
MEETING MINUTES

2nd transnational partner meeting of the project
"Innovative development of entrepreneurial skills of youth"

Host institution: Endurance Partners in Hospitality
Place: Middelbare Hotelschool Mondriaan
Koningin Marialaan 9
The Hague
The Netherlands
Date: 16th - 17th March 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)

Zoltán Hanuliak

Ildikó Hanuliaková

Human Profess Közhasznú Nonprofit Ltd. (HP)

Zsuzsanna Antal

Mariann Magyar

NL:

Endurance Partners in Hospitality (Endurance)

Guus Morjan

Rob Versteeg

Programme:

16th March 2017

Day 1 meeting

1. Welcome, opening speech and info about the meeting programme
2. Project management (completed and pending tasks, co-operation, finances)
3. Study on entrepreneurial opportunities of young people in the EU
4. Results of the discussion forums, questionnaires, conclusions on national level
5. Summarization of conclusions, inspiring proposals, advice, experience and developing the first draft of recommendations on ways to enhance youth entrepreneurship

17th March 2017

Day 2 meeting

1. Excursion of the school – collection of inspiring methods and ways to enhance entrepreneurial skills for youth (meeting with teachers and students)
2. Developing the draft of the curriculum of the training programme
3. Structure of the Project Handbook
4. Dissemination tools

5. Conclusions and next steps

1. Opening speech

Working meeting was launched with an opening speech of the director of the host company – Endurance: R. Versteeg. Subsequently, D. Kozáková (Trexima) introduced the partner meeting agenda.

2. Project management

The partners were informed about all the items within the project management as well as the reading of the tasks.

PROJECT OUTPUTS successfully finished:

- study structure
- EU/national base materials
- discussion forums (programme and implementation)
- questionnaires
- summarization of the forums and questionnaires (presentation)

PROJECT OUTPUTS in progress or need attention:

- study – finalization (some inputs missing)
- study – feedback (internal and external)
- study – extract
- study – publishing possibilities

PROJECT MANAGEMENT tasks completed:

- timesheets, progress reports, financial reports, mobility reports (1Q)
- payments (quarterly paid based on submission of the reports and timesheets)
- 2nd transnational meeting in The Hague (NL)

PROJECT MANAGEMENT tasks in progress or need attention:

- management plans (dissemination, risk, quality, communication)

Tasks:

2.1 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: 26.5.2017; in charge: Trexima

2.2 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 (Trexima: kozakova@trexima.sk)

Deadline: 2.6.2017; in charge for dissemination: LENO, for risk management: HP, for the quality control plan ENDURANCE, for the communication TEAMWORK.

2.3 The finished plans will be **uploaded to the document platform** and each partner will review the drafts.

- Deadline: 6.6.2017; in charge: all the partners
- 2.4 The partners shall fill in the **mobility report from the 2nd project meeting** and send it to the project manager.
Deadline: 31.3.2017; in charge: all the partners
- 2.5 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: 15.4.2017; in charge: all the partners
- 2.6 Compiling the **presentation** – monitoring the performance of tasks, ongoing evaluation of partnership co-operation, financial returns.
Deadline: 6.6.2017; in charge: Trexima
- 2.7 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

3. Study on entrepreneurial opportunities of young people in the EU

The activity leader summarized to the partners the activities related to the study. As agreed before, the study is consisted of 5 parts, as follows:

1. Young people in the labour market
2. EU strategies and its implementation in partner countries
3. Youth entrepreneurship in partner countries
4. Recommendations
5. Useful information and links

Partners were informed that the activity needs some more attention as some missing information need to be found and finalized.

Leading activity partner: Trexima

Tasks:

- 3.1 Supplying missing information (EU strategies implementation in partner countries).
Deadline: 31.5.2017; in charge: respective partners
- 3.2 Finalization of the study.
Deadline: 30.6.2017; in charge: Trexima
- 3.3 Feedback from partners and external environment.
Deadline: 31.7.2017; in charge: all the partners
- 3.4 Creating an extract of the study.
Deadline: 15.8.2017; in charge: Trexima
- 3.5 Translating the extract and publishing it in possible press sources, full version to be published on the website (project and partners websites).
Deadline: 31.8.2017; in charge: all the partners

4. Results of the discussion forums, questionnaires, conclusions on national level

The partners informed each other about the implementation of the discussion forums and questionnaires, specifically about its results. All the partners agreed to create a summary of this activity in following structure:

1. Brief description of how the discussions were carried out, structure of participants, numbers etc.
2. 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).
3. Summary of the questionnaires in 2 parts (a. young people; b. labour market actors).
4. Conclusion – summary of recommendations from discussions and questionnaires on national level.

The idea is to have 4 separate summaries – each summary for every country and include it in a form of recommendations into the study and as its annex as well.

Leading activity partner: Teamwork

Tasks:

- 4.1 Creating the summary according to the structure as described above.

Deadline: 6.6.2017; in charge: all the partners

5. Summarization of conclusions, inspiring proposals, advice, experience and developing the first draft of recommendations on ways to enhance youth entrepreneurship

Teamwork (I. Hanuliakova) introduced the first draft of how conclusions and recommendations should be structured. Conclusions and recommendations should give a clear idea on what – based on the study and field work of the partners – should be done in different areas in order to enhance youth entrepreneurship. Partners agreed to review the structure and discuss it on the next meeting again.

Leading activity partners: Teamwork, Endurance

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:

- 5.1 Review and feedback of the conclusions and recommendations structure.
Deadline: 7.6.2017; in charge: all the partners

6. Excursion of the school

In order to gain a valuable practical experience of how the education system in The Netherlands works, the whole meeting was organized in The Hague at Tourism VET school. The partners had the chance to observe throughout the whole 2 days meeting how the system at the VET schools works. Part of the studies is also the entrepreneurship study programme where the students get assignment and systematically work on it throughout the whole semester. Partners were involved in the process of evaluation of 3 teams of students who presented the results of their assignments. The partners got a real insight of how the entrepreneurship skills of Dutch youth are being taught at school. The partners agreed that in none of the partner countries (France, Hungary, Slovakia) are the entrepreneurship not being taught in such an effective way.

7. Draft of the curriculum of the training programme

The partners discussed how the training programme should be created and what to include in regards to target group which is young people from 15 – 29 years old. They agreed the training programme should have a following structure:

- A. General information in the form of .pdf files (in total 10 .pdf files) where each of them would focus on certain topic necessary to consider when thinking about starting up a company.

The topics for the files were agreed at the meeting as follows:

- A1 National regulations (each country)
A2 Business plan (Endurance)

- A3 Marketing (Endurance)
- A4 Financial plan (Teamwork)
- A5 Human resources (Endurance)
- A6 Brand building (HP)
- A7 Administrative documents (Teamwork)
- A8 Taxes (each country)
- A9 Stakeholders (Leno)
- A10 Checklist (HP)

The activities needed to be carried out within this part are to define the topics, create the template, develop the content and after feedback from all the partners, the content will be translated into each of the partner languages (fr, hu, nl, sk).

B. Set of videos (in total 10). The topics will be elaborated, and then they will be divided between the partners who will write the script for it, animated, translated and audio recorded.

C. Electronic forum/mentoring.

Leading activity partner: Leno

Tasks:

- 7.1 Define the **draft of educational objectives, structure of the training programme**, evaluation processes, creation and validation of educational content, methods, materials and technical conditions and sending it to Trexima.
Deadline: 7.6.2017; in charge: Leno, Endurance, HP, Teamwork
- 7.2 Research of e-learning platforms and comparison of the requirements with the offered functionalities, testing the platforms.
Deadline: 7.6.2017; in charge: Leno
- 7.3 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: 7.6.2017; in charge: Trexima
- 7.4 Review and give feedback to suggested topics for the B part of the training programme (videos). (See this link: https://docs.google.com/spreadsheets/d/1b-ohx_ZqaXfWTErgdrea08DMv8Fz4vxvKgLyMbtLR4/edit?usp=sharing).
Deadline: 7.6.2017; in charge: all the partners
- 7.5 Prepare the template for the .pdf file (design).
Deadline: 7.6.2017; in charge: Trexima
- 7.6 Training of partners including methodological preparation of the training, its organization and preparation of training materials/manuals for partners (to be delivered on the 3rd project meeting).
Deadline: 7.6.2017; in charge: Leno
- 7.7 Develop the content for the .pdf file (part A of the training programme) as set on the meeting.
Deadline: 30.6.2017; in charge: all the partners
- 7.8 Give feedback to .pdf files of the A part.
Deadline: 15.7.2017; in charge: all the partners

- 7.9 Create the script for the topics of the B part (videos)
Deadline: 15.8.2017; in charge: all the partners
- 7.10 Finalization of .pdf file and its translation.
Deadline: 31.8.2017; in charge: all the partners

8. Structure of the Project Handbook

HP (Zs. Antal) introduced the first draft of the project handbook. As she reminded to all the partners: 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 (?)

Tasks:

- 8.1 Partners reviewing the structure and problematic points (structure or the design as B&W vs colour version, cover, graphics, number of pages) to be discussed at the 3rd transnational meeting.
Deadline: 7.6.2017; in charge: all the partners

9. Dissemination tools

As part of dissemination tools a project website was introduced to partners. The partners agreed on its structure and design. The website will be translated to all partner languages.

The partners also agreed to set up the LinkedIn and Facebook account. Also newsletters will be developed and sent out twice a year.

The project logo and the leaflet will be developed and sent to partners for feedback/approval.

Tasks:

- 9.1 Developing a **project logo** and sending it to the partners for approval.
Deadline: 2.6.2017; in charge: Trexima
- 9.2 Drafting the **project leaflet**.
Deadline: 2.6.2017; in charge: Trexima, Leno
- 9.3 Finalization the **project website**.
Deadline: 6.6.2017; in charge: Trexima
- 9.4 Creating, developing and **finalizing the leaflet and logo** according to feedback of the partners.
Deadline: 6.6.2017; in charge: Trexima
- 9.5 Creating the template for the newsletter.
Deadline: 6.6.2017; in charge: Trexima
- 9.6 Setting up the accounts on social sites – LinkedIn and Facebook.
Deadline: 6.6.2017; in charge: Trexima
- 9.7 Approval of the project logo, leaflet and newsletter template.
Deadline: 7.6.2017; in charge: all the partners
- 9.8 Translation the project website in partner languages (fr, hu, nl, sk).
Deadline: 30.6.2017; in charge: all the partners
- 9.9 Developing the content of the newsletter.
Deadline: 30.6.2017; in charge: all the partners

10. Conclusions & next steps

The partners discussed and agreed on the tasks which need to be carried out within next few months. The **summary of the tasks till the end of June 2017** is as follows:

- 2.1 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: 26.5.2017; in charge: Trexima
- 2.2 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 (TREXIMA: kozakova@trexima.sk)
Deadline: 2.6.2017; in charge for dissemination: LENO, for risk management: HP, for the quality control plan ENDURANCE, for the communication TEAMWORK.
- 2.3 The finished plans will be **uploaded to the document platform** and each partner will review the drafts.
Deadline: 6.6.2017; in charge: all the partners
- 2.4 The partners shall fill in the **mobility report from the 2nd project meeting** and send it to the project manager.
Deadline: 31.3.2017; in charge: all the partners

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- 2.5 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: 15.4.2017; in charge: all the partners
 - 2.6 Compiling the **presentation** – monitoring the performance of tasks, ongoing evaluation of partnership co-operation, financial returns.
Deadline: 6.6.2017; in charge: Trexima
 - 2.7 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
 - 3.1 Supplying missing information (EU strategies implementation in partner countries).
Deadline: 31.5.2017; in charge: respective partners
 - 3.2 Finalization of the study.
Deadline: 30.6.2017; in charge: Trexima
 - 3.3 Feedback from partners and external environment.
Deadline: 31.7.2017; in charge: all the partners
 - 3.4 Creating an extract of the study.
Deadline: 15.8.2017; in charge: Trexima
 - 3.5 Translating the extract and publishing it in possible press sources, full version to be published on the website (project and partners websites).
Deadline: 31.8.2017; in charge: all the partners
 - 4.1 Creating the summary of the questionnaires and discussion forums in agreed structure.
Deadline: 6.6.2017; in charge: all the partners
 - 5.1 Review and feedback of the conclusions and recommendations structure.
Deadline: 7.6.2017; in charge: all the partners
 - 7.1 Define the **draft of educational objectives, structure of the training programme**, evaluation processes, creation and validation of educational content, methods, materials and technical conditions and sending it to Trexima.
Deadline: 7.6.2017; in charge: Leno, Endurance, HP, Teamwork
 - 7.2 Research of e-learning platforms and comparison of the requirements with the offered functionalities, testing the platforms.
Deadline: 7.6.2017; in charge: Leno
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Deadline: 7.6.2017; in charge: Trexima
 - 7.4 Review and give feedback to suggested topics for the B part of the training programme (videos). (See this link: https://docs.google.com/spreadsheets/d/1b-ohx_ZqaXfWTErgdrea08DMv8Fz4vxvKgLyMbtLR4/edit?usp=sharing).
Deadline: 7.6.2017; in charge: all the partners
 - 7.5 Prepare the template for the .pdf file (design).
Deadline: 7.6.2017; in charge: Trexima

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- 7.6 Training of partners including methodological preparation of the training, its organization and preparation of training materials/manuals for partners (to be delivered on the 3rd project meeting).
Deadline: 7.6.2017; in charge: Leno
 - 7.7 Develop the content for the .pdf file (part A of the training programme) as set on the meeting.
Deadline: 30.6.2017; in charge: all the partners
 - 7.8 Give feedback to .pdf files of the A part.
Deadline: 15.7.2017; in charge: all the partners
 - 7.9 Create the script for the topics of the B part (videos)
Deadline: 15.8.2017; in charge: all the partners
 - 7.10 Finalization of .pdf file and its translation.
Deadline: 31.8.2017; in charge: all the partners
 - 8.1 Partners reviewing the structure of the project handbook and its problematic points (structure or the design as B&W vs colour version, cover, graphics, number of pages) to be discussed at the 3rd transnational meeting.
Deadline: 7.6.2017; in charge: all the partners
 - 9.1 Developing a **project logo** and sending it to the partners for approval.
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 - 9.2 Drafting the **project leaflet**.
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 - 9.9 Developing the content of the newsletter.
Deadline: 30.6.2017; in charge: all the partners

Diana Kozáková, TREXIMA Bratislava, spol. s r.o.
Bratislava, 31 March 2017