

MEETING MINUTES

6th transnational partner meeting of the project
"Innovative development of entrepreneurial skills of youth"

Host institution: LENO Consulting (Leno)
 Place: Hotel de France***, 5 rue d'Austerlitz, 31000 Toulouse, France
 Date: 29th - 30th May 2018

Participants:

SK:

TREXIMA Bratislava Ltd. (Trexima)

Jakub Žabka

Diana Kozáková

NL:

Endurance Partners in Hospitality

Rob Versteeg

HU:

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

Ildikó Hanuliaková

Zoltán Hanuliak

Zsuzsanna Antal

Mariann Magyar

FR:

LENO Consulting (Leno)

Laurent Dedieu

Maria Hernandez

29th May 2018

13.00	MEET & GREET IN THE MEETING ROOM OF THE HOTEL DE FRANCE <i>Arrival of partners from Endurance and TREXIMA</i>
13.30	WELCOME, OPENING SPEECH AND INFO ABOUT THE PROGRAMME <i>Laurent Dedieu & Jakub Žabka</i>
13.40	<p>REVIEW OF PILOT TESTING OF MODULAR TRAINING</p> <p><i>Teamwork for a Better Future – Ildikó Hanuliaková</i></p> <p><i>LENO – Laurent Dedieu</i></p> <p><i>Endurance – Rob Versteeg</i></p> <p><i>Human Profess Közhasznú Nonprofit Kft. – Zsuzsanna Antal</i></p> <p>Each partner institution presented the progress of the pilot testing of the training programme including dates, participants/institutions, organisational arrangements as well as possible issues with testing. The detailed information for testing in Slovakia can be found in ppt presentation prepared by Teamwork for Better Future.</p> <p>The partners validated the overall plan for the trials which is as follows:</p> <ul style="list-style-type: none"> - Dates: March - June (including evaluation) - Participants/Institutions: students, 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...

	<p>- Evaluation: learners, trainers – analysis of results.</p> <p>The English version of the videos (including audio records) have been finalised by the native speaking person after validating the first video by the Project coordinator. The English versions of scripts as well as English versions of PDFs (Module B) have been proof read as well. Although national versions shall be tested in respective countries (and results for this testing shall be provided), partners are encouraged to introduce also English versions to interested trainers/learners.</p> <p>The partners will also test Module C which should provide for mentoring of young learners in strengthening their entrepreneurial skills through individual consultations, or Q & A sessions with a big group, using electronic forum/webinar which is a part of the e-learning platform.</p>
14.30	<p>E-LEARNING PLATFORM (finalisation of LMS and instruction) <i>Diana Kozáková</i></p> <p>D. Kozáková presented the latest version of the e-learning platform. She went through respective sections, introduced the accounts for both a standard user/learner and training organisations and gave an instruction on how to work with the platform, how to create new user accounts, how to enrol them in the course (Training) etc. The partners also discussed adding user guide/instruction on using the platform for the final users which shall be included in the Project Guide (IO4). This instruction will be then uploaded also in the e-platform. The partners shall translate the short introduction (instruction) to the training, which has been prepared by the Project Coordinator, as well as names of the sections in the Menu and the titles of evaluation questionnaires. All the managers of the partner institutions will be granted Admin/Manager role, so they can use all the functionalities of the LMS.</p>
15.15	<p>REVIEW OF EVALUATION OF TRAINING PROGRAMME <i>Maria Hernandez, All the partners</i></p> <p>The partners have agreed on adding an additional question to product evaluation questionnaires for learners and trainers regarding the functionality of webinar. All the partners are expected to test all the sections of the e-learning platform including testing of the Forum (webinar – BigBlueButton web-conferencing tool) with their learners.</p> <p>TREXIMA has prepared online versions of the questionnaires using Google forms which have been uploaded on the e-platform in “Evaluation and Feedback” section. They are also accessible at: https://drive.google.com/drive/folders/1_Q38oIcpZd254UKq3ngZnTCAsbaVwwtO.</p> <p>Slovak versions of Product evaluation questionnaires for learners and trainers are still to be translated.</p> <p>Partners are expected to use these questionnaires for the evaluation. If printed questionnaires are used, the answers should be re-typed into online forms. The evaluation results shall be provided until 29th of June. Maria Hernandez will summarise and evaluate the complete results for the partnership and will prepare the relevant chapter of the project Handbook.</p>
15.45	<p>RESEARCH REVIEW – FINALISATION AND PUBLICATION <i>Jakub Žabka</i></p> <p>J. Žabka presented the latest version of the Review study on Entrepreneurship opportunities for the young people. The missing information on implementation of European level strategies and policies aimed at the support of labour market integration of young people as well as useful information and links have been added to the study. TREXIMA will now do the editing of the text after these</p>

	<p>completions and will circulate the final version of the study to partners. Each partner shall distribute the study to external experts for feedback and shall also provide their own feedback to the final version. Each partner is expected to add sources (references) to the study which shall be summarised in Bibliography by TRIXIMA. Everyone should use the referencing style as shown below:</p> <p>“Sources: D'Amato, A., Henderson, S., Florence, S. (2009). Corporate Social Responsibility and Sustainable Business: A Guide to Leadership Tasks and Functions. Center for Creative Leadership. Greensboro, N.C.: CCL Press. https://www.ccl.org/wp-content/uploads/2015/04/CorporateSocialResponsibility.pdf Keys, T., Malnight, T.W. and van der Graaf, K. (2009). Making the most of corporate social responsibility [online text]. https://www.mckinsey.com/global-themes/leadership/making-the-most-of-corporate-social-responsibility. Performance pH (2016). 5 Ways to Improve Your Company’s Corporate Social Responsibility [online text]. http://www.performph.com/ways-improve-corporate-social-responsibility/. Johnson, H. L. (1971). Business in contemporary society: Framework and issues. Belmont, CA: Wadsworth.”</p> <p>J. Žabka has prepared an extract (a short version) of the study (attached or downloadable here: https://drive.google.com/open?id=19SYRyV8ueyprqB2B6mSxroxnl6FDpc7Y) which is also one of the chapters of the Project Handbook and hence should be also translated to national languages. TRIXIMA will add the references/bibliography to the short version. This short version should be also published (in English or in national language) in journals/user group platforms/e-zines/portals etc depending on each partner’s possibilities in their country.</p>
16.15	<p>PROJECT HANDBOOK (presentation, active discussion) <i>Human Profess & Responsible partners</i></p> <p>Zs. Antal presented the first draft of the Project Handbook. She suggested to include a title page with a background image used on the e-learning platform – TRIXIMA will provide Human profess with the picture. D. Kozáková will review the graphic design and do appropriate edits (e.g. changing size of logos, amending the lay-out etc). The partners agreed on merging some of the previously separate chapters (their titles) so that the final contents are as follows:</p> <ol style="list-style-type: none"> 1. Introduction 2. Entrepreneurial opportunities of young people in the EU 3. Results of the roundtable discussions/questionnaire surveys 4. Blended learning training programme <ul style="list-style-type: none"> • Curriculum • Pedagogical materials • Methods • Technical conditions 5. Pilot testing of the training programme and evaluation 6. Conclusions and recommendations. <p>So far first drafts of 1. Introduction and 2. Entrepreneurial opportunities of young people in the EU have been prepared by Human Profess and TRIXIMA. J. Žabka suggested some amendments to the first drafts of these two sections and will incorporate the approved changes into the final text. TRIXIMA and Teamwork shall prepare the short (3-4 sentences) information on “What does living as an entrepreneur mean for us?” which will be included in the section presenting the partners. TRIXIMA will also change the picture of the partnership.</p>

	The other chapters shall be prepared by respective partners. A more detailed list of tasks and responsible partners is included in "Schedule of tasks and next steps".
17.00	WRAP-UP
20.00	DINNER

30th May 2018

07.40	Meeting in the lobby of the hotel and transfer to the meeting place Meeting venue address: Leno's office, 3 rue de la boucherie, 31560 Nailloux
09.00	PROJECT MANAGEMENT <i>Jakub Žabka</i> Overview of the completed and pending tasks O1/A1 Application of the "desk research" method – the collection of data and materials – Completed O1/A2 Analysis of policies and their implementation at the EU and national level, identifying successes and results – Completed O1/A3 Gathering, sorting, comparison and synthesis of data and creation of a report – Completed O1/A4 Publishing the study (in extract) in professional journals, periodicals and online – To Be Implemented (TBI) – Action after References (Sources) are completed by TREXIMA O2/A1 Recruitment of relevant actors – Completed O2/A2 Preparation of the agenda, contents, discussion topics – Completed O2/A3 Implementation of forums - organizational and logistic preparation – Completed O2/A4 Evaluation of discussion forums and questionnaire survey – Completed O2/A5 Implementation of electronic forums for young entrepreneurs and mentors – TBI – Action now O2/A6 Formulation of findings and recommendations – Included in the Review Study – Recommendations TBI in the Project Handbook O3/A1 Development of draft curriculum – Completed O3/A2 Creation of a training programme – Completed O3/A3 Selection and adaptation of distance learning tools – Completed O3/A4 Recruitment of participants in educational activities and pilot trials of modular training – In progress – Action now by each partner O3/A5 Define evaluation methods to test the training programme and assess educational materials – In progress : Evaluation methods developed – Evaluation results to be provided – Action now by each partner O4/A1 Creation of a design/structure of the handbook – In progress – Design of the Handbook to be improved O4/A2 Describing the methodology and results of the project – In progress – Content to be finalised O4/A3 Translation of the project handbook in the national languages – TBI – Action after the final version is ready O4/A4 Distribution of the handbook – TBI – Action after the final national language versions are ready

Multiplier events

- 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
- Taking into account the above, Project Coordinator has prepared a sample structure of a ME's agenda (downloadable at: <https://drive.google.com/open?id=1mUiTaGxMt7MKOgMm0il7ei7j3w2N7Ohc>) which can be adapted by partners
- Securing services of a recognised lead speaker and attracting key individuals and organisations to a one-day seminar – **50 people**
- **100 € per participant, i.e. 5000 €** for 50 participants
- Possible organise more events (e.g. 2 events both with participation of 25 persons)
- Payment for multiplier events shall be made by the coordinator to partners on the basis of the partners' **report** describing the multiplier event with an attached
 - (1) **attendance sheet** signed by the participants which is stating the name, date and place of the multiplier event, and **for each participant** is provided: **name, e-mail address, the name and address of the participant's sending organization;**
 - and (2) **detailed agenda** and any documents used or distributed during the multiplier event

Dissemination (newsletters, leaflet, project video, ...)

- **Website** <http://business-skills.eu/>
Outputs/products of the project shall be uploaded onto the website when finalised including **Review study, Project Handbook, Leaflet, Newsletters**. **Useful links** section will be populated with links identified within the Research study. Each partner shall send links to websites of **Entrepreneurial Success stories** in their countries. Each partner shall also send a **short information/invitation to their Multiplier events** which will be uploaded in the News section.
- **Facebook**
HP shall manage FB posts, more English language articles shall be uploaded, respective partners are expected to contribute with their posts. In particular, each partner is expected to prepare a **post about launching the national language version of the e-learning platform**. HP shall communicate with each partner about schedule of these posts.
Cover photo and profile picture need to be changed.
- **Newsletter**
Partners validated the content of newsletters to be developed.
First newsletter should focus on pilot trials of the training programme and e-platform and shall be developed until **15th July 2018**. Each partner is expected to prepare a short information about the trial (around 200-250 words). T RexiMA will prepare a short information about the e-platform.
Second newsletter should introduce Project handbook and Multiplier events and is due until **15th August**. Each partner shall prepare a short information about the

Multiplier event (around 200-250 words). TRIXIMA will prepare a short information about the Handbook.

Each partner is responsible for **national version of the newsletter**.

When doing send outs each partner's **contact databases and MailChimp** should be used. If the partner organisation does not use MailChimp, the contacts and the national version of the newsletter shall be submitted to TRIXIMA which will do send-outs. TRIXIMA shall evaluate how many people have been reached by newsletters, how many people read etc.

▪ **Leaflet**

A one-page leaflet in English will be prepared by TRIXIMA based on a graphic template developed by D. Kozáková which shall be distributed during local dissemination activities. Partners shall prepare their national language versions.

▪ **Project video**

Dissemination video about INDESK training programme shall be prepared by LENO until 15th June. It will be produced in English and each partner shall prepare their own language subtitles.

RISKS

Among the risks which need to be tracked, the main focus shall be on:

- **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 after communication with the Project Coordinator, e.g. Partners can transfer the budget within budget categories (e.g. transfer budget for printing the Project Handbook to translations – Exceptional Costs category), between budget categories (respecting the relevant rules – specified below in Financial Management section)
- sufficient **involvement of training trials participants** – meeting the set numbers and ensuring their active participation.
- **following Erasmus+ rules** – the Project coordinator will pursue direct communication with the National agency to make sure that project activities are in line with Erasmus+ guidelines. He will provide all necessary information to partners to be in line with the Programme's rules.
- **sticking to GDPR legislation** – the Project Coordinator will prepare Privacy statement when it comes to personal data processing of INDESK e-learning platform. Each partner is also responsible to include statement on the protection of personal data into all communication and documentation (attendance sheets, newsletters, audio-visual recording etc) where the personal data are provided and processed by the partner/Project Coordinator.

FINANCIAL MANAGEMENT

The financial returns assessment was presented, J. Žabka reminded the partners that next **timesheets, financial and progress reports** for Q7 (Apr-Jun 2018) and for Q8 (Jul-Aug 2018) shall be submitted until 15th July 2018 and, respectively, 15th September. The possibilities of the **budget transfers** were discussed. 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 (it is not allowed to shift any budget to these two categories). 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.

	<p>See the spreadsheet “budget_INDESK_EDITED.xlsx” for details on schedule of payments (downloadable at: https://drive.google.com/open?id=1u33dN9QQq_idxrmtgvyb5mF64U4nR9Ab).</p> <p>PREPARATION FOR THE FINAL STEPS OF THE PROJECT</p> <p>Final report & Administrative matters Final report of the project is due until 30th October 2018. The Project Coordinator will be in charge of its development and will contact each partner in the drafting process. Partners shall provide the Beneficiary with any information and document required for the preparation of the final report and, where appropriate, with copies of all the necessary supporting documents completed and signed by the legal representative by 31st August 2018 at the latest, in particular timesheets, progress reports, financial reports, mobility reports, multiplier event reports and invoices for exceptional costs. The project coordinator will review all supporting documents and contact respective partners in case of missing documentation.</p> <p>Agreement on post project extension to new territories and users The Project Coordinator will prepare a Copyright, adaptations, costs and distribution policy statement specifying permissions and restrictions relating to INDESK products, including derivative applications, installations and uses of INDESK. The policy statement shall be reviewed and validated by all partners. This policy statement will be included in the Project Handbook.</p>
11.45	<p>SCHEDULE OF TASKS AND NEXT STEPS <i>Jakub Žabka</i></p> <p><u>IO1 – Study & recommendations</u></p> <ul style="list-style-type: none"> - Finalizing the study TREXIMA: 22.06.2018 Update/Action to be taken: Study completed/edited by TREXIMA, but the following parts are still missing: <ul style="list-style-type: none"> o V. chapter: Useful information and links – <u>Endurance</u> – to be completed: 15.06.2018 o Bibliography – <u>All partners</u> – In the study, there are very few sources/references (footnotes) which could be included in Bibliography. Everyone should review this and add relevant sources where relevant: 15.06.2018 - Feedback from external partners/organisations All partners: 15.07.2018 Update/Action to be taken: Final version of study to be sent to experts outside the partnership – Action now by all partners: Collect the feedback - Publishing the extract (translation, publishing) All partners: 31.08.2018 Update/Action to be taken: The short version of the study has been prepared by TREXIMA in English – Action now by all partners: Translate the extract and publish it in their country <p><u>IO3 – Training programme</u></p> <ul style="list-style-type: none"> - Development of e-platform TREXIMA: 08.06.2018 Update/Action taken: E-platform technically prepared – DONE

- Population of e-platform with materials (including evaluation questionnaires) and translations of texts into national languages
TREXIMA: 08.06.2018
Update/Action to be taken: Materials uploaded and tested internally – DONE
- Pilot testing (F2F & e-learning: pdfs, videos, exercises, webinar) – 20 young people/partner country
Each partner: 29.06.2018
Update/Action to be taken: In progress – Any issues to be discussed with TREXIMA
- Evaluation by trainers and young people before and after the training (4 questionnaires altogether)
Each partner: 29.06.2018
Update/Action to be taken: In progress – Any issues to be discussed with TREXIMA

IO4 – Project Handbook

- Design modifications for the second draft of the Handbook
HP in cooperation with TREXIMA: 15.06.2018
Update/Action to be taken: In progress – HP to steer the process with contributions from TREXIMA
- Preparation of drafts of respective chapters
Chapters 1, 2, 3, 4 – responsible partner: 15.06.2018; Chapter 5 – responsible partner: 04.07.2018; Chapter 6 + Appendix – responsible partner 08.07.2018
Update/Action to be taken: Responsible partners to prepare respective chapters as follows:
 1. Presentation of the project and the partners – TREXIMA & HP: TREXIMA – 1 page + HP – 1 page (A4)
 2. Study on entrepreneurial opportunities of young people in the EU (extract) – TREXIMA – 5 pages
 3. Results of the roundtable discussions/questionnaire surveys – Endurance – 3-5 pages
 4. Blended learning training programme to increase youth entrepreneurship
 - a. Curriculum – LENO – approx. 1-2 pages
 - b. Pedagogical materials – LENO – approx. 1-2 pages
 - c. Methods – LENO – approx. 1-2 pages
 - d. Technical conditions + Instruction on using the platform – TREXIMA – approx. 3-5 pages
 5. Pilot testing of the training programme and evaluation – LENO – approx. 5-7 pages.
 6. Conclusions and recommendations – TREXIMA – approx. 2-3 pages
 7. Appendix: Copyright, adaptations, costs and distribution (policy statement) – TREXIMA: approx. 1-2 pages.
- Editing the text
TREXIMA: 10.07.2018
Update/Action to be taken: Start right after all chapters of the Handbook are ready and finish until 10.07.2018
- Validation of the final version
Each partner: 15.07.2018
Update/Action to be taken: Start right after the final version of the Handbook is ready (10th of July) and finish until 15.07.2018
- Translation of the Project Handbook in the national languages
All partners: 31.07.2018

	<p>Update/Action to be taken: Start right after the final version of the Handbook is validated (15th of July) and finish until the end of July</p> <ul style="list-style-type: none"> - Distribution of the Handbook – online and hard copies <u>All partners: 31.08.2018</u> <p>Update/Action to be taken: Start right after the national versions of the Handbook are ready, print and distribute the handbook until the end of the project.</p> <p>Project Management & Implementation</p> <ul style="list-style-type: none"> - Timesheets, Progress reports, Financial reports for Q7 (Apr-Jun 2018) and Q8 (Jul-Aug 2018) <u>All the partners: 15.07.2018; 15.09.2018</u> - Payments <u>TREXIMA: 30.07.2018; 30.09.2018</u> - Organise Multiplier events <u>Each partner: until the end of the project (31.08.2018)</u> - Website: <ul style="list-style-type: none"> ▪ Upload IOs <u>TREXIMA: ongoing/once the final versions are ready</u> ▪ Send links to Success stories section <u>Each partner: asap</u> ▪ Send a short information/invitation to their Multiplier events <u>Each partner: once the invitation is ready</u> - Facebook updates <u>Human Profess: ongoing</u> Each partner: Prepare a post about launching the national language version of the e-learning platform in their language (schedule to be set by HP) - Newsletters: <ul style="list-style-type: none"> ▪ First newsletter <u>TREXIMA + All partners: 15.07.2018.</u> ▪ Second newsletter <u>TREXIMA + All partners: 15.08.2018.</u> - Project video <u>LENO: 15.06.2018</u> - Leaflet <u>TREXIMA: 22.06.2018</u> - Statement on the protection of personal data according to GDPR <u>TREXIMA: 22.06.2018</u> - Preparation of Final report <u>Trexima + All partners: 30.10.2018</u> - Following time schedule, monitoring deadlines <u>TREXIMA + All partners: ongoing</u> - Change and risk management Each partner to inform the Project coordinator as needed.
12.15	<p>WRAP-UP FOLLOWED BY A LUNCH</p> <p>The evaluation questionnaires of the meeting were filled out by individual participants.</p>