agreed upon urgently and by all decision-makers.

Minutes taken by: Gyulfie Parusheva

Submitted by: Project Beneficiaries

Date: 27.02.2020