

MEETING MINUTES

5th transnational partner meeting of the project
"Innovative development of entrepreneurial skills of youth"

Host institution: Endurance Partners in Hospitality
 Place: Nul33, Langestraat 76, Amersfoort, NETHERLANDS
 Date: 19th - 20th February 2018

Participants:

SK:

TREXIMA Bratislava Ltd. (Trexima)

Jakub Žabka

Diana Kozáková

FR:

LENO Consulting (Leno)

Maria Hernandez

Laurent Dedieu

HU:

Teamwork for a better future (Teamwork) Human Profess Közhasznú Nonprofit Ltd. (HP)

Ildikó Hanuliaková

Andrea Kissová

Zsuzsanna Antal

Mariann Magyar

NL:

Endurance Partners in Hospitality (Endurance)

Rob Versteeg

19th February 2018

08.45	<p>Meeting at the reception of the hotel and transfer to the meeting place Meeting venue address: Nul33 eten drinken genieten, Langestraat 76, Amersfoort (De Lelie)</p>
09.00	<p>Welcome, opening speech and info about the programme <i>Rob Versteeg & Jakub Žabka</i></p>
09.15	<p>Training programme – content feedback and finalization <i>All the partners</i></p> <p>The training programme consists of 3 parts (according to the project application):</p> <ul style="list-style-type: none"> - Module A: Basic information on the procedures for setting up a business – PDFs - Module B: Entrepreneurial skills or Your way to becoming an entrepreneur – PDFs; videos; exercises - Module C: Entrepreneurial mentoring – electronic forums (in-person consultations). <p>In practice, the training path will be structured around 10 topics.</p> <p>PDFs that create Module A are accessible in the Google Drive (https://drive.google.com/drive/folders/0B_xASHas0AdVeDU3T3Vja0NLWWM) as follows:</p> <ol style="list-style-type: none"> 1. National regulations (fr, hu, nl, sk) – there is no English version 2. Business plan (en, fr, sk)

3. Marketing (en, fr, sk)
4. Financial plan (en, sk)
5. Human resources (en, fr, sk)
6. Brand building (en, sk)
7. Administrative documents (en, fr, sk)
8. Taxes (fr, hu, nl, sk) – there is no English version
9. Stakeholders (en)
10. Check list (en, sk).

Each partner is responsible for **translation** of their **own language versions**.

LENO has edited the English version of respective topics (Business plan; Marketing; HR; Administrative documents) so that French versions have different content and format/design than common English versions. TRIXIMA is responsible for **changing the format/design of English versions of PDFs** so they are more in line with French versions. PDF on Stakeholders has been prepared by LENO in different graphics than the other topics, so the translated texts have to be put in that design template.

The English versions of **PDFs** for **Module B** can be accessed at:

https://drive.google.com/drive/folders/1ua2NuNE9cUizMmXqjKSI4Q_C6CzNX08: 1.

1. Turning ideas into actions (en)
2. Time-management/organization (en)
3. Networking/co-working (en)
4. Social responsibility/business ethics (en)
5. Creativity (en)
6. Flexibility (en)
7. Communication (en)
8. Team building (en)
9. Work-life balance (en)
10. Financial literacy (en).

Each partner is responsible for **translation** of their **own language versions**.

PDFs on **Time-management/organization**; **Networking/co-working** and **Flexibility** have been redone, so before translating them, **each partner shall review and validate them**. The project manager has suggested to complete the pdf on Flexibility, namely be more specific about ways and skills necessary for networking in a sense of developing and creating new business contacts and business opportunities as the pdf says now quite a lot about teamwork and cooperation at owner level, within the team etc, but these have been already included in the pdf on *Team building*.

Module B videos have been developed by LENO. Each partner is responsible for audio recording in their own language respecting the time frame of the script. LENO has synchronised all their audios in French and audios in Slovak for topics 1. *The idea*; 2. *The clients*; and 3. *Who can help me?* with the videos. When reviewing the sync of Slovak versions of videos, TRIXIMA has found out there are some problematic parts which need to be improved. Therefore, the other audios shall be synchronised with videos by respective partners speaking the national language enabling them to assess the quality of the sync. LENO trained the partnership how to work with Movie Maker software for video editing.

	<p>The list of videos is as follows:</p> <ol style="list-style-type: none"> 1. The idea (fr, sk) 2. The clients (fr, sk) 3. Who can help me? (fr, sk) 4. What could my company look like? (fr) 5. Entrepreneur's day (life) (fr) 6. My company's impact and philosophy (fr) 7. Brand building (fr) 8. How to tell the world about? / Hello world (fr) 9. Practical steps (fr) 10. Getting down to the business (fr) <p>The English version of the videos will be audio recorded by the native speaking person who has also experience with video making and syncing process. This person will also proof read the English versions of scripts as well as English versions of PDFs.</p> <p>Module B exercises have been developed and included in the video scripts for respective topics 1-10 with exception for topic 5. Entrepreneur's day (life) for which a separate Personality quiz will be developed by TRIXIMA. These exercises will be included in the e-learning platform as assignments (specific tool/activity in LMS Moodle platform).</p> <p>Module C should provide for mentoring of young learners in strengthening their entrepreneurial skills through meeting successful entrepreneurs (mentors). Mentoring can be organised through face-to-face (individual) consultations; Lectures / Discussions/Q & A sessions with a big group; and/or Electronic forums. Content of the meetings should focus on issues that were identified in the previous project work as the most important.</p>
11.00	<p>Training programme – technical delivery (development of LMS) <i>Diana Kozáková</i></p> <p>Partners have agreed on choosing Moodle LMS for development of e-learning platform. D. Kozáková presented the draft of design and structure of the e-platform to be developed by external provider (https://xd.adobe.com/view/2f8bc804-842e-4d16-aad0-8b38541eb8dc/). LENO representatives suggested that there should be just one training section ("Path") as having two sections (as originally suggested – "Path"; "Topics") could be confusing for learners.</p> <p>TRIXIMA will prepare specification for development of the e-learning platform for the official Moodle partner – PC HELP, a.s. The development of the platform will be covered from the exceptional costs.</p>
12.30	<p>SANDWICH LUNCH</p>
13.30	<p>Training programme – evaluation methods (training programme and content) <i>Maria Hernandez, All the partners</i></p> <p>The partners have reviewed the questionnaires prepared for testing the training programme and assessing educational materials and validated the final versions.</p> <p>The following questionnaires should be filled in by learners/trainers:</p>

	<p>PROJECT evaluation – Learners</p> <ul style="list-style-type: none"> - Before the trials (https://drive.google.com/open?id=1GSExGblae6gTa5f0CC1y36El_Q2bwEgn) - After the trials (https://drive.google.com/open?id=1j_p27dpAG8pGXLq6hHOw9mIRvUMCBBIK) <p>PRODUCT evaluation – Learners</p> <ul style="list-style-type: none"> - After the trials (https://drive.google.com/open?id=1h0f0ec8SH9C1FJKjmdtHEbhh1qahZpYE) <p>PRODUCT evaluation – Trainers</p> <ul style="list-style-type: none"> - After the trials (https://drive.google.com/open?id=1b6pNKzMWSmqpGdirNOi3mGA7V5WgwgUZ) <p>Each partner shall translate the questionnaires into their own language. TREXIMA will prepare online versions of the questionnaires which will be uploaded on the e-platform. If printed questionnaires are used, the answers should be re-typed into online forms.</p>
14.30	<p>Training programme – preparation/plan of pilot testing of modular training</p> <p><i>Teamwork for a Better Future – Ildikó Hanuliaková</i> <i>LENO – Laurent Dedieu</i> <i>Endurance – Rob Versteeg</i> <i>Human Profess Közhasznú Nonprofit Kft. – Zsuzsanna Antal</i></p> <p>Each partner institution presented their plan for running the trials of the training programme including dates, participants/institutions, implementation – organisational arrangements, training activities & methods, evaluation and other information. The detailed information can be found in ppt presentations prepared by respective partner.</p> <p>The overall plan for the trials is as follows:</p> <ul style="list-style-type: none"> - Dates: March - June (including evaluation) - Participants/Institutions: students (schools, hockey club), job seekers – at least 20 young learners - Organisational arrangements, training activities & methods: cooperation with trainers/teachers; fixed timetable; face to face sessions; e-learning; ensuring the participation of the entrepreneur; definition of activities – instruction, consultations, assignments... - Evaluation: learners, trainers – analysis of results
15.45	<p>Summarization of conclusions, inspiring proposals, advice, experience and developing the draft of recommendations on ways to enhance youth entrepreneurship (presentation, active discussion, structure of the recommendations) <i>Leading partners: Endurance & Teamwork</i></p> <p>Partners reviewed and validated the final version of recommendations developed by Teamwork and Endurance. Teamwork will prepare an additional section describing the recommendations (now structured in the form of table) for their inclusion in the study/handbook.</p>
16.15	WRAP-UP
18.00	SURPRISING SOCIAL PROGRAMME

20th February 2018

09.45	Meeting at the reception of the hotel and transfer to the meeting place
10.00	<p>Project management <i>Jakub Žabka</i></p> <p>J. Žabka gave an overview of the completed and pending tasks regarding the intellectual outputs as well as went through dissemination activities, financial returns, exceptional costs, risks and preparation for the final steps of the project.</p> <p>IO1 RESEARCH STUDY</p> <ul style="list-style-type: none"> - The updated draft of the study has been prepared. It is necessary to complete missing information including final version of recommendations as follows: <ul style="list-style-type: none"> ▪ Introduction – TRIXIMA ▪ I. chapter: Young people in the labour market within the EU – TRIXIMA based on updated labour market information and figures/statistics from partners ▪ II. chapter: European level strategies, policies, measures and recommendations aimed at the support of labour market integration of young people and the state of their implementation – TRIXIMA, Endurance, HP ▪ III. chapter: Youth entrepreneurship in selected EU countries – done ▪ IV. chapter: Identifying best practices to create a system for increasing business awareness of young people – TRIXIMA + TfBF (recommendations) ▪ V. chapter: Useful information and links – TRIXIMA, Endurance, HP - After completing the content of the study, TRIXIMA will do the editing of the final text. - Every partner gives the study for feedback to external experts and provides their own feedback for the final version. - TRIXIMA will prepare the extract of the study for translation into national languages and publishing it in respective countries. The extract of the study shall be also included in the Handbook (IO4). <p>IO3 TRAINING PROGRAMME</p> <ul style="list-style-type: none"> - PDF files shall be after their validation (see the section <i>Training programme – content feedback and finalization</i>) translated into national languages by respective partner - Partners shall finalise audio recording of scripts in their national language - Partners shall synchronise audios with videos - TRIXIMA shall finalise exercises - TRIXIMA in cooperation with the subcontractor shall ensure a technical development of the e-learning platform - TRIXIMA shall populate the e-platform with educational materials - Each partner shall run pilot trials of the training (Modules A, B, C) - Each partner shall evaluate the training and prepare the results

- **Final text of curriculum**, which will be prepared by LENO, shall be published in the Handbook.

IO4 PROJECT HANDBOOK

- Partners have **validated the structure**/contents of the handbook.
- Responsible partners shall **prepare respective chapters** of the handbook.
- Human Profess in cooperation with TREXIMA shall **develop graphic design** of the handbook.
- Each partner shall **translate** the handbook into their national language.
- The handbook shall be **distributed online** as well as **40 hard copies** shall be printed in each country.

FINANCIAL MANAGEMENT

The financial returns assessment was presented, J. Zabka reminded the partners that next **timesheets, financial and progress reports** for Q6 (Jan-Mar 2018) shall be submitted until 15th April 2018 following the instruction how to fill in the reports provided by D. Kozakova. The possibilities of the **budget transfers** were elucidated. When using shifts in budget, max. 20 % of the amount in the respective budget category can be transferred to other budget category except for *Project management and implementation* and *Exceptional costs* category. When using the **exceptional costs**, 75 % of the invoiced amount shall be covered from project (i.e. exceptional costs) budget and 25 % from own budget.

See the spreadsheet "budget.xlsx" for details on **schedule of payments**.

DISSEMINATION

The following dissemination tools/activities have been discussed:

- **Leaflet** – a one-page leaflet in English will be prepared by TREXIMA based on a graphic template presented to partners for distribution during local dissemination activities; partners will prepare their national versions
- **Logo** – partners are expected to use a single logo throughout all the materials
- **Website** – the outputs/products of the project shall be uploaded onto the website when finalised
- **Facebook** – HP shall manage FB posts, more English language articles shall be uploaded, respective partners are expected to contribute with their postings. Cover photo and profile picture need to be changed.
- **Newsletter** – partners discussed the content of newsletters to be developed – one newsletter should focus on pilot trials of the training programme and e-platform and the next one on project handbook and multiplier events. Each partner is responsible for national version of the newsletter. When doing send outs each partner's contact databases and MailChimp should be used.
- **Project video** – dissemination video about INDESK training programme shall be prepared by LENO
- **Publishing the research study (O1)** – each partner shall find publishing opportunities in their country. It should be published in journals / user groups platforms / e-zines / portals and downloadable on the project website. The extract should be translated into national language. The

alternative is also to publish a paper presenting the results not of the research study, but of our own findings in the trials if necessary (for publication elsewhere, e.g. on Project website).

Partners are also expected to present INDESK project at **local activities** (seminars, conferences, workshops, job fairs, meetings, broadcasts, articles...) in order to:

- secure participation in trials of the project products
- develop interest in the project results
- secure active feedback to help in the design of products
- secure post-project participation and activities.

Each partner (in Slovakia TREFIMA together with Teamwork) shall prepare **multiplier events** (national final conferences/seminars):

- multiplier events to be planned according to the timetable indicated in the project application, i.e. in summer 2018
- attracting potential users of the training course and Handbook, including schools, PES, private, public & NGO sectors concerned with fostering people's careers and entrepreneurship
- disseminate the results of the project as well as be a forum to discuss how to support entrepreneurship (i.e. including e.g. round table or workshops in the programme)
- securing services of a recognised lead speaker and attracting key individuals and organisations to a one-day seminar (50 people)

The partnership shall **reach out to** the following **target groups**:

Direct target group: Young people aged 15-29 years

They will be involved in:

- implementation of discussion forums (15 young people/partner country – 60 in total)
- implementation of electronic forums (20 young people/partner country – 80 in total)
- training trials (20 young people/partner country – 80 in total)
- multiplier events (15 participants/partner country – 60 in total)

Indirect target group:

- Employers (small, medium and large enterprises)
- Successful entrepreneurs (self-employed)
- State and public administration (labour offices, employment agencies)
- Educational Institutions
- Counselling centres
- Non-profit institutions
- Schools (high, medium, basic)

They will be involved in:

- implementation of discussion/electronic forums (15 subjects per country – 60 in total)

	<ul style="list-style-type: none"> - multiplier events (25 subjects per partner country – 100 in total) - and other local/regional and national/dissemination activities for both direct and indirect target group: together 200 participants <p>RISKS</p> <p>Among the risks which need to be tracked, the main focus shall be on:</p> <ul style="list-style-type: none"> - monitoring and meeting the deadlines as set out in this document and other ad-hoc PMI communication, - change management – as a rule of thumb the project management plan shall prevail but can be amended if all partners agree, and - sufficient involvement of training trials participants – meeting the set numbers and ensuring their active participation. <p>ANY OTHER ISSUES TO PROJECT IMPLEMENTATION</p> <ul style="list-style-type: none"> - Translations – Translation of the Research study, e-platform (educational materials) and Handbook – budget provision is included for professional translation services under exceptional costs: <ul style="list-style-type: none"> o Translation of handbook & pedagogical materials into national language – € 2 500 o All partners can use exceptional costs budget for this (2 500 €, which corresponds to 75 % of the actual cost spent on translation, for all the translations....)
11.45	<p>Structure of the Project Handbook</p> <p><i>Leading partner: HP</i></p> <p>The partners validated the contents of the handbook and assigned the development of respective chapters as follows:</p> <ol style="list-style-type: none"> 1. Presentation of the project and the partners – TREXIMA & HP 2. Study on entrepreneurial opportunities of young people in the EU (extract) – TREXIMA 3. Results of the roundtable discussions/forums – Endurance 4. Results of the questionnaire surveys and recommendations – Teamwork 5. Blended learning training programme to increase youth entrepreneurship – LENO <ol style="list-style-type: none"> a. Curriculum – LENO b. Pedagogical materials – LENO c. Methods – LENO d. Technical conditions – TREXIMA 6. Pilot testing of the training programme and evaluation – LENO 7. Conclusions – TREXIMA <p>The project handbook will be prepared in A5 format and in design which will be in line with e-platform by HP.</p> <p>The English version of the handbook shall be translated into national language by respective partner. The national versions shall be printed – 40 hard copies per partner country – by respective partner. The English version will be distributed online.</p>

12.45

Conclusions and next stepsIO1 – Study & recommendations

- Recommendations – final version
Teamwork: 08.03.2018
- Finalizing the study
TREXIMA: 15.03.2018
- Feedback (internal & external)
All partners: 31.03.2018
- Extract
TREXIMA: 15.04.2018
- Publishing the extract (translation, publishing)
TREXIMA: 30.06.2018

IO3 – Training programme

- Validating the final versions of PDFs
All partners: 01.03.2018
- Translation .pdf files into national languages
All partners: 15.03.2018
- Audio recording
All partners: 8.3.2018
- Video and audio synch
All partners: 15.3.2018
- Finalisation of exercises/personality quiz
TREXIMA: 15.3.2018
- Development of e-platform
TREXIMA: 30.3.2018
- Population of e-platform with materials
TREXIMA: 15.04.2018
- Pilot testing – 20 young people/partner country
Each partner: March-June
- Evaluation by trainers and young people before and after the training
Each partner: March-June

IO4 – Project Handbook

- Development of design
HP: 15.04.2018
- Preparation of drafts of respective chapters
Chapters 1, 2, 3, 4 – responsible partner: 30.04.2018; Chapter 5 –
responsible partner: 30.05.2018; Chapters 6, 7 – responsible partner
30.06.2018
- Editing the text
TREXIMA: 08.07.2018
- Validation of the final version
Each partner: 15.07.2018
- Translation of the project handbook in the national languages
All partners: 31.07.2018
- Distribution of the Handbook – online and hard copies

	<p>All partners: 31.08.2018</p> <p><u>Project Management & Implementation</u></p> <ul style="list-style-type: none"> - timesheets, progress reports, financial reports for Q6 (Jan-Mar 2018) All the partners: 15.04.2018 - payments TREXIMA: 30.04.2018 - dissemination tools and materials All the partners: ongoing - following time schedule, monitoring deadlines TREXIMA, all the partners: ongoing - change and risk management Each partner to inform the Project coordinator as needed - 6th transnational meeting: All the partners: 28-29 May, France (the venue TBA) <p><u>Presentation of the FEMALE project proposal</u></p> <p>I. Hanuliakova presented the first draft of the new project proposal "Fostering Employment of MAternity LEavers". She introduced the rationale, the main and specific objectives of the project, the target groups, intellectual outputs of the project and the training activity for trainers to be organised during the project lifetime. See the .ppt presentation for more details. LENO suggested to invite a new partner outside INDESK to FEMALE partnership. Each partner shall inform the partnership if they are interested in the project and actively contribute to the updated draft of the project application which is being prepared by Teamwork in cooperation with TREXIMA.</p>
13.00	<p>WRAP-UP FOLLOWED BY A SANDWICH LUNCH</p> <p>The evaluation questionnaires of the meeting were filled out by individual participants.</p>
	<p>Free social programme</p>
18.30	<p>JOINT DINNER in Amsterdam.</p>

Jakub Žabka, TREXIMA Bratislava Ltd
Bratislava, 27th February 2018