

**INTERREG V-A COOPERATION PROGRAMME**  
**GREECE – BULGARIA 2014 – 2020**  
Reinforcing Protected Areas Capacity through an Innovative  
Methodology for Sustainability  
– **BIO2CARE** –

**Minutes of Kick – Off Meeting**

14-16 November 2017,  
Venue: Town Hall – City Council Room  
Chrysoupoli, Municipality of Nestos, Greece

The Kick off Meeting of the Project “BIO2CARE” took place in the Town Hall – City Council Room of the Municipality of Nestos, Chrysoupoli, Greece on 14-16 of November 2017. In total, 19 participants representing all 9 Project Beneficiaries (PBs) participated in the meeting.

The meeting started on Wednesday 15 of November (1<sup>st</sup> day). The Mayor of the Municipality of Nestos, Mr. Tsompanopoulos welcomed the participants and highlighted the significance of the project since the effective protection of the Nestos River and Lakes Vistonida – Ismarida is of prime importance to the Municipality of Nestos. Mr. Tsompanopoulos expressed his support to the Project’s objectives and his belief that the project will be successful.

Then, the Project Manager Assoc. Prof. Georgios Gaidajis presented an analytical overview of BIO2CARE, including the background and history of the Project, specific objectives and expected outputs, the methodology to be applied, expected results, information and publicity strategy and project’s contribution to other EU, national and local policies. Dr. Gaidajis mentioned that BIO2CARE combines different scientific fields and produces a wide range of deliverables that can be utilized by various agents increasing the added value of the project.

Following Dr. Gaidajis’ presentation, all 9 PBs made a brief (15-20 min per partner) presentation of their organization, introducing themselves and mentioning their interests and expertise as well as what they expect to gain from the Project and what they expect to be their role in it.

After a quick break, the Project Activity Planning (Part A) session began. Representatives from LB presented a more detailed description of the Work Packages 1 and 2, their timeline and respective deliverables and led a discussion. Issues discussed included (a) the need for specifying the *Joint Project Team* (JPMT, as defined in the *Programme and Project Implementation Manual*) JPMT, (b) the need for the establishment of sub-committees and work groups which will ensure better coordination among PBs and among WPs, including the allocation of specific responsibilities for each task, and (c) a review of budget allocation/STPP. The process of specifying the Project Steering Committee, the Coordination Committee, and the Quality Control Group was discussed, further to the *Partnership Agreement* provisions. A *Responsible Partner* (RP) per WP was agreed. The 1<sup>st</sup> day of the meeting ended up in the afternoon with a welcome lunch where participants had the opportunity to get to know each other better.

During the 2<sup>nd</sup> day of the meeting (16 November 2017) the Project Activity Planning (Part B) continued, including a detailed description of the Work Packages 3, 4 and 5 following the same approach described above. In the end of the session the partners had the opportunity to further discuss issues regarding tasks and budget allocation. The Kick-off meeting ended up with a Team-Building field trip where partners had the opportunity to visit the Delta of Nestos Information Center located in Keramoti, enjoy the natural habitat of the National Park of Eastern Macedonia and Thrace and go bird-watching. The Kick-Off meeting was very successful and all partners gained a clearer picture of their obligations and the objectives of the BIO2CARE project.

Based on the discussions during the meeting we, as technical committee, suggest the following:

- PSC is the main instrument for the Management and Coordination of the project and decides on all matters on the principle of unanimity and if necessary the principle of majority. The official representative of each PB in the Project Steering Committee (PSC) is, by default, the Legal Representative or (if preferred by the PB) the Contact Person of the respective PB, as it appears in the approved *Application Form* (see Annex 1). For each particular Project Steering Committee meeting, each PB may nominate in advance a substitute member that will officially represent the PB in question during the meeting, subject to official notification made available to the LB beforehand.
- All partners unanimously agreed that Project Steering Committee Meetings will take place in Project meetings foreseen according to the AF. The order of meetings may change according to the needs of the Project.

- LB and each RPs shall nominate a person as member of the *Coordination Group* (CG) of the project, which and will have frequent communication for better coordination, identifying problems, obstacles and risks and propose recommendations to the PSC.
- The Steering Committee will approve within 30 days from the end of the Kick off meeting the members of the Quality Control Group (1 member per partner), which shall be responsible for assessing the quality of the outputs. Three members of the Quality Control Group will form a joint board that will be responsible for monitoring and providing assistance to partners regarding the conformance of activities and output to the Programmes horizontal principles and any other relevant ethical issues, including assessing draft procurement calls, contracts, and deliverables of subcontracted services.
- The Responsible Partner for WP1 will be the LB (PB1) – Democritus University of Thrace, and shall nominate a person as work package 1 leader (see Annex 1).
- The Responsible Partner for WP2 will be the PB9 – Pirin Tourism Forum and shall nominate a person as work package 2 leader (see Annex 1).
- The Responsible Partner for WP3 will be the LB (PB1) – Democritus University of Thrace, and shall nominate a person as work package 3 leader (see Annex 1).
- The Responsible Partner for WP4 will be the PB8 – South-West University Neofit Rilski, and shall nominate a person as work package 4 leader (see Annex 1).
- The Responsible Partner for WP5 will be the PB7 – National Park Rila, and shall nominate a person as work package 5 leader (see Annex 1).
- Minor changes in the STPP are necessary regarding deliverables duration and procurements to facilitate the timely and effective implementation of the Project.
- Additionally, a number of partners requested a few modifications in JOB. The changes will not affect the approved budget, the objectives and results of the project whereas the initial quantities of units of the approved budget

will not be exceeded. All partners that requested changes will provide a relevant official declaration.

On behalf of the LP  
Georgios Gaidajis



Project Manager of BIO2CARE Project  
Director of Laboratory of Environmental Management & Industrial Ecology  
Department of Production Engineering and Management  
School of Engineering  
Democritus University of Thrace

## ANNEX 1 – Project Steering Committee and Coordination Group

<b>Project Steering Committee</b>		
<b>Partner</b>	<b>Name/Surname</b>	<b>Position according to AF</b>
LB (PB1)	Georgios Gaidajis	Project Manager/Contact Person
PB2	Efterpi Patetsini	Contact Person
PB3	Anastasios Tsolakis	Contact Person
PB4	Vasiliki Chrysopolitou	Contact Person
PB5	Antonia Nasoula	Contact Person
PB6	Angel Georgiev	Legal Representative
PB7	Krasimir Andonov	Legal Representative
PB8	Miroslav Ivanov	Contact Person
PB9	Simana Markovska	Contact Person

<b>Coordination Group</b>		
<b>Partner</b>	<b>Name/Surname</b>	<b>Role</b>
LB (PB1)	Georgios Gaidajis	PM, Work package leader for WP1 & WP3
PB7	Krasimir Andonov	Work package leader for WP5
PB8	Miroslav Ivanov	Work package leader for WP4
PB9	Simana Markovska	Work package leader for WP2

## ANNEX 2 – Kick off Meeting Agenda

### INTERREG V-A COOPERATION PROGRAMME GREECE – BULGARIA 2014 – 2020

Reinforcing Protected Areas Capacity through an Innovative  
 Methodology for Sustainability  
 – **BIO2CARE** –

**Provisional Agenda - Kick Off Meeting**  
**14-16 November 2017,**  
**Venue: Town Hall – City Council Room**  
**Chrysoupoli, Municipality of Nestos, Greece**

Time	Task	Responsible
<b>Tuesday 14/11</b>		
Arrival to Chrysoupoli, Municipality of Nestos, Greece / Partners are free to select the hotel of their choice – convenient proposals for accommodation will be provided /		
<b>Wednesday 15/11</b>		
08:30 – 09:00	Registration	[ ]
09:00 – 09:15	Welcome Messages by: - Representative of the Municipality of Nestos - Representative of Democritus University of Thrace	Georgios GAIDAJIS
09:15 – 09:30	BIO2CARE Project Overview	Georgios GAIDAJIS
09:30 – 09:45	Press Conference	Georgios GAIDAJIS
09:30 – 10:00	Break	[ ]
<b>10:00 – 12:15, Presentation of BIO2CARE Partnership</b> / Partners are invited to introduce their organizations according to the Template provided by the Lead Partner /		
10:00 – 10:15	Democritus University of Thrace (LB)	Georgios GAIDAJIS
10:15 – 10:30	Management Body of the Nestos Delta Lakes Vistonida – Ismarida (PB2)	Efterpi PATETSINI
10:30 – 10:45	Municipality of Nestos (PB3)	Anastasios TSOLAKIS
10:45 – 11:00	The Goulandris Natural History Museum / Greek Biotope Wetland Centre (PB4)	Maria KATSAKIORI
11:00 – 11:15	National Confederation of Disabled People – Brunch of Northern Greece (PB5)	Alexandros MOUROUZIS
11:15 – 11:30	Regional Inspectorate of Environment and Water – Blagoevrad (PB6)	Galina TSETKOVA
11:30 – 11:45	National Park Rila (PB7)	Tanya SPASOVA
11:45 – 12:00	South-West University Neofit Rilski (PB8)	Miroslav IVANOV
12:00 – 12:15	Pirin Tourism Forum (PB9)	Simana MARKOVSKA
12:15 – 13:00	Break	[ ]

<b>13:00 – 15:00, Project Activity Planning - Part A</b>		
LB will present a more detailed description of the Work Packages, timeline and respective deliverables and lead a discussion. Issues to be discussed include the allocation of specific responsibilities for each task and review of budget allocation/STPP. Additionally, the Project Steering Committee, Coordination, Quality Control Groups and WP Leaders will be defined and the Communication Plan will be discussed. The aim is to end up with clear plan and expectations of each involved partner.		
13:00 – 13:45	Work Package 1: Project Management & Coordination	Georgios GAIDAJIS
13:45 – 14:30	Work Package 2: Communication & Dissemination	Komninos ANGELAKOGLU & Ilias KAKANIS
14:30 – 15:00	Summary – Closing remarks of 1 <sup>st</sup> day	Georgios GAIDAJIS
<b>15:30, Welcome Lunch</b>		
<b>Thursday 16/11</b>		
8:30 – 9:00	Registration	[ ]
<b>9:00 – 12:00, Project Activity Planning - Part B</b>		
9:00 – 9:45	Work Package 3: Integrated Management – Decision Support System	Komninos ANGELAKOGLU & Ilias KAKANIS
9:45 – 10:30	Work Package 4: Mitigating illegal activities and promoting protected areas Sustainable Development: Circular Economy and Green Entrepreneurship	Komninos ANGELAKOGLU & Ilias KAKANIS
10:30 – 11:15	Work Package 5: Integrated Approach – Policy Recommendation	Komninos ANGELAKOGLU & Ilias KAKANIS
11:15 – 11:45	Summary – Final remarks of the Kick off Meeting	Georgios GAIDAJIS
11:45 – 12:30	Break	[ ]
<b>12:30 – 15:30, Team-Building Field Trip</b>		
<b>Friday 17/11</b>		
Departure		



**ANNEX 3 – Photographic Documentation**





