**Agenda for Interim meeting**

**Tirana, Albania, 1stof November 2018, Hotel Mondial conference room**

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| Time | Topic |
| 10.00 – 10.30 | **Registration of participants**  |
| 10.30 – 12.30 | **Opening session****SMEINNOBOOST Project progress from 1st of August,2017 till 30thof October, 2018**Every PP is presenting the status quo per BMP countryPower Point Presentation including:* Activities performed;
* Procurement plan progress;
* Achieved results/deliverables;
* Faced problems/solutions

8 minutes per PP /up-date of PPP from Thessaloniki/. **Overall Budget Implementation/paid and verified expenditures/ – Presenting LP****SMEINNOBOOST Communication strategy implementation – presentation by LP and PP6** |
| 12.30 – 13.45 | **Lunch break** |
| 13.45-14.30 | **Second session*** **SAT developments – presentation by LP**
* **Statistical information/survey for benchmarking – Presenting PP2, PP3, PP4**
* **Benchmark for SAT – presentation by PP8**
* **Transnational Innovation Clustersprogress – presentation by PP7**
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| 14.30 – 14.45 | **Coffee break** |
| 14.45 – 16.15 | **Third session****Project management and reporting** – every PP reports about the process; **QUESTIONS AND ANSWERS** |