

## **Green Growth through the capitalization of innovative Greenhouses**

**(MED Greenhouses)**

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### **Minutes - Kick off Meeting - Larissa (22-03-2018)**

The Kick off Meeting of the MED Greenhouses project was organized on 22 March 2018 in the premises of TEI of Thessaly in Larissa. The registration for the project beneficiaries started at 10:00 am (the participants list is attached) in the Conference Hall of the TEI of Thessaly. All project partners attended the meeting except for the Agricultural Research Institute (PP7) that had already informed that due to administration problems, their representatives could not be present at the meeting; PP7 was informed about all issues that would be discussed.

According to the agenda, at 10:30, Professor Dr Alexandros Papachatzis, project co-ordinator from TEI of Thessaly, welcomed the project partners. In his speech he highlighted the TEI's role and duty as a Higher Education Institution which is dedicated to address social, cultural, educational and developmental needs through actions and initiatives that contribute to sustainable development. In this context, TEI of Thessaly has collaborated with many international actors in the implementation of innovative EU-funded projects in the past. He highlighted the importance of the MED Greenhouses project and mentioned that by capitalizing the results of successful projects the "MED Greenhouses" project aims to improve eco-innovation capacity of public and private bodies in the agricultural sector and that its results will bring added value to producers and SMEs at local, regional and EU level. Finally, he mentioned that the KoM will provide an overview of the project structure, emphasizing important dates and guidelines, in order to get everyone up to speed.

Afterwards, each partner shortly presented their organisations, highlighting their previous experiences and how they will valorize them for the project purposes. In particular, Prof. Dr Dimitrios Kalfoutzos presented TEI of Thessaly mission, each department, the fields of research, the experience of the Institute, and presented the Prototype Geothermal Greenhouses which were developed during the "Adapt2Change" project and will be capitalized in the MED Greenhouses project. Following, Prof. Dr Nikolaos Katsoulas presented the capacity of the University of Thessaly (PP1) and highlighted their relevant experiences. He mentioned the knowledge of PP1 regarding sustainable agriculture production in controlled environment focusing on technical knowledge and presented numerous projects that will be capitalized during the project such as design optimization of greenhouse structures, rational management



Agricultural Research Institute



of hydroponic systems, development and evaluation of greenhouse climate control systems, plant-based greenhouse climate control and development and evaluation of crop stress indices. Following, Mrs Mata Papadimopoulou (Region of Thessaly (PP2)) presented PP2 to the partners, providing socioeconomic and demographic features of the Region. She mentioned that the Region has significant experience in the implementation of relevant projects that will valorize for the project purposes. A significant number of relevant projects and experiences were presented by PP2. The next speaker was Mr Adolfo Colagiovanni on behalf of Molise toward 2000 (PP3). Mr Colagiovanni introduced PP3 and presented their added-value for the project MED GREENHOUSES. He presented projects and tools which can be capitalized promoting project purposes as well as the experience and the knowledge of Molise toward 2000 which can be valorized during project implementation. The next speaker was Mrs Maroua Oueslati on behalf of SEMIDE/EMWIS (PP4). Mrs Oueslati presented the SEMIDE functions that can be valorized for the project purposes such as experience in capacity building events: training sessions, workshops, seminars, policy forums etc, e-Communication: dissemination activities for EU projects, working groups & thematic reports: feasibility studies, water observation mechanisms, irrigation water management etc. Furthermore, PP4 has developed a strong agriculture network over the 20 years of its operation and involvement in projects related to sustainable agriculture. This network will be engaged in project's networking and transferring activities. The next speaker was Dr Francisco Pedrero Salcedo on behalf of CEBAS-CSIC (PP5). Dr Salcedo introduced the organization presenting the research institutes and associated units, the facilities and the fields of research which is related with agriculture sector. He also presented some relevant project examples and MED networks that can be valorized for project purposes. The last speaker was Mr Saimir Plaku on behalf of the Regional Council of Berat (PP6). Mr Plaku introduced the Region of Berat presenting demographic features, touristic achievements and the governance structure of the Council. He also talked about the previous experiences of PP6 on EU projects and finalized his presentation mentioning that the Region relies heavily on agriculture and for this reason the transferring of innovative greenhouses in the region is of significant importance. In this context, the objectives of PP6 are in line with project's activities. Some of them are to: Contribute in the agricultural network, Benefit from each partner's knowledge and domain of expertise, Transfer knowledge back to interested actors, Identify possible financial opportunities, Improve eco-innovation capabilities of public & private actors in the region.

The next presentation was given by Prof. Dr Papachatzis. Prof. Papachatzis presented an overview of the project MED Greenhouses. He presented a short description of the project

content, the transnational character of the partnership which is significant for the dissemination and the transferring of the existing knowledge. He also presented the main objectives and

expected results of the project, the target groups that need to be reached, the 3 Work Packages and how these are inter-linked. Dr Papachatzis presented the time-plan of the activities and the key features of each WP such as the budget, the responsible partners for each WP and activity, the main outputs and the travels that need to be taken during the project.

Around 12:00, Dr Papachatzis announced that there will be a slight change in the agenda. Due to bad weather conditions, he proposed to visit the Prototype Geothermal Greenhouses first and then continue with the rest of the presentations. In this context, between 12:15 - 13:15 p.m., a guided tour took place in the infrastructures of the innovative greenhouses (see the attached photo gallery). Professors Dr. Papachatzis, Dr. Kalfoutzos and Dr. Katsoulas presented the functions, the prototype equipment and the advantages (water & energy savings, increased production etc.) of the prototype greenhouses that will be capitalized in the MED Greenhouses project.

Between 13:30-14:30 p.m., a lunch break took place in the restaurant which is located inside the TEI of Thessaly premises.

At 14:45, the partnership moved to the Library of TEI of Thessaly in order to continue with the remaining presentations. The presentation was structured as a round table discussion where all participants communicated directly. The first presentation that took place in the afternoon session was related to WP1 – Project Management. Mr. Filippidis, on behalf of TEI of Thessaly, talked about the following topics:

- Introduction of WP1 activities, deliverables, timeplan & internal communication
- Eligibility of Expenses
- Budget Lines
- Staff Cost
- Reporting Procedures
- FLC Procedure & Reporting Timing

In particular, the presentation included the procedures that have to be followed based on the Programme rules regarding the progress reports, the steering committee meetings and the payment claims, the contributions, the obligations and the deadlines that have to be respected by each partner. Regarding, the internal communication and the monitoring, the partners talked

about the steering committee of the project, its members and its main duties. Regarding the Eligibility of the expenses, it was highlighted that it is important for all partners to respect the EU, the Programme's and the National rules. Key points that have to be taken into consideration Page | 4

from each partner for the estimation and the eligibility of the expenditures were discussed as well as all budget lines and key points that each partner need to give attention to. In this context, it strongly recommended that all partners must carefully read the programme manual multiple times and the SYNERGIE guide including "How to enter an expenditure & how to fill in a Partner Progress Report". Furthermore, the partners talked about the 4 methods for the calculation of the staff cost and the audit trail requirements. In the end they discussed about the reporting and FLC procedures, as well as the reporting timing that has to be followed.

The next presentation was related to WP2-Project Communication. Prof. Katsoulas together with Mr Filippidis introduced the project's communication objectives and presented the target groups and the milestones that have to be reached. Among others, the partners discussed the deliverables and the deadlines and guidelines regarding the contribution of each partner were provided. Another issue that was discussed was the publicity rules of the programme; technical features regarding project and programme logos (size, dimensions, color, position etc.), the poster, the website of the project, the events and the publications were discussed. Finally, guidelines for the photos and the social media that have to be respected by all partners were discussed.

The next presentation was about the Horizontal Project SYNGGI and the Green Growth community of Interreg MED. Ms Tsami introduced the Horizontal project SYNGGI and the Green Growth community presenting the objectives, the activities and the approach/tools for the interaction of the modular project of the community. She also invited the project partners to participate in the Event of the Green Growth Community that will take place in Rome on 17 April 2018, one day before the Mid Term Event of the Interreg MED Programme.

The next presentation was about the technical activities of the project and in particular WP3 - Capitalising. Mr. Filippidis with the participation of all project partners presented the objectives of the WP3 which are:

- to improve the existing innovative framework conditions in the MED area providing tailored recommendations to stakeholders favoring eco-innovative investments in agriculture sector

- create synergies & cooperation mechanisms strengthening innovative clusters & networks of the sector.

The main activities of the project discuss as well as the deadlines of each deliverable clarifying Page | 5 the responsibility and the duties for each partner, clarifying the contribution and the role of each partner on it. The deadline of each deliverable is presented in the following table:

Deliverable	Deadline
D.3.1.1. Joint Report on technologies of innovative greenhouses in the involved MED regions	9/2018
D.3.1.2. Development of Stakeholders & Beneficiaries database	9/2018
D.3.1.3. Joint report of available financial channels for eco-innovative technologies	9/2018
D.3.1.4. Joint Report on existing policies/frameworks	9/2018
D.3.1.5. Gap Analysis & policy recommendations	11/2018
D.3.2.1. Training course material for stakeholders/actors on geothermal	11/2018
D. 3.2.2. Development of E-learning platform	12/2018
D. 3.2.3. Workshops & Webinars for actors/stakeholders	
D. 3.2.4. Joint MED Action plan transferring knowledge	12/2018
D. 3.2.5. Consultations	05/2018 - 4/2019
D.3.2.6. Recommendations for the establishment of mechanisms favouring cooperation between actors of the quadruple helix	5/2019
D.3.3.1. Memorandum of agreement/understanding between actors	7/2019



D.3.3.2. Final Conference	7/2019
D.3.3.3. Forum of Innovative Agriculture	7/2019

The responsible partners for each WP/Activity are presented in the following table:

WP/Activity	Responsible partner
WP1	LP – TEI of THESALLY
WP2	PP1 – UNIVERSITY of THESSALY
WP3	LP - TEI of THESALLY
Activity 3.1	LP - TEI of THESALLY
Activity 3.2	PP5 – CEBAS-CSIC
Activity 3.3	PP2 – REGION OF THESSALY

He also presented the main outputs (4 tools & 1 Cluster) of the project which are:

- Policy recommendations favoring cooperation between actors of the 4helix (del. 3.1.5)
- E-learning platform (including training course material) (del.3.2.2)
- Joint MED Action Plan transferring innovative greenhouses in the MED area (del 3.2.4)
- Tailored policy recommendations for the establishment of innovative greenhouses (del 3.2.6)
- Establishment of Agricultural Transnational Innovative Cluster (Memorandum of Agreement) (del 3.3.1).

He also presented the Timeplan and the Task diagram of the WP3 which is presented in the following figures:









As soon as all presentations were completed the partners discussed issues related with the management and the implementation of the project and clarified technical and financial issues.

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The future activities/tasks that have to be taken for the 1<sup>st</sup> Semester were also discussed together with actions that have been completed and actions that are still in progress. The deadlines and the deliverables of the 1<sup>st</sup> semester were presented and at the end, the partners briefly discussed the next steps of the project. The following figures present the activities/tasks that have been completed and these that are in progress.

### **Completed:**

- 22-02-2018 – *Participation of JS event (Marseille - France)*
- 07/03/2018 – *Clean Up phase (to be confirmed by JS)*
- 22/03/2018 – *Kick of Meeting (Larissa - Greece)*

### **In progress:**

- 17/04/2018 – *Links with Horizontal Project (SYNGGI) (Rome - Italy)*
- 18-19/04/2018 – *Mid Term Event Interreg MED (Rome - Italy)*
- *Grant Access to SYNERGIE CTE*
- *Signing Partnership Agreement & Subsidy contract*

- Del 3.2.5 Consultation per country (Deadline 05/2018)*
- Del 2.1.1 Joint Communication Plan (Deadline: 06/2018)*
- Del 2.2.2 Social media page (Deadline: 05/2018)*

### Elaboration of Deliverables (deadline 09/2018):

- Del 2.2.1 Promotional material*
- D.3.1.1. Joint Report on technologies of innovative greenhouses in the involved MED regions*
- D.3.1.2. Development of Stakeholders & Beneficiaries database*
- D.3.1.3. Joint report of available financial channels for eco-innovative*
- D.3.1.4. Joint Report on existing policies/frameworks*

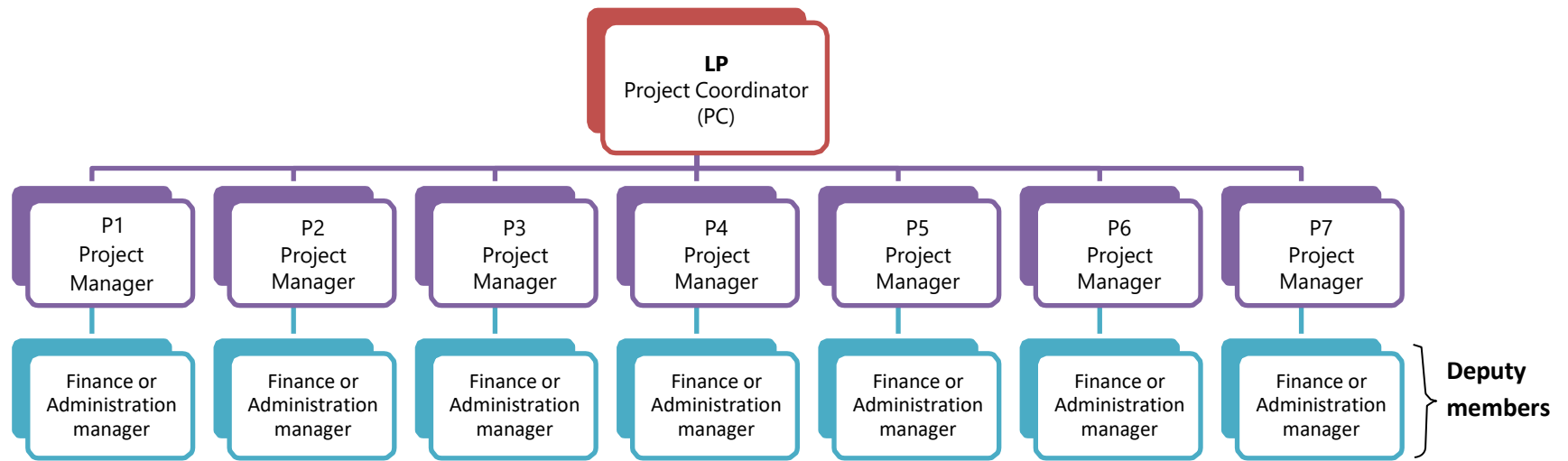
To be noted that the partnership agreement (PA) was not signed during Kick of Meeting because the clean-up phase has not been concluded and the final document cannot be extracted from the Synergie system. The PA and the Subsidy Contract will be signed as soon as Page | 9 the clean-up phase is completed.

### **Rules of Procedure of the Steering Committee**

The Steering Committee has been approved during the KoM and it consists of the following members:

<b>PROJECT STEERING COMMITTEE – PARTNER’S MEMBERS</b>	
LP – TEI of Thessaly	Dr Alexandros Papachatzis (Project Coordinator)
	Deputy member: Dr. Dimitrios Kalfoutzos
PP1 – University of Thessaly	Project Manager: Dr Nikolaos Katsoulas
	Deputy member: Giorgos Miliokas
PP2- Region of Thessaly	Project Manager: Mata Papadimopoulou
	Deputy member: Apostolos Koufodimos
PP3 – Molise Toward 2000	Project Manager: Antonio Angelo di Lallo
	Deputy member: Adolfo Fabrizio Colagiovanni
PP4 - SEMIDE/EMWIS	Project Manager: Eric Mino
	Deputy member: Maroua Oueslati
PP5 – CEBAS CSIC	Project Manager: Juan Jose Alarcon
	Deputy member: Dr Francisco Pedrero Salcedo
PP6 – Regional Council of Berat	Project Manager: Saimir Plaku
	Deputy member: Evis Plaku
PP7 – Agricultural Research Institute	Project Manager: Loukia Vasiliou
	Deputy member: Damianos Neocleous

### Steering Committee Structure



Main duties & responsibilities of the Steering Committee (SC):

- Provision of overall monitoring, validation & day-to-day coordination of the partners' activities. SC also verifies that the project implementation is in line with the activities and the outputs defined in the approved Application Form. Furthermore it means validating the quality of main project outputs and the progress towards achieving set objectives.
- Monitoring of project finances and addressing possible administrative & financial issues during project implementation. Among others, this includes monitoring the project budget, budget flexibility and project spending.
- Ensures qualitative management providing planning, controlling, quality assurance & improvement suggestions. The SC will also review of the management performance and of the quality of progress reporting towards the programme bodies.
- If applicable, decisions on required project modifications (e.g. content, partnership, budget, duration) to be requested for approval to the programme bodies. If a partner jeopardizes the implementation of the project, the SC can decide to exclude the partner in question from the project. In this case, it will be necessary to address a request for change to the Programme Authorities.
- SC assures continuous flow of information among MA/JS & partners

Steering Committee operation:

- The Steering Committee shall meet circa every 6 months according to the Application Form of the project. As was agreed during the project Kick-off meeting on the 23<sup>rd</sup> of March, the 2nd SC meeting will take place in Murcia of Spain (proposed date: November 2018) and the 3rd one in Valbonne of France (Proposed date: May 2019). Additional meetings (or web-meetings) may be organised according to the needs of the Project or at the request of the Work Package Leaders.

- The responsible for the SC Partner shall send meeting invitations to all partners via e-mails at least 2 weeks prior to the meeting date (it will be agreed by all the partners). The invitation shall specify the date, the time and the place of the meeting. The agenda and all the necessary working papers will be accompanied the invitation.
- The partners shall respond to the invitation in the same way and via e-mail, within 3 working days after the receipt of the invitation.

Meetings' procedural rules:

- The coordinator of the SC Meetings is the Lead Partner (Project Coordinator - PC). The PC shall take into consideration any arguments of the proposed agenda received by emails on behalf of the project partners and modify the agenda relatively no later than 5 working days prior to the date of the meeting.
- At all meetings, decisions shall be taken by an absolute majority of the members present. In the event of an equal number of votes the PC shall have a casting vote.
- At the end of discussion of each Agenda's topic, the PC shall summarize the conclusions in order to verify the content of the data that will be included in the minutes.
- The SC shall record its decisions in the minutes, where the part of explanations and the part of decisions shall be easily discerned.
- The minutes shall include the place, the date and the time of the meeting, and a description including the main issues discussed and the Committee's decisions taken. The list of participants must be attached and sent together with the minutes, a photo gallery and any other communication material produced for the purposes of the event.
- A draft document with the minutes shall be sent to all the members of the Committee members participated in the meeting and they will be requested to provide their feedback and add any additional information or proceed to any amendments. The final version of the minutes will be elaborated including the feedback provided by the

committee members  
or approved automatically if none of the participants express observations within 5  
working days.

- The working language of the Steering Committee shall be English.
- The SC shall also hold meetings through teleconference whenever this is necessary.
- The seat of the SC shall be at the Lead Partner's address: Campus of Technological Engineering Technologists / Laboratory of Horticulture & Soil Reserouces, 41110, Larissa, Greece.
- The SC is established only for project purposes, providing guidance during its implementation and it shall cease to exist upon Project completion.