



Deliverable 1.3.2 Project Coordination Meetings

The partnership meeting was held on June 6, 2023 in the city of Haskovo, in the conference hall of hotel Retro. The purpose of the event was to track the current progress of the project activities by each of the partners, including in terms of payments and cost verification, as well as planning the remaining activities and especially the interrelated activities such as: exchange visits, analyzes within WP3, final conference in Greece.

For this purpose, the following was implemented:

- Develop an agenda for the meeting
- Provided an air-conditioned hall with a minimum capacity of 15 seats
- Provide catering for up to 15 people
- Provide mineral water for the participants
- Provide presentation equipment (multimedia and laptop)
- Distribute information materials
- Registers the participants
- Provided the visualization of the project hall
- Photo recording of the meeting

AGENDA OF PROJECT MEETING
within project “Enabling SMEs for the 4th Industrial Revolution
(4th Industrial Revolution)” in Haskovo, Bulgaria

Time: June 06, 2023

Location: Meeting room of Retro Hotel, 7, Osvobozhdenie Blvd, Haskovo

[\(http://www.hotelretro.bg/en/\)](http://www.hotelretro.bg/en/)

Participants: Representatives of PB’s

Time	Topic
16:30 – 16:45	Registration of participants Official opening and presentation of 4th Industrial Revolution project
16:45 – 17:15	Presentation of the project achievements – by partners and by WPs
17:15 – 17:30	Coffee break
17:30 – 18:00	Challenges in the project implementation – discussion
18:00 – 18:30	Future actions within the project Outlook of the future cooperation activities amongst project partners





Minutes of ‘4th Industrial Revolution’ Partner’s Meeting

*06th June 2023
Haskovo, Bulgaria*

Project Title
“Enabling SMEs for the 4th Industrial Revolution”

Project Acronym
“4th Industrial Revolution”

Welcome and Opening

The meeting was officially opened by Mrs. Malchanova on behalf of PB3-Regional Chamber of Skilled Crafts – Haskovo, which was hosting the current meeting in a hall located in Retro Hotel, Haskovo, Bulgaria ().

Representatives of all partners took part, according to the participant list attached.

After the opening, each partner presented the following:

- Current status of the implementation of project’s activities with special focus on contracting, payments, verifications
- Upcoming activities including interrelated activities (Analysis&Study visits), progress report for the 1st semester of 2023

PB1: Association of Information Technology Companies of Northern Greece (SEPVE)

PB1 reported that the following progress has been achieved so far:

- Project team assigned
- External services assigned
- Organization of 4 internal online project meetings with the active participation of all PBs respectively on 13th of April 2022, 18th of May 2022, 8th of April 2022 & 11th of October 2022
- Participation in the webinar organized by PB2 on 7th of February 2023
- Representatives of PB1 took part in the 1st Case Study Visit in Bulgaria: 27-28 March 2023 together with representatives of project's target groups
- Representatives of PB1 took part in the 2nd Case Study Visit in Bulgaria: 06-07 June 2023 together with representatives of project's target groups
- Communication Plan has been delivered (11 May 2023), the project website has been launched and the communication material has been designed and been approved; the production is ongoing
- The implementation of Del. 3.1, 3.2. is ongoing
- Del. 3.3 has been fully developed & implemented (29/05/2023) (under the supervision of SEPVE)

PB2: Centre for Research and Technology Hellas / Information Technologies Institute

PB2 reported that the following progress has been achieved so far:

- Project team assigned
- Participation in all 4 internal online project meetings with the active participation of all PBs respectively on 13th of April 2022, 18th of May 2022, 8th of April 2022 & 11th of October 2022
- CERTH has performed the review of the document and provided required input for the development of Del. 2.1. Communication Plan
- Organization of a webinar on "I4byDesign Competence Center: Leading the Digital Transformation of Industrial SMEs" on 7th of February 2023 with the active participation of all PBs (79 registered participants in total)
- Representatives of PB2 took part in the 1st Case Study Visit in Bulgaria: 27-28 March 2023 together with representatives of project's target groups
- Representatives of PB2 took part in the 2nd Case Study Visit in Bulgaria: 06-07 June 2023 together with representatives of project's target groups
- The questionnaire for the implementation of Del. 3.1 was developed and PB2 actively supports the implementation of Del. 3.1, 3.2 & 3.3
- FLC#1 is in progress (for EUR 44 965,71 or 53,2% of total budget)

PB3: Regional Chamber of Skilled Crafts Association, Haskovo

PB3 reported that the following progress has been achieved so far:

- Project team assigned
- External services assigned
- Participation in all 4 internal online project meetings with the active participation of all PBs respectively on 13th of April 2022, 18th of May 2022, 8th of April 2022 & 11th of October 2022

- Participation in the webinar organized by PB2 on 7th of February 2023
- Logistics of all events within the project was contracted and its implementation is on-going:
 - Organization of 2 seminars under Del. 4.3.1 – on 02nd of March 2023 & between 06th & 07th of March 2023
 - Organization of 2 Case study Visits in Haskovo under Del. 4.3.2 – between 27-28 March 2023 & between 06-07 June 2023
 - Organization of 2 conferences under Del. 2.3.4 – on 17th of March 2023 & 07th of April 2023
 - Organization of 1 partners' meeting under Del. 1.3.2 – on 6th of June 2023
- Promotional activities were contracted and the implementation is on-going. All printing materials were supplied (2 banners, leaflets, pens, calendars, notepads). Translations for project's website were provided. The social media promotion of project's activities is on-going.
- Office equipment was contracted and supplied
- The implementation of Del. 3.1&3.2. was contracted and the implementation is on-going
- FLC#1 was finalized (for EUR 38 510,78 or 35,5% of total budget, no financial corrections) and FLC#2 is under preparation (estimated EUR 37 250,00)

Next steps

- Together the partners discussed the following upcoming steps:
- Finalization of Del 3.1 and 3.2 – by mid September 2023
- Organization of the remaining Case Study Visits (3 case study visits in Greece and 1 in Bulgaria) (specific dates to be additionally discussed and confirmed):
 - July 2023 (Greece)
 - September 2023 (Greece)
 - October 2023 (Bulgaria)
 - October 2023 (Greece)
- Organization of the remaining Seminars and Conferences (specific dates to be additionally discussed and confirmed):
- 3 Seminars/Workshops in Greece – June / Nov 2023
- 2 Seminars in Haskovo – September / October 2023
- 2 Dissemination Events in Greece – June / Nov 2023
- Final Project Meeting in Thessaloniki, Greece - Nov 2023
- 2-days “4th Industrial Revolution Forum” in Thessaloniki, Greece (project's Final Conference) - Nov 2023
- All partners should speed up all payments under the project according to JTS's instructions that 90% of the project payments are made by September 2023 and are immediately submitted in MIS for verification in order to ensure timely project finalization.
- Input from all project partners and timely submission of the next progress report (deadline 20th of July, 2023).