
MEETING MINUTES

3rd transnational partner meeting of the project
"Innovative development of entrepreneurial skills of youth"

Host institution: LENO Consulting
Place: Hotel de France
5 Rue d'Austerlitz
Toulouse
FRANCE
Date: 8th - 9th June 2017

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)

Zoltán Hanuliak

Zsuzsanna Antal

Ildikó Hanuliaková

Mariann Magyar

NL:

Endurance Partners in Hospitality (Endurance)

Rob Versteeg

Programme:

1. Welcome, opening speech and info about the meeting programme
2. Project management (completed and pending tasks, co-operation, finances) – see point 1
3. Dissemination tools (leaflet, logo, website, newsletter) – see point 1
4. Summarization of conclusions, inspiring proposals, advice, experience and developing the first draft of recommendations on ways to enhance youth entrepreneurship – see point 2
5. Structure of the Project Handbook – see point 2
6. Training programme – structure, approval of modules in parts A and B, e-forums, pilot testing – see point 2
7. Writing a script – see point 2
8. Next steps – see point 3

A. Project management

PROJECT MANAGEMENT tasks in progress or need attention:

- management plans (dissemination, risk, quality, communication)
- website – finalising section about partners, after approval translation into partner languages will be carried out
- leaflet – partners agreed to develop a leaflet A4 or A5 size for print and digital version; after approval of the leaflet, translation into partner languages will be carried out
- LinkedIN and Facebook account will be created – partners will take turns in managing the accounts
- newsletters will be developed and sent out twice a year – partners will take turns in developing the content
- agreement on the date and place of next transnational project meeting.

Tasks:

- 1.1 The partners shall fill in the **mobility report from the 3rd project meeting** and send it to the project manager.
Deadline: 30.6.2017; in charge: all the partners
- 1.2 Based on actual activities carried out on intellectual outputs filling in the **timesheets**. Also **progress and financial reports** shall be filled in and submitted together with the timesheet deadline.
Deadline: 15.7.2017; in charge: all the partners
- 1.3 Develop and **send the drafts of dissemination plan** (to LENO), the **risk management** (to HUMAN PROFESS), the **control plan** (to ENDURANCE) and the **communication plan** (to TEAMWORK).
Deadline: 21.7.2017; in charge: Trexima
- 1.4 Partners according to the agreed co-operation will **review and assess the proposed plans** (dissemination, risk, quality, communication) and will send the amendments to the project manager (TREMIMA: kozakova@trexima.sk)
Deadline: 18.8.2017; in charge for dissemination: LENO, for risk management: HP, for the quality control plan ENDURANCE, for the communication TEAMWORK.
- 1.5 The finished plans will be **uploaded to the document platform** and each partner will review the drafts.
Deadline: 25.8.2017; in charge: all the partners
- 1.6 Finalization the **project website**.
Deadline: 18.8.2017; in charge: Trexima
- 1.7 Translation the project website in partner languages (fr, hu, nl, sk).
Deadline: 18.9.2017; in charge: all the partners
- 1.8 Drafting the **project leaflet**.
Deadline: 18.8.2017; in charge: Trexima, Leno
- 1.9 **Feedback** of the partners to the **draft of the leaflet**.
Deadline: 30.8.2017
- 1.10 **Finalizing the leaflet** according to feedback of the partners.
Deadline: 18.9.2017; in charge: Trexima
- 1.11 Setting up the accounts on social sites – LinkedIN and Facebook.

- Deadline: 18.9.2017; in charge: Trexima
- 1.12 Creating the template for the newsletter.
Deadline: 10.8.2017; in charge: Trexima
- 1.13 Approval of newsletter template.
Deadline: 18.8.2017; in charge: all the partners
- 1.14 Developing the content of the newsletter.
Deadline: 30.8.2017 – HP; 31.1.2018 – Leno; 30.6.2018 – Endurance
- 1.15 Transnational meeting in Budapest set for 26. – 27. October 2017

B. Review of project outputs

1 Study and discussion forums

- delivering missing information (EU part)
- finalizing the study
- feedback (internal and external)
- extract
- publishing
- summarization of the forums and questionnaires according to agreed structure
- first draft of recommendations

Conclusions and recommendations		AREAS (in which areas)			
		Politics	Education	Access to information	Financial support
S U B J E C T S (whom?)	Government				
	Authorities				
	Formal education system				
	Non-formal education system				
	Entrepreneurs				
	Non-governmental organizations				
	Young entrepreneurs				
	Potential entrepreneurs				

Tasks:

- 1.1 Supplying missing information (EU strategies implementation in partner countries).
Deadline: 18.8.2017; in charge: Endurance
- 1.2 Finalization of the study.
Deadline: 8.9.2017; in charge: Trexima
- 1.3 Feedback from partners and external environment.
Deadline: 15.9.2017; in charge: all the partners
- 1.4 Creating an extract of the study.

Deadline: 29.9.2017; in charge: Trexima

1.5 Translating the extract and publishing it in possible press sources, full version to be published on the website (project and partners websites).

Deadline: 25.10.2017; in charge: all the partners

1.6 Creating the summary of the discussion forums according to the agreed structure¹.

Deadline: 31.8.2017; in charge: Endurance

1.7 Filling in examples into the structure of the recommendations.

Deadline: 31.8.2017; in charge: Teamwork

1.8 Partners giving feedback to the structure of recommendations.

Deadline: 15.9.2017; in charge: all the partners

Leading activity partner: Trexima

2 Training programme

- finalising the .pdf files of the A part
- feedback of the partners to the .pdf files
- translation the .pdf files into national languages
- workshop on writing the scripts for the videos
- writing the scripts for the videos of the training programme (B part) in following structure:
 - a) turning ideas into actions (Endurance)
 - b) time management/organization (HP)
 - c) networking/co-working (HP)
 - d) social responsibility/business ethics (Trexima)
 - e) creativity (Teamwork)
 - f) flexibility (HP)
 - g) communication (Teamwork)
 - h) teambuilding (Endurance)
 - i) work-life balance (Endurance)
 - j) financial literacy (Teamwork)
- creating the videos
- translation the scripts into national languages
- audio recording
- e-forum possibilities research
- upload onto the e-learning platform

¹ A Brief description of how the discussions were carried out, structure of participants, numbers etc.

B Summary of the discussion forum divided into 3 separate parts according to the main theme (a. what would help young people to become an entrepreneur – feedback on support and assistance for young people when considering or setting up a business; b. entrepreneurship education – feedback on what kind of education would young people or even employers and training institutions prefer; c. entrepreneurship skills – feedback on the content of the education programme).

C Summary of the questionnaires in 2 parts (a. young people; b. labour market actors).

D Conclusion – summary of recommendations from discussions and questionnaires on national level.

Tasks:

- 2.1 Finalising the .pdf documents for the module A of the training programme as follows:
 - national regulations - France (deadline: 31.7.2017; in charge: Leno)
 - administrative regulations (deadline: 31.7.2017; in charge: Teamwork)
 - stakeholders .pdf file design (deadline: 31.7.2017; in charge: Trexima)
- 2.2 Feedback of all the partners to all the .pdf files.
Deadline: 15.8.2017; in charge: all the partners
- 2.3 Translation the .pdf files into national languages.
Deadline: 15.9.2017; in charge: all the partners
- 2.4 On-line workshop on writing the scripts for the videos of module B.
Deadline: 15.8.2017; in charge: all the partners
- 2.5 Writing the scripts for the videos in the structure as stated above.
Deadline: 15.9.2017; in charge: all the partners
- 2.6 Feedback to the scripts
Deadline: 20.9.2017; in charge: all the partners
- 2.7 According to the scripts creation of the videos.
Deadline: 31.10.2017; in charge: Leno
- 2.8 Translation of the scripts into national languages.
Deadline: 31.10.2017; in charge: all the partners
- 2.9 Audio recording.
Deadline: 20.11.2017; in charge: all the partners
- 2.10 Identifying and preparing proposals of electronic tools to use for the e-forum. E-forum should be able to work as a platform where people could share experience, discuss and exchange ideas and best practices, provide guidance and mentoring for young people to support their entrepreneurship.
Deadline: 31.8.2017; in charge: Trexima
- 2.11 Uploading the files and videos into the e-learning platform.
Deadline: 31.10.2017; in charge: Trexima

Leading activity partner: Leno

3 Project handbook

The aim of the guide is to summarize the outcomes and provide clear instructions on how to implement a training programme in a multitude of institutions. It also aims to summarize the information in a form that is easily readable and usable printed as well as online. It should describe the methodology and results of the project so that it can be duplicated, including presentation of the project, distance learning tools, teaching materials, methods as well as results (the handbook thus summarizes and compares all the national results). The handbook will be distributed online on the project website, partner websites, through social media as well as through partner networks, there will be also a distribution of a limited number of hard copies of the handbook (40 hard copies in each country). The costs of printing the handbook will be covered under budget category "Exceptional costs". The proposed structure is as follows:

1. Presentation of the project and the partners

2. Study on entrepreneurial opportunities of young people in the EU
3. Results of the roundtable discussions/forums
4. Results of the questionnaire surveys and recommendations
5. Blended learning training programme to increase youth entrepreneurship
 - Curriculum
 - Pedagogical materials
 - Methods and technical conditions
6. Evaluation (methods and results)
7. Results of the pilot testing
8. More information (?)

C. Conclusions & next steps

Apart from the previous tasks regarding the management and intellectual outputs there will be a task of filling the intermediate report in. The project leader (Trexima) is obliged to **submit the report to the NA till 30.09.2017**. If NA approves the report it shall provide another 40 % of the budget within 60 calendar days since the submission of the report. All the partners shall co-operate with the project leader and be on hand when needed.

Diana Kozáková, TREXIMA Bratislava, spol. s r.o.
Bratislava, 30 June 2017