

**ENTREPRENEURIAL LEARNING EXCHANGE INITIATIVE FOR SUSTAINABLE  
 HOSPITALITY SMEs IN THE BALKAN-MEDITERRANEAN REGION**

Subsidy Contract No. BMP1/1.3/2616/2017

**KICK-OFF MEETING**

17 November 2017, Varna University of Management,  
 Varna, 13a Oborishte Street, Room 408 (4th Floor)

| <b>Time</b>          | <b>Agenda</b>   | <b>Presenting partner</b> |
|----------------------|---|---------------------------|
| <b>09:00 - 09:15</b> | <b>Welcome</b>  | <b>VUM</b>                |
| <b>09:15 - 10:30</b> | <p><b>Partners' presentations</b><br/>           LP1 - VARNA UNIVERSITY OF MANAGEMENT (BG)<br/>           PP2 - UNIVERSITY OF THESSALY-DEPARTMENT OF PLANNING AND REGIONAL DEVELOPMENT (GR)<br/>           PP3 - "ALEKSANDER MOISIU" UNIVERSITY OF DURRES (AL)<br/>           PP4 - UNIVERSITY OF SHKODRA "LUIGJ GURAKUQI" (AL)<br/>           PP5 - "MACEDONIAN-BULGARIAN CHAMBER OF COMMERCE" (FYROM)<br/>           PP6 - CULINARY ARTS AND HOSPITALITY ASSOCIATION (BG)</p> <ul style="list-style-type: none"> <li>✓ <i>Each partner will have a brief slot (max.15 min) for presenting its profile, main research and expert competences regarding the HELIX focus;</i></li> <li>✓ <i>More elaborated presentations can be shared later by email/updated on Google Drive and DropBox.</i></li> </ul> | <b>All partners</b>       |
| <b>10:30 - 11:00</b> | <p><b>Presentation of the Project</b></p> <ul style="list-style-type: none"> <li>✓ <i>Concept of the Project: Background, Target Group, Aims and Objectives, Project WPs and Activities, Role of each partner</i></li> </ul>  | <b>VUM</b>                |
| <b>11:30-11:15</b>   | <b>Coffee break</b>   |                           |
| <b>11:15 - 12:30</b> | <p><b>Project Management and Evaluation (WP1)</b></p> <ul style="list-style-type: none"> <li>✓ <i>Overview of the project time-schedule – main phases, expected results and Gantt chart</i></li> <li>✓ <i>Management and Evaluation Plans,</i></li> <li>✓ <i>Internal communication and communication with the BalkanMed JS and MA</i></li> </ul>   | <b>VUM</b>                |

|                      |  |                               |
|----------------------|--|-------------------------------|
|                      | <ul style="list-style-type: none"> <li>✓ <i>Reporting templates</i></li> <li>✓ <i>Management structure, monitoring, administrative rules</i></li> <li>✓ <i>Discussion</i></li> </ul>   |                               |
| <b>12:30 - 13:30</b> | <b>Lunch</b>   |                               |
| <b>13:30 - 14:30</b> | <b>Financial Management and Accounting (WP1)</b> <ul style="list-style-type: none"> <li>✓ <i>Overall presentation of the financial rules of the programme</i></li> <li>✓ <i>Tendering procedures</i></li> <li>✓ <i>Discussion of the main issues related to the accounting of the Expenses</i></li> </ul>  | <b>VUM &amp; all partners</b> |
| <b>14:30 - 15:15</b> | <b>First steps on the implementation</b><br><br><b>WP2, D. 2.n.4: National Awareness-Raising Events</b><br><b>WP 3, D 3.n.1: Regional Needs Assessment Report (NAR) - 1.10.2017 (start)</b><br><b>WP 3, D 3.n.2: Best practice data-base and implementation roadmap - 1.11.2017 (start)</b><br><b>WP3, D. 3.n.3: Regional Action Plan - 1.12.2017 (start)</b> <ul style="list-style-type: none"> <li>✓ <i>Templates</i></li> <li>✓ <i>Brainstorming on the methodology and contents</i></li> </ul> | <b>VUM &amp; all partners</b> |
| <b>15:15 - 15:30</b> | <b>Coffee break</b>  |                               |
| <b>15:30 - 16:30</b> | <b>Dissemination (WP2)</b> <ul style="list-style-type: none"> <li>✓ <i>Dissemination channels, materials and indicators;</i></li> <li>✓ <i>Structure of the Communication and Dissemination Plan;</i></li> <li>✓ <i>Partners roles and contributions;</i></li> <li>✓ <i>Timetable for the activities will be presented; brainstorming;</i></li> </ul>  | <b>VUM</b>                    |
| <b>16:30 - 17:00</b> | <b>Action Plan until next meeting and closure</b> <ul style="list-style-type: none"> <li>✓ <i>Highlighting of the main tasks/action points for the following months;</i></li> <li>✓ <i>Summary of the day and clarification of any doubts;</i></li> <li>✓ <i>Meeting evaluation sheet to be filled in by participants</i></li> <li>✓ <i>Scheduling of the second project meeting.</i></li> </ul>   | <b>VUM &amp; all partners</b> |
| <b>17:00 - 17:30</b> | <b>Bilateral Meetings (if needed)</b>  |                               |
| <b>19:30</b>         | <b>Consortium Dinner</b>   |                               |