



MEDiterranean Quadruple Helix Approach to Digitisation MED QUAD

Grant Agreement No B_A.2.1_0088_MED-QUAD

Minutes of the Kick-off Meeting

Date: 2 -3 November 2020

Location: Distance Meeting

Venue: Distance Meeting

ENI CBC MED PROGRAMME – MED-QUAD





MED-QUAD

Participating partners:

- LB: Epimorfotiki Kilkis Single-Member LLC
- PP01: International Hellenic University-I.H.U. (Greece)
- PP02: University of l'Aquila (Italy)
- PP03: Arab Academy for Science, Technology and Maritime Transport – AASTMT (Egypt)
- PP04: Al-Balqa' Applied University – BAU (Jordan)
- PP05: Palestine Polytechnic University – PPU (Palestine)
- PP06: University of Sousse (Tunisia)





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AGENDA

DISTANCE KICK-OFF MEETING 2-3/11/2020

of the Project

"MEDiterranean Quadruple Helix Approach to Digitisation" *(Project Acronym: MED-QUAD)*

in the frame of the Programme

ENI CBC MED

Call for Strategic Projects

Project Partners:



Kick-off Meeting Venue
EPIMORFOTIKI KILKIS S.M. LLC.,
56, Doiranis str.
GR 61100, Kilkis

Date and time

3 November 2020, 14.30 – 16.30 (Italian time zone)

- International Hellenic University - IHU (Greece)
- University of l'Aquila (L'Aquila – Italy)
- Arab Academy for Science, Technology and Maritime Transport – AASTMT (Alexandria – Egypt)
- Al-Balqa' Applied University – BAU (Al-Salt – Jordan)
- Palestine Polytechnic University – PPU (Hebron – Palestine)
- University of Sousse (Sousse – Tunisia)

Sincerely,

Epimorfotiki Kilkis S.M. LLC

Project implementation team

Responsible for communication is Mr. Periklis Kosmidis, pkosmidis@epimorfotiki.gr , 2341028705



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AGENDA

DISTANCE KICK-OFF MEETING

DAY 1 - Monday 2 November 2020	
09.15 – 09.30	“Registration” of Participants - Welcoming
09.30 – 09.45	Introduction/welcome speech of project kick off meeting by Khaled Elsaadany, Senior Expert, Joint Technical Secretariat (JTS) ENI CBC MED Programme
09.45 – 10.20	Presentation of Project Partners
10.20 – 10.40	Presentation of project Associated Partners
10.40 – 11.10	Break
11.10 – 11.40	Project overview (LB - EPIMORFOTIKI KILKIS)
11.40 – 11.55	ENI CBC MED: GETTING STARTED, Guidelines for a sound management of your project” by Khaled Elsaadany, Senior Expert, JTS ENI CBC MED Programme
11.55 – 12.10	Questions
12.10 – 12.40	Presentation of WP3 by WP Coordinator (PP4)
12.40 – 13.10	Presentation of WP4 by WP Coordinator (PP2 - Francesco Tarquini)
13.10 – 15.00	Lunch break
15.00 – 15.30	The role of Universities as “Civic Universities” in the frame of QH (PP2 - Anna Tozzi)
15.30 – 16.00	The case of the city of l’Aquila as paradigm of “Living Lab” (PP2 - Fabio Graziosi)
16.00 – 16.30	Monitoring & Evaluation on WP3 & WP4 (PP2)
16.30 – 16.45	Presenting the tools for the meeting evaluation
16.45	End of Day 1 – meeting evaluation tools – Conclusions

DAY 2 - Tuesday 3 November 2020	
09.30 – 09.50	General rules on procurement (LB - EPIMORFOTIKI KILKIS)
09.50 – 10.10	Eligibility of costs (LB - EPIMORFOTIKI KILKIS)
10.10 – 10.30	Procedures related to MIS (LB - EPIMORFOTIKI KILKIS)
10.30 – 11.00	Monitoring & Evaluation Plan – Procedures (PP1)
11.00 – 11.30	Break
11.30 – 12.00	Strategy for Project Management (LB - EPIMORFOTIKI KILKIS)
12.00 – 12.30	Communication Plan & communication issues (PP3)
12.30 – 12.50	Evaluation of the meeting
12.50 – 14.30	Lunch break
14.30 – 16.30	Press Conference
16.30 – 16.45	Closure of the meeting

Moderation of the meeting by Periklis Kosmidis (Epimorfotiki Kilkis sm LLC)

* Due to Covid-19 pandemic the Kickoff Meeting will be Distance Meeting

* Timetable is based on the ITALIAN TIME ZONE, as MA headquarters is in Sardinia – Italy



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ID	Ώρα έναρξης	Ώρα ολοκλήρωσης	Διεύθυνση ηλεκτρονικού ταχυδρομείου	Name and Surname	email	Telephone	Institution	Country
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20	11/2/20 10:30:38	11/2/20 10:31:07	anonymous	Athanasios Dermetzopoulos	adermet@gmail.com	6976788575	International Hellenic University	GREECE
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26	11/2/20 11:10:11	11/2/20 11:13:06	anonymous	Zied Kbaier	zkbaier@jtsenimed.eu		Joint Technical Secretariat (JTS) ENI CBC MED Programme	ITALY
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Minutes

DAY 1

“Registration” of Participants. As long as the KoM was distance meeting registration of participants was made online using “MS forms”.

Welcoming. Mr. Amiridis, Project Manager, (LB – Epimorfotiki Kilkis sm llc) proceeded to welcome all partners to the KoM and gave his opening speech with reference to the ongoing global pandemic and the repercussions this has had on the meeting’s enactment.

Introduction/welcome speech of project KoM by Khaled Elsaadany, Senior Expert of the Joint Technical Secretariat (JTS) | ENI CBC MED Programme. The major points discussed here were the goals and tasks of the programme and there was a thorough consultation on the nature of the communication between the partners including the lead beneficiary and the MA (Managing Authority).

Presentation of Project Partners and associated partners: Representatives of all partners gave an overview of their institutions and the institution’s strategy:

- On behalf of LB-Epimorfotiki Kilkis sm llc, Mrs. Iliadou gave an overview on the facilities and the services offered by the Lifelong Learning Centre “Epimorfotiki Kilkis sm llc” that include the organization of training courses, the implementation of EU funded projects (e.g. Erasmus+, Interreg, etc.) the consultancy services to Local Authorities, schools and Associations, etc. Also, she presented the human potential working for the Centre and she gave a description of the region in which the Centre is located.
- Next was Mr. Dermetzopoulos representing the International Hellenic University (PP01 – IHU) and gave a rundown on the goals and history of the University and the Department. He addressed all partners and emphasized the importance of the connection with the local community with regard to the information technology.
- The next on the list of presentations was Professor Anna Tozzi from the University of L’Aquila (PP02 – UNIVAQ). She described in intricate detail the history of the University and most importantly the region it is located in. She elaborated on how the region leveraged the disastrous earthquake and the need of incorporation of modernity in such instances. The professor also emphasized the consequences of the global pandemic on the economy and financial depression that it brings about to countries affected the most.
- Afterwards, Professor Dessouky introduced the Arab Academy for Science, Technology and Maritime Transport (PP03 – AASTMT) and the history of his country. He highlighted the expertise of the University on the EU programmes and then he gave an overview of the campus’ premises. He also proceeded to present Egypt’s Associated Partner.
Also the Co-Director of the University from Alexandria gave a welcoming speech and thanked everyone for the cooperation on the project.
- The representative of Al-Balqa' Applied University (PP04 – BAU), Professor Rebhi A. Damseh made a short presentation of the University and then he concluded his presentation by showing a video of the University and the city where the University is seated.
- Professor Momen SUGHAYYER from the Palestine Polytechnic University (PP05 – PPU) was up next with a thorough presentation on the University and its infrastructure. He explained the special legal status of



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the University and its He cited the gender equality of the University in terms of student numbers, he emphasized the extensive links with the local community and their internationalization strategy.

- Later the Director from the University of Sousse (PP06) gave an overview of the departments, faculties, the facilities, the region of the university and he described their vibrant international profile of partnership with various European agencies. He also mentioned their active collaboration in the development of specialized objectives and enhancement of study programmes in order to catch up with international standards.

Project overview: After the break Mr. Kosmidis, Project Communication Coordinator, (LB – Epimorfotiki Kilkis sm llc) gave his presentation which included an overview of the project, described the associated partners and their state of affairs, a comprehensive look on the general objective of ENI MED Programme and MED-QUAD project. He continued with the intricate details of the quadruple helix approach and its specific objectives, the project outputs and the structure of the work packages. As concerns to the Work Packages, great emphasis was set on the details of each Work Package on matters of cooperation between all partners and the collaboration on the planning of the “Strategy_for project management”. The website was also a point of the presentation. He mentioned the importance of the project website, that it will be provided by the ENI MED Programme, its role, how it will be used and the material that should be uploaded.

“ENI CBC MED: GETTING STARTED, Guidelines for a sound management of your project” by Khaled Elsaadany, Senior Expert of the JTS of ENI CBC MED Programme: Mr. Elsaadany gave a rigorous presentation on the role of the JTS, on the monitoring and reporting process to the Managing Authority, he explained in detail the procedures and the rules for project Adjustments, the differences between major and minor amendments along with their characteristics, the frequency of meetings with the LB and last but not least the approach of partners to the MIS in relation to the reporting. Also, the Audits during the whole phase of project implementation and the communication flow and the channels were presented to the participants. After the presentation, participants asked questions to the Senior Expert.

Presentation of WP3 by WP Coordinator: Professor Rebhi Damseh from BAU gave his presentation on Work Package 3 describing the tasks, the beneficiaries, and the outputs in relation to the activities of the WP, the designing of skills and roles for Civic Universities, the timeframe of the Work Package, a description on the Cross Border Living Labs and the citizen involvement.

Presentation of WP4 by WP Coordinator (PP2 – University of l’Aquila): Professor Francesco Tarquini presented the Work Package 4 which subject is the pilot exploitation of digital innovation and its 4 outputs in detail. He proceeded to talk about the innovative solutions in the agricultural food sector, the control of water consumption and the augmented and virtual reality projects for exploration of historical sites and heritage. Details on the time schedule were discussed concerning the project target values, the outputs and the budget tied to these outputs.

At the end of the 1st Day Mr. Kosmidis (LB – Epimorfotiki Kilkis sm llc) introduced the tool/questionnaire drawn up to evaluate the efficiency of the KoM.



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DAY 2

After welcoming the partners to the second day of the meeting Mr. Kosmidis explained that there is no need to further discuss the topics related to the “general rules on procurements” and the “eligibility of costs” as long as the Senior Expert of JTS, Mr. Khaled Elsaadany gave an excellent and detailed presentation during the first day of the meeting.

The role of Universities as “Civic Universities” in the frame of Quadruple Helix (PP2 - University of l’Aquila): Professor Anna Tozzi from University of l’Aquila gave her presentation on the role of universities as “Civic Universities” in the frame of Quadruple Helix (QH).

The case of the city of l’Aquila as paradigm of “Living Lab” (PP2 - University of l’Aquila): Professor Fabio Graziosi followed with the next presentation regarding the case of the city of l’Aquila as paradigm of “Living Lab”.

Monitoring & Evaluation on WP3 & WP4. (PP2 - University of l’Aquila): Professor Tozzi gave a presentation related to the Monitoring and the Evaluation of WPs 3 and 4.

General rules on procurement and eligibility of costs: Mr. Kosmidis (LB – Epimorfotiki Kilkis sm llc) gave a short presentation with reference to the prior presentations.

Procedures related to MIS: A representative of LB – Epimorfotiki Kilkis sm llc gave a short presentation on the procedures relating to the MIS detailing the process of uploading and exporting files from the web application. Great emphasis was put on the additional and supplementary documentation need for the amendments.

Monitoring & Evaluation Plan – Procedures: Mr. Dermetzopoulos (PP01 – IHU) presented his work on the time schedule related to the work packages and detailed the deliverables per semester for each Work Package. He also presented the form of the progress report per work package.

Strategy for project management: Mr. Kosmidis (LB – Epimorfotiki Kilkis sm llc) proceeded to give a short presentation on the scope, the methodology and the tools of the “Strategy_for project management”. The Strategy contains the time management of the project, the monitoring and quality management, the financial management, the reporting procedure, the procurement management, the risk management and a short description of the communication management.

Communication plan & communication issues: Profesor Dessuky (PP03 – AASTMT) presented the “**Communication Plan**” of the project. The plan refers to the objectives of the communication, the target groups, the actors involved, the resources, the messages to be disseminated and the relevant activities, the budget dedicated for dissemination and communication activities, the timeline and the evaluation process of the communication activities.

Mr. Zied Kbaier, JTS Junior Expert, answered questions raised by partners on the subject of currency exchange through the MIS and its automatic calculation through the application. He also answered questions related to financial reporting and reporting in general.



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Evaluation of the meeting: Before the end of the KoM Mr. Kosmidis (LB – Epimorfotiki Kilkis sm Ilc) asked all participants to fill in the form related to the evaluation of the KoM.

Closure of the meeting: Finally, Mr. Amiridis, Project Manager of MED-QUAD thanked all partners for their cooperation on this project, as well as for their active and effective participation in the KoM and he proceeded to give the closing speech.

Decisions

During the KoM the following decisions were taken by the partnership:

1. Each partner will appoint his Working Group, will assign responsibilities and appoint 2 members for the Steering Committee;
2. The COORDINATOR of each WP prepares a list with the activities that each partner should carry out according to the project;
3. The LB will finalise the draft of the “Strategy for project management” by 15/11/20 and send to partners for comments;
4. PP01 will finalise the draft of the “Project quality assessment” and send to partners for comments;
5. The final “Communication Plan” of the project will be adopted by the Steering Committee as soon as the Programme Communication Manager will review the draft version;
6. PP03 will manage the creation of the Social Media the partnership will use during the project implementation (deadline 30/11/20);
7. All partners will accelerate the procedure to contract the external Auditor for the verification of expenditures;
8. All partners will disseminate the KoM in the Media;
9. LB will create a common space on the web for the storage of project common files (deadline 13/11/20);
10. PP03 will create templates for project documents (e.g. meeting’s agenda, reporting of dissemination activities, etc.) (deadline 13/11/20);
11. LB will prepare a press release in English for the KoM and send to partners (deadline 15/11/20);
12. LB will prepare and share with partners the project Minutes for feedback (deadline 6/11/20);
13. All partners will prepare the personnel timesheets on a monthly basis;
14. All partners, with the assistance of the external Auditors, will adopt a formal and valid way to calculate the Administrative Costs (deadline 30/11/20);
15. Partners will work on the 1st Amendment and prepare a list with the topics to be included in the Amendment (deadline 20/12/20).

Annexes

ANNEX 1 – Partners’ Presentations

ANNEX 2 – Communication Plan

ANNEX 3 – Strategy for project Management