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## MEETING MINUTES

1<sup>st</sup> transnational partner meeting of the project  
"Innovative development of entrepreneurial skills of youth"

Host institution: TRIXIMA Bratislava, Ltd.  
Place: Drobného 29  
844 07 BRATISLAVA  
Slovakia  
Date: 10<sup>th</sup> - 11<sup>th</sup> October 2016

### Participants:

#### SK:

TRIXIMA 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:

9<sup>th</sup> October 2016

arrival; dinner

10<sup>th</sup> October 2016

#### Day 1 meeting

1. Opening speech
2. Project overview – aim, target groups, management, intellectual outputs
3. Partner institutions
4. Project management – dissemination, risk management, quality control, communication
5. Project activities – overview and schedule, distribution of tasks

11<sup>th</sup> October 2016

#### Day 2 meeting

1. Project management – budget, timesheets
2. PITCH: DanubeHub

3. Intellectual outputs - structure
4. Conclusions and next steps

## 1. Opening speech

Working meeting was launched with an opening speech of the director of the host company Trexima G. Mihály. Subsequently, D. Kozáková (Trexima) introduced the partner meeting agenda.

## 2. Project overview – aim, target groups, management, intellectual outputs

The partners were informed about the main aim of the project, target groups, what has to be done regarding the project management and the brief information about the intellectual outputs was given. All the information was introduced according to the application form which was submitted in March 2016.

The summarization is as follows:

### AIM

#### **TO IDENTIFY:**

- programs developing youth entrepreneurship
- education methodologies
- ALMP tools for increasing employability and business support (for young people)
- mentoring programs for young people

**TO EXPLOIT** synergies between different sectors to support youth entrepreneurship within regional discussion forums

#### **TO DEVELOP:**

- innovative modular training based on international experience (face2face & online)
- competencies of trainers

#### **TO INCREASE:**

- competencies of trainers
- effectiveness of education for young people

### TARGET GROUPS

#### **Direct target group:**

- 15 – 29 years old (with focus on those from rural areas)

The partners discussed the target group and they pinpointed 3 focus target groups:

- general youth – focusing on support and giving the reasons of “why not” attitude of becoming an entrepreneur
- focus group of young people who know they want to become entrepreneurs just do not know how and where to start

- focus group of young people who already started the entrepreneurial path and have some results but need a support in certain areas.

The partners agreed to focus on the **first focus group**, i.e all young people who are not sure whether becoming the entrepreneur is something they would like to do and showing them that becoming an entrepreneur is nothing to be scared of.

**Indirect target group:**

- employers, education institutions, schools, counselling centres, non-profit institutions, NGOs for youth

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Project management and intellectual outputs (project activities) are summarized in point 4, respectively 5.

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Tasks:

- 2.1 All the partners will familiarise themselves with the aims and target groups of the project so each activity carried out during the project will be in line with the main aims.

### 3. Partner institutions

Since the partners know each other from previous project, this part of the agenda was focused on updating the other partners with activities and situation in respective countries in regards with the objectives of the project. Each partner gave information about the situation in their companies and also what is the unemployment rate of youth in their countries. While The Netherlands having the lowest youth unemployment rate and Slovakia the highest, partners discussed how entrepreneurship could affect the unemployment in these countries, but in general too. Also the atmosphere in countries for becoming an entrepreneur was discussed, where French partners mentioned that people in France prefer having a security over becoming an “independent” entrepreneur.

Partners discussed that they believe entrepreneurship as such should not be looked at just as a way of being self-employed or having own organization, but each individual should look at him/herself as the creator and manager of their own life. In this sense, entrepreneurship is becoming to have a much deeper meaning.

### 4. Project management – dissemination, risk management, quality control, communication, reports

The leader of the project is Trexima. It is managing the whole project and will be providing the partners with necessary documentation regarding the project

management. The main activities carried out within the project management will be as follows:

- **Quarterly timesheets** – Trexima will provide partners with the template of the timesheet and all the partners are obliged to fill the timesheet for each person involved in the project within quarterly regularity. Partners were informed that the purpose of the timesheets is to give a brief summary of activities (related to intellectual outputs) carried out during the certain timeframe, also they are one of the main foundation documents which will be used as a reason for a payment. Partners were asked to submit the timesheets till 15<sup>th</sup> day of the month following the 3 months reporting period, except the 1<sup>st</sup> reporting period which consists of 4 months – for September – December 2016 the partners will submit the timesheet till 15<sup>th</sup> January 2017; for 2<sup>nd</sup> reporting period (January – March 2017 the partners will submit the timesheet until 15<sup>th</sup> April 2017, etc.). The timesheets are to be submitted via e-mail: [kozakova@trexima.sk](mailto:kozakova@trexima.sk). Following the submission, the timesheets are being controlled, finalized and archived by the project manager – always by the 23<sup>rd</sup> day.
- **Quarterly progress reports** – Trexima will provide the partners with the template of the progress report and partners will describe (in more detail) all activities (including the project management activities) which were carried out during the certain timeframe. The progress reports are also one of the documents which after their submission are a subject of a quarterly payment. Partners will submit the progress reports in the same timescale as the timesheets, which means: 15<sup>th</sup> day of the month following the reporting period. The project manager will control and archive the progress reports by 23<sup>rd</sup> day.
- **Quarterly financial reports** – Trexima will provide the partners with the template of the financial report where partners will summarize the finances from different budget items utilized during the certain timeframe (the same as the progress reports and timesheets). Partners will submit the financial reports in the same timescale as the timesheets and progress reports, which means: 15<sup>th</sup> day of the month following the reporting period. The project manager will control and archive the financial reports by 23<sup>rd</sup> day.
- **Quarterly payments** – will be made by the project manager based on the work carried out by the partners. The table of payments was shown to the partners where based on the mandays the planned quarterly payments were displayed. More about the budget in point 6 – Budget.
- **Mobility report** – Trexima will provide the partners with the template of the mobility report which partners will fill in. Each mobility participant submits a mobility report. The place of departure shall be the place where the sending organization is located and the venue of meeting shall be the place where the receiving organization is located. When referring to other place of departure or meeting venue, the grant beneficiary is required to appropriately justify it. In this case, the beneficiary must include the actual itinerary, which is supported by travel tickets or other invoices that specifically refer to the place of departure and place of arrival. Mobility report shall be submitted to the project manager always within 10 days following the journey (e.g. Kickoff meeting on 10<sup>th</sup>-11<sup>th</sup> October 2016 until 21<sup>st</sup>

October). Project Manager Diana Kozakova is authorized to check the mobility report and in case of any observations concerning discrepancy between the submitted version and reality she communicates it to the particular expert so as to ensure that the mobility report will be finalised, archived and uploaded into Mobility Tool by the project manager.

- **Dissemination plan and its regular control** – project leader will lead the activity in creating the dissemination plan and closely co-operate with LENO. The dissemination plan should be developed by 31<sup>st</sup> of January and then regularly updated (throughout the whole project) by all the partners and regularly controlled by the project manager. Within the dissemination there will be created and developed the project logo, project website and project leaflet. According to the application form each partner country will organise the final conference with 50 local participants/event in June – August 2018.
- **Risk management plan and its regular control** – project leader will lead the activity and closely co-operate with Human Profess. The risk management plan should be developed by 31<sup>st</sup> of January and then regularly updated (throughout the whole project) by all the partners and regularly controlled by the project manager.
- **Quality plan and its regular control** – project leader will lead the activity and closely co-operate with Endurance. The quality plan should be developed by 31<sup>st</sup> of January and then regularly updated (throughout the whole project) by all the partners and regularly controlled by the project manager.
- **Communication plan** – project leader will lead the activity and closely co-operate with Teamwork. The communication plan should be developed by 31<sup>st</sup> of January and then regularly updated (throughout the whole project) by all the partners and regularly controlled by the project manager. Within the communication the partners agreed to have bi-monthly skype meetings and there are 6 meetings planned throughout the whole project as follows:
  - **10<sup>th</sup> and 11<sup>th</sup> October 2016** – Kick off meeting – Bratislava, Slovakia
  - **16<sup>th</sup> and 17<sup>th</sup> March 2017** – 2<sup>nd</sup> meeting – Amersfoort, The Netherlands
  - **8<sup>th</sup> and 9<sup>th</sup> June 2017** – 3<sup>rd</sup> meeting – Toulouse, France
  - **26<sup>th</sup> and 27<sup>th</sup> October 2017** – 4<sup>th</sup> meeting – Szombathely/Hévíz, Hungary
  - **April 2018** – 5<sup>th</sup> meeting – The Netherlands
  - **June 2018** – 6<sup>th</sup> meeting – France

**Interim and final report preparation** – project leader will lead the preparation of both the reports with the support of all the partners.

#### Tasks:

- 4.1 Creating the **template for the timesheet, progress report, financial report and mobility report** and sending it to all the partners.  
Deadline: 4.11.2016; in charge: Trexima
- 4.2 The partners shall **fill in the mobility report from the Kick-off meeting** and send it to the project manager.  
Deadline: 18.11.2016; in charge: all the partners (except Teamwork)

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- 4.3 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: 10.12.2016; in charge: Trexima
- 4.4 Developing a **project logo** and sending it to the partners for approval.  
Deadline: 15.12.2017; in charge: Trexima
- 4.5 Feedback and approval of the **project logo**.  
Deadline: 15.1.2017; in charge: Trexima
- 4.6 Based on actual activities carried out on intellectual outputs **filling in the timesheets**. Also **progress reports** and the **financial reports** shall be filled in and submitted together with the timesheet deadline.  
Deadline: 15.1.2017; in charge: all the partners
- 4.7 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: 15.1.2017; in charge for dissemination: LENO, for risk management: HP, for the quality control plan ENDURANCE, for the communication TEAMWORK.
- 4.8 Drafting and preparing the **structure for the project website** and sending it to all the partners for feedback.  
Deadline: 15.1.2017; in charge: Trexima, Leno
- 4.9 The finished plans will be **uploaded to the document platform** and each partner will review the drafts.  
Deadline: 25.1.2017; in charge: all the partners
- 4.10 **Finalising the plans** according to the proposed changes.  
Deadline: 31.1.2017; in charge: Trexima
- 4.11 Creating and developing the **project website**.  
Deadline: 15.3.2017; in charge: Trexima
- 4.12 Drafting the **project leaflet**.  
Deadline: 15.3.2017; in charge: Trexima, Leno
- 4.13 Compiling the **presentation** – monitoring the performance of tasks, ongoing evaluation of partnership co-operation, financial returns, leaflet, logo, website.  
Deadline: 15.3.2017; in charge: Trexima
- 4.14 Creating, developing and **finalizing the leaflet** according to feedback of the partners.  
Deadline: 31.3.2017; in charge: Trexima
- 4.15 The partners shall fill in the **mobility report from the 2<sup>nd</sup> project meeting** and send it to the project manager.  
Deadline: 31.3.2017; in charge: all the partners
- 4.16 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
- 4.17 Compiling the **presentation** – monitoring the performance of tasks, ongoing evaluation of partnership co-operation, financial returns.  
Deadline: 7.6.2017; in charge: Trexima
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- 4.18 The partners shall fill in the **mobility report from the 3<sup>rd</sup> project meeting** and send it to the project manager.  
Deadline: 30.6.2017; in charge: all the partners
- 4.19 Based on actual activities carried out on intellectual outputs filling in the **timesheets**. Also **progress and financial reports** will be filled in and submitted together with the timesheet deadline.  
Deadline: 15.7.2017; in charge: all the partners
- 4.20 Providing the project leader with all the **necessary documents** needed for compiling **the interim report**.  
Deadline: 20.8.2017; in charge: all the partners
- 4.21 **Compiling and drafting the interim report** and sending it to all the partners for feedback.  
Deadline: 15.9.2017; in charge: Trexima (with support of the partners)
- 4.22 Partners sending the **feedback to the interim report**.  
Deadline: 25.9.2017; in charge: all the partners
- 4.23 **Finalising the interim report** (based on the feedback) and sending it to the Slovakian national agency.  
Deadline: 29.9.2017; in charge: all the partners
- 4.24 Based on actual activities carried out on intellectual outputs filling in the **timesheets**. Also **progress and financial reports** will be filled in and submitted together with the timesheet deadline.  
Deadline: 15.10.2017; in charge: all the partners
- 4.25 Compiling the **presentation** – monitoring the performance of tasks, ongoing evaluation of partnership co-operation, financial returns.  
Deadline: 25.10.2017; in charge: Trexima
- 4.26 The partners shall fill in the **mobility report from the 4<sup>th</sup> project meeting** and send it to the project manager.  
Deadline: 15.11.2017; in charge: all the partners
- 4.27 Based on actual activities carried out on intellectual outputs filling in the **timesheets**. Also **progress and financial reports** will be filled in and submitted together with the timesheet deadline.  
Deadline: 15.1.2018; in charge: all the partners
- 4.28 Based on actual activities carried out on intellectual outputs filling in the **timesheets**. Also **progress and financial reports** will be filled in and submitted together with the timesheet deadline.  
Deadline: 15.4.2018; in charge: all the partners
- 4.29 Compiling the **presentation** – monitoring the performance of tasks, ongoing evaluation of partnership co-operation, financial returns.  
Deadline: April 2018; in charge: Trexima
- 4.30 The partners shall fill in the **mobility report from the 5<sup>th</sup> project meeting** and send it to the project manager.  
Deadline: 15.5.2018; in charge: all the partners
- 4.31 Compiling the **presentation** – monitoring the performance of tasks, ongoing evaluation of partnership co-operation, financial returns.  
Deadline: June 2018; in charge: Trexima
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- 4.32 The partners shall fill in the **mobility report from the 6<sup>th</sup> project meeting** and send it to the project manager.  
Deadline: 15.7.2018; in charge: all the partners
- 4.33 Based on actual activities carried out on intellectual outputs filling in the **timesheets**. Also **progress and financial reports** will be filled in and submitted together with the timesheet deadline.  
Deadline: 15.7.2018; in charge: all the partners
- 4.34 Providing the project leader with all the necessary **documents** needed for compiling the **final report**.  
Deadline: 10.9.2018; in charge: all the partners
- 4.35 Based on actual activities carried out on intellectual outputs filling in the **timesheets**. Also **progress and financial reports** will be filled in and submitted together with the timesheet deadline.  
Deadline: 15.9.2018; in charge: all the partners
- 4.36 Compiling and **drafting the final report** and sending it to all the partners for feedback.  
Deadline: 10.10.2018; in charge: Trexima (with support of the partners)
- 4.37 Partners sending the **feedback to the final report**.  
Deadline: 20.10.2018; in charge: all the partners
- 4.38 **Finalising the final report** (based on the feedback) and sending it to the Slovakian national agency.  
Deadline: 30.10.2018; in charge: all the partners

## 5. Project activities

The length of the project is set to two years – from 1<sup>st</sup> September 2016 – 31<sup>st</sup> August 2018. There are 3 intellectual outputs to be developed during the course of the project. The partners were informed that the second intellectual output which was submitted in the application form was not approved by the Slovakian national agency, although the output itself has to be created it just has to be moved to the intellectual output 1 with man-days planned for IO 1. The intellectual outputs are as follows:

- 1+2      Research study on entrepreneurship opportunities of young people in the EU & International recommendations on the development of youth entrepreneurship  
Duration: September 2016 – June 2017, resp. May 2018  
Leading partners: Trexima, resp. Teamwork  
Description:  
An overview study of good practices, projects, programmes and policies aimed at the development of entrepreneurship among young people within partner countries and at the EU level  
Elaboration of recommendations and also the basic material for the development of educational curricula on the basis of summarizing and analysing good practises, practical steps and guidelines through discussion



forums or e-forums. The discussion forums should be carried out with participation of entrepreneurs, young people and other relevant institutions. The part of this IO is implementation of a questionnaire survey.

Tasks:

- 5.1.1 Preparing the **draft structure of the study**.  
Deadline: 7.10.2016; in charge: Trexima
- 5.1.2 **Review of the draft structure**, feedback from the partners.  
Deadline: 21.10.2016; in charge: all the partners
- 5.1.3 **Finalization of the draft structure** of the study.  
Deadline: 28.10.2016; in charge: Trexima
- 5.1.4 **Collection of data and materials** according to the structure of the study for the partner country – overview of legislation, policies, programmes, projects and/or literature – search, collection, selection and summarizing resources (point 3. of the study).  
Deadline: 30.11.2016; in charge: all the partners
- 5.1.5 **Identification of key policies and flagship initiatives of the EU** in the field of entrepreneurship for young people and their implementation in the partner countries.  
Deadline: 30.11.2016; in charge: Trexima
- 5.1.6 **Searching and creation of a database of potential participants** for discussion forums.  
Deadline: 30.11.2016; in charge: all the partners
- 5.1.7 Preparation of the **draft agenda, content and basic themes of discussion forums and questionnaire**.  
Deadline: 15.11.2016; in charge: Teamwork
- 5.1.8 Provide **feedback** to the draft agenda, content and basic themes/discussion topics and questionnaire.  
Deadline: 25.11.2016; in charge: all the partners
- 5.1.9 **Finalization of the agenda**, content and themes of the discussion forums in respective countries.  
Deadline: 30.11.2016; in charge: all the partners
- 5.1.10 Supplying Trexima with information if/how **EU initiatives are carried out in the partner countries**.  
Deadline: 31.12.2016; in charge: all the partners
- 5.1.11 Implementation of **discussion forums and questionnaire surveys**.  
Deadline: 31.1.2017; in charge: all the partners
- 5.1.12 **Creation of the study** on the basis of received documents from the partners.  
Deadline: 1.2.2017; in charge: Trexima
- 5.1.13 **Providing feedback, comments** of the **study** and consulting the findings of the review with professional authorities and the experts.  
Deadline: 20.2.2017; in charge: all the partners
- 5.1.14 **Evaluation of discussion forums and questionnaire survey** – summary of inspiring proposals, advice, experience  
Deadline: 28.2.2017; in charge: all the partners

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- 5.1.15 Creating the structure for the **presentation** to be used for the 2<sup>nd</sup> project meeting in NL and sending it to all the partners (information about the results of discussion forums including results of questionnaire survey and the conclusions at the national level).  
Deadline: 5.3.2017; in charge: Trexima
- 5.1.16 Preparing the **presentation** about the study (to be presented at the 2<sup>nd</sup> project meeting).  
Deadline: 15.3.2017; in charge: Trexima
- 5.1.17 Compile **presentations** to be presented at the 2<sup>nd</sup> project meeting. The presentations should be according to the structure sent by project leader. The presentation will give the information about the results of discussion forums including results of questionnaire survey and the conclusions at the national level.  
Deadline: 15.3.2017; in charge: all the partners
- 5.1.18 **Prepare thoughts** for discussion about the:
- a) first draft of recommendations on ways to enhance youth entrepreneurship based on the results of implementation of the discussion forums,
  - b) first draft of curriculum of the training programme,
  - c) first draft of design and structure of Project handbook.
- Thoughts to be discussed on the 2<sup>nd</sup> project meeting – 16<sup>th</sup> and 17<sup>th</sup> March 2017.  
Deadline: 16.3.2017; in charge: all the partners
- 5.1.19 Creating the **study extract**.  
Deadline: 31.3.2017; in charge: Trexima
- 5.1.20 Identifying opportunities for **publication of the study** (journals, ...)  
Deadline: 31.3.2017; in charge: all the partners
- 5.1.21 Identifying and preparing proposals of **electronic tools to use for the e-forum**. E-forum should be able to work as 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: 15.5.2017; in charge: Trexima
- 5.1.22 Preparing the structure of the **presentation** about the functioning of the e-forums in each partner country (to be presented at the 3<sup>rd</sup> project meeting).  
Deadline: 15.5.2017; in charge: Trexima
- 5.1.23 Preparing the **presentation** about the extract of the study (to be presented at the 3<sup>rd</sup> project meeting).  
Deadline: 6.6.2017; in charge: Trexima
- 5.1.24 Compiling the **presentation** about the functioning of the e-forums in each partner country (to be presented at the 3<sup>rd</sup> project meeting).  
Deadline: 6.6.2017; in charge: all the partners
- 5.1.25 **Translation** of the extract (study) into national languages (using the exceptional costs budget).  
Deadline: 15.6.2017; in charge: all the partners
- 5.1.26 **Publishing** the extract in press and full version online (own websites).  
Deadline: 30.6.2017; in charge: all the partners
- 5.1.27 Developing of the **e-forum platform**.
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- Deadline: 31.12.2017; in charge: Trexima
- 5.1.28 **Implementation of e-forums and its evaluation** in partner countries.  
Deadline: 28.2.2018; in charge: all the partners
- 5.1.29 Formulation of **draft recommendations** based on analysis of good practices from all the partner countries and sending it to the partners.  
Deadline: 15.4.2018; in charge: Teamwork, Endurance
- 5.1.30 Providing **feedback** to the **recommendations**.  
Deadline: 10.5.2018; in charge: Trexima, Leno, HP
- 5.1.31 **Finalising the recommendations** based on feedback received from the partners.  
Deadline: 31.5.2018; in charge: Teamwork, Endurance
- 5.1.32 Compiling the **presentation** about the functioning of the e-forums in each partner country (to be presented at the 4<sup>th</sup> project meeting).  
Deadline: 25.10.2017; in charge: all the partners
- 5.1.33 Compiling the **presentation** about the functioning of the e-forums in each partner country (to be presented at the 5<sup>th</sup> project meeting).  
Deadline: 1.4.2018; in charge: all the partners

- 3 Blended learning training programme to increase youth entrepreneurship  
Duration: February 2017 – March 2018  
Leading partner: LENO  
Description:  
The aim of this output is to develop an innovative blended learning (in person and online) modular training programme for young people entitled “Strengthening the entrepreneurial skill of youth through mentoring”. The background materials for the elaboration of the training programme are outcomes from the survey and discussion forums.

Tasks:

- 5.3.1 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: 10.3.2017; in charge: Leno, Endurance, HP, Teamwork
- 5.3.2 **Finalising the draft curriculum** – structure of the training programme.  
Deadline: 31.3.2017; in charge: Leno, Endurance, HP, Teamwork
- 5.3.3 **Research of e-learning platforms** and comparison of the requirements with the offered functionalities, testing the platforms.  
Deadline: 30.4.2017; in charge: Leno
- 5.3.4 **Prepare thoughts** for the joint development of training programme and pilot testing of modular training – dates, implementation, evaluation (to be carried out at the 3<sup>rd</sup> project meeting).  
Deadline: 7.6.2017; in charge: all the partners
- 5.3.5 **Training of partners** including methodological preparation of the training, its organization and preparation of training materials/manuals for partners (to be delivered on the 3<sup>rd</sup> project meeting).  
Deadline: 7.6.2017; in charge: Leno
- 5.3.6 Creating and developing the **training programme content**.

- Deadline: 30.7.2017; in charge: Leno, Endurance, HP, Teamwork
- 5.3.7 **Customization of LMS** including the identification of educational strategies, processes, creation of graphic design of the platform.  
Deadline: 30.9.2017; in charge: Leno, Trexima
- 5.3.8 **Translation of training content** into partners national languages (using exceptional costs budget).  
Deadline: 30.9.2017; in charge: all the partners
- 5.3.9 **Recruiting participants** (20 in each country) for modular training.  
Deadline: 30.9.2017; in charge: Leno, Endurance, HP, Teamwork
- 5.3.10 Defining the **evaluation methods** to test the training programme and assess educational materials.  
Deadline: 31.10.2017; in charge: Leno, Endurance, HP, Teamwork
- 5.3.11 **Evaluation questionnaires** of training by **trainers** (before the implementation of educational activities)  
Deadline: 15.10.2017; in charge: Leno, Endurance, HP, Teamwork
- 5.3.12 **Evaluation questionnaires** of training by **young people** (before the implementation of educational activities)  
Deadline: 15.10.2017; in charge: Leno, Endurance, HP, Teamwork
- 5.3.13 Preparing the **information** about the launch of **pilot trials of modular training**, reporting any issues (to be presented at the 4<sup>th</sup> project meeting).  
Deadline: 25.10.2017; in charge: Leno, Endurance, HP, Teamwork
- 5.3.14 Compiling the **presentation** about the methodology for evaluation of training module (to be presented at the 4<sup>th</sup> project meeting).  
Deadline: 25.10.2017; in charge: Leno
- 5.3.15 **Pilot trials** of modular training in each country.  
Deadline: 31.3.2018; in charge: Leno, Endurance, HP, Teamwork
- 5.3.16 **Evaluation questionnaires** of training by **trainers** (after the implementation of educational activities)  
Deadline: 10.4.2018; in charge: Leno, Endurance, HP, Teamwork
- 5.3.17 **Evaluation questionnaires** of training by **young people** (after the implementation of educational activities)  
Deadline: 10.4.2018; in charge: Leno, Endurance, HP, Teamwork
- 5.3.18 Preparing the **structure** of the **presentation** about the results of testing of the modular training, feedback from participants in each partner country (to be presented at the 5<sup>th</sup> project meeting).  
Deadline: 10.4.2018; in charge: Trexima
- 5.3.19 Compiling the **presentations** about the results of testing of the modular training, feedback from participants in each partner country (to be presented at the 5<sup>th</sup> project meeting).  
Deadline: meeting date.2018; in charge: Leno, Endurance, HP, Teamwork
- 5.3.20 **Finalising the evaluation** of pilot training.  
Deadline: 31.5.2018; in charge: Leno, Endurance, HP, Teamwork

- 4 Project handbook  
Duration: February 2017 – August 2018

Leading partner: Human Profess

Description:

Outputs 01 – 03 together provide comprehensive guidance/structure of how to promote entrepreneurial skills of young people. The aim of the guide for the implementation of the training programme is to summarize the outcomes and provide clear instructions on how to implement such training programme in a multitude of institutions. The aim is to summarize the information in a form that is easily readable and usable printed as well as online.

Tasks:

- 5.4.1 Preparing the **draft of content structure** and **graphic design** manual of the **project handbook** and sending it to all the partners for a review.  
Deadline: 10.3.2017; in charge: HP
- 5.4.2 Preparing the **presentation** with the draft to be discussed at the 2<sup>nd</sup> project meeting.  
Deadline: 15.3.2017; in charge: HP
- 5.4.3 Providing **feedback** to the content structure and design of the project handbook.  
Deadline: 31.3.2017; in charge: all the partners
- 5.4.4 **Finalising the content** structure and **design** of the project handbook based on the feedback from all the partners.  
Deadline: 30.4.2017; in charge: HP
- 5.4.5 Preparing the **final version of the structure** of the Project Handbook to be presented at the 3<sup>rd</sup> project meeting (for approval).  
Deadline: 7.6.2017; in charge: HP
- 5.4.6 Preparing the **information** on the preparation of the Project Handbook to be presented at the 4<sup>th</sup> project meeting.  
Deadline: 25.10.2017; in charge: HP
- 5.4.7 Preparing the **draft final version of the Project Handbook** and sending it to all the partners for review (to be sent before the 5<sup>th</sup> project meeting).  
Deadline: April 2018; in charge: HP
- 5.4.8 Preparing the **information** on the draft final version of the Project Handbook to be presented at the 5<sup>th</sup> project meeting.  
Deadline: April 2018; in charge: HP
- 5.4.9 **Feedback** from the partners to the draft version of the Project Handbook.  
Deadline: April 2018; in charge: HP
- 5.4.10 Preparing the **information** on the final version of the Project Handbook to be presented at the 6<sup>th</sup> project meeting.  
Deadline: June 2018; in charge: HP
- 5.4.11 **Finalising** the final version of the Project Handbook.  
Deadline: June 2018; in charge: HP
- 5.4.12 **Translation** of the Project Handbook into national languages (FR, HU, NL, SK) using the exceptional costs budget.  
Deadline: June 2018; in charge: Leno, Endurance, HP, Teamwork
- 5.4.13 **Printing** of national versions of the Project Handbook (FR, HU, NL, SK) using the exceptional costs budget.  
Deadline: July 2018; in charge: Trexima, Leno, Endurance, HP

5.4.14 **Distribution** of the Project Handbook online at the project website, partner websites, social media, partner networks (FR, HU, NL, SK).  
 Deadline: August 2018; in charge: all the partners

## 6. Project management – budget, timesheets

The partners were informed about the project budget. It was decreased by € 20 831 comparing with the budget submitted in the application form. The Slovakian National Agency approved it at the amount of € 165 539. It is divided as follows:

<b>Project management (all the partners)</b>	<b>€ 36 000</b>
<i>Trexima (the project leader)</i>	€ 12 000
<i>other partners</i>	€ 6 000
<b>Transnational project meetings (all the partners)</b>	<b>€ 26 450</b>
<i>Trexima</i>	€ 5 750
<i>LENO</i>	€ 4 600
<i>ENDURANCE</i>	€ 4 600
<i>Human Profess</i>	€ 5 750
<i>Teamwork</i>	€ 5 750
<b>Intellectual outputs (all the partners)</b>	<b>€ 60 089</b>
<i>Trexima</i>	€ 8 408
<i>LENO</i>	€ 20 901
<i>ENDURANCE</i>	€ 19 467
<i>Human Profess</i>	€ 6 294
<i>Teamwork</i>	€ 5 019
<b>Multiplier events (all the partners)</b>	<b>€ 20 000</b>
<i>Trexima</i>	€ 5 000
<i>LENO</i>	€ 5 000
<i>ENDURANCE</i>	€ 5 000
<i>Human Profess</i>	€ 5 000
<b>Exceptional costs (all the partners)</b>	<b>€ 23 000</b>
<i>Printing &amp; publishing of handbook</i>	
<i>Trexima</i>	€ 2 000
<i>LENO</i>	€ 2 000
<i>ENDURANCE</i>	€ 2 000
<i>Human Profess</i>	€ 2 000
<i>Translation of handbook &amp; pedagogical materials into national languages</i>	
<i>LENO</i>	€ 2 500
<i>ENDURANCE</i>	€ 2 500

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Human Profess	€ 2 500
Teamwork	€ 2 500
<i>Specialist software technical support and design elements of e-platform/website</i>	
Trexima	€ 5 000

The partners were informed that the project leader (Trexima) received 1<sup>st</sup> instalment of the budget (40 %) - € 66 216. The 2<sup>nd</sup> instalment (40 % - € 66 216) will be received after the submission of the intermediate report – till 60 days from 30.09.2017, provided at least 70 % of finances were utilized. The final instalment (20 % - € 33 107) will the project leader receive till 60 days from the submission of the final report. The final report needs to be submitted till 60 days after the completion of the project.

The partners agreed, that each one of them will receive 30 % from the first instalment of the budget. The payment shall be paid till 30 days from signed agreement between the project leader and the partner. The project leader will afterwards be sending the payments to each partner based on the received timesheets and progress reports in quarterly cycles.

Tasks:

- 6.1 Sending the 1<sup>st</sup> instalment of the payment to all the partners according to the financial rules.  
Deadline: 10.11.2016; in charge: Trexima
- 6.2 Based on received timesheets the payments will be carried out.  
Deadline: the end of the month when the timesheet and progress report has been submitted to the project leader; in charge: Trexima

## 7. PITCH: DanubeHub

Within the 2<sup>nd</sup> day of the project meeting the idea of the DanubeHub was presented to all the partners. The presenter was Mr. Jozef Vegh, the CEO of TECH-ARROW company which is specialising in software and IT solutions. Mr. Vegh introduced the concept of sharing knowledge for growth for entrepreneurs who need help with specific parts of their business. The main purpose is helping young entrepreneurs to be successful on foreign markets. The reason behind the hub is that local startup hubs and government organizations are providing documents, office and funding but they lack active mentoring and knowledge sharing. The hub will focus on helping already established SMEs on the local markets who have some revenue and with products which could be sold internationally. The partners discussed and agreed that the target group of the project is different than the one of the DanubeHub. It was agreed though, that the training programme should not be focused on the legislative and other very technical issues connected to entrepreneurship but rather it should help with soft skills as leadership, marketing, culture, experience and other practical issues.



## 8. Intellectual outputs – structure

In order to successfully finish all the intellectual outputs, it will be necessary to work on their structure. The first output which the partnership will have to start working on is the research study on entrepreneurship opportunities of young people in the EU. The partners were informed about the tasks leading to its realisation – their detailed chronology is described in point 5 of this document. The structure of the study was introduced to all the partners where their feedback will be necessary. The structure of the study was as follows:

### Introduction

1. Young people in the labour market – Current labour market integration of young people in the EU
  - *Definition of „young people“ (i.e. Who we are talking about? People under 25? People under 29? Graduates? ...)*
  - *Basic overview of current statistical indicators about young people in the labour market (employment, unemployment, literacy, migration... See the structure of regular EU/COM reports and use the relevant data/interesting figures)*
2. Analysis of European level strategies, policies, measures and recommendations aimed at the support of labour market integration of young people and the state of their implementation
  - *Identification of key EU policies and initiatives and their implementation state*
  - *Strategy Europe 2020*
  - *Youth guarantee*
  - *Council conclusions on enhancing cross-sectorial policy cooperation to effectively address socio-economic challenges facing young people (2015/C 172/02)*
  - *New Skills Agenda for Europe*
3. Youth entrepreneurship in partner countries (FR, HU, NL, SK)
  - 3.1 *The legal basis for start-ups (legislative support, tax rules, business rules, institutional support)*
  - 3.2 *National systems and actions to promote youth entrepreneurship*
  - 3.3 *Supplementary active labour market measures to increase employability of young people and their enforcement on the labour market*
  - 3.4 *Successful programmes and projects, good practice examples*  
*Implementation of policies and their results / outcomes (successful examples)*
  - 3.5 *Barriers and limits of youth entrepreneurship*
4. Identifying best practices to create a system for increasing business awareness of young people

### Tasks:

- 8.1 Partners reviewing the structure and sending the feedback to the leader of the activity (Trexima)  
Deadline: 21.10.2016; in charge: all the partners
- 8.2 Finalising the structure of the study – based on the feedback from all the partners and amended shall be send to all the partners for implementation.

Deadline: 4.11.2016; in charge: Trexima

## 9. 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 December 2016** is as follows:

*Note: tasks starting with number 5 are intellectual outputs tasks, tasks starting with 4 and 6 are project management tasks.*

- 5.1.1 Preparing the **draft structure of the study**.  
Deadline: 7.10.2016; in charge: Trexima
- 5.1.2 **Review of the draft structure**, feedback from the partners.  
Deadline: 21.10.2016; in charge: all the partners
- 5.1.3 **Finalization** of the draft structure of the study.  
Deadline: 28.10.2016; in charge: Trexima
- 4.1 Creating the **template** for the timesheet, progress report, financial report and mobility report and sending it to all the partners.  
Deadline: 4.11.2016; in charge: Trexima
- 6.1 Sending the **1<sup>st</sup> instalment of the payment** to all the partners according to the financial rules.  
Deadline: 10.11.2016; in charge: Trexima
- 5.1.7 Preparation of the **draft agenda, content and basic themes of discussion forums and questionnaire**.  
Deadline: 15.11.2016; in charge: Teamwork
- 4.2 The partners shall fill in the **mobility report** from the **Kick-off meeting** and sending it to the project manager.  
Deadline: 18.11.2016; in charge: all the partners
- 5.1.8 Provide **feedback to the draft agenda, content and basic themes/discussion topics and questionnaire**.  
Deadline: 25.11.2016; in charge: all the partners
- 5.1.9 **Finalization of the agenda**, content and themes of the discussion forums in respective countries.  
Deadline: 30.11.2016; in charge: all the partners
- 5.1.4 **Collection of data and materials according to the structure of the study** for the partner country – overview of legislation, policies, programmes, projects and/or literature – search, collection, selection and summarizing resources (point 3 of the study).  
Deadline: 30.11.2016; in charge: all the partners
- 5.1.5 Identification of **key policies and flagship initiatives of the EU** in the field of entrepreneurship for young people and their implementation in the partner countries.  
Deadline: 30.11.2016; in charge: Trexima
- 5.1.6 Searching and **creation of a database** of potential participants for **discussion forums**.

- Deadline: 30.11.2016; in charge: all the partners
- 4.3 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: 10.12.2016; in charge: Trexima
- 4.4 Developing a **project logo** and sending it to the partners for approval.  
Deadline: 15.12.2017; in charge: Trexima
- 5.1.10 Supplying Trexima with **information if/how EU initiatives** are carried out in the partner countries.  
Deadline: 31.12.2016; in charge: all the partners

The **summary of the tasks till the next meeting (16<sup>th</sup> – 17<sup>th</sup> March 2017)** is as follows:

*Note: tasks starting with number 5 are intellectual outputs tasks, tasks starting with 4 and 6 are project management tasks.*

- 4.5 **Feedback** and approval of the **project logo**.  
Deadline: 15.1.2017; in charge: Trexima
- 4.6 Based on actual activities carried out on intellectual outputs filling in the **timesheets**. Also **progress reports** and the **financial reports** will be filled in and submitted together with the timesheet deadline.  
Deadline: 15.1.2017; in charge: all the partners
- 4.7 Partners according to the agreed co-operation will **review and assess the proposed plans** and will send the amendments to the project manager (TREXIMA: kozakova@trexima.sk)  
Deadline: 15.1.2017; in charge for dissemination: LENO, for risk management: HP, for the quality control plan ENDURANCE, for the communication TEAMWORK.
- 4.8 Drafting and preparing the **structure for the project website** and sending it to all the partners for feedback.  
Deadline: 15.1.2017; in charge: Trexima, Leno
- 4.9 The finished plans will be **uploaded to the document platform** and each partner will review the drafts.  
Deadline: 25.1.2017; in charge: all the partners
- 4.10 **Finalising the plans** according to the proposed changes.  
Deadline: 31.1.2017; in charge: Trexima
- 5.1.11 Implementation of **discussion forums** and **questionnaire surveys**.  
Deadline: 31.1.2017; in charge: all the partners
- 5.1.12 Creation of the **study** on the basis of received documents from the partners.  
Deadline: 1.2.2017; in charge: Trexima
- 5.1.13 Providing **feedback**, comments of the study and consulting the findings of the review with professional authorities and the experts.  
Deadline: 28.2.2017; in charge: all the partners
- 5.1.14 **Evaluation of discussion forums** and **questionnaire survey** – summary of inspiring proposals, advice, experience  
Deadline: 28.2.2017; in charge: all the partners

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- 5.1.15 Creating the structure for the **presentation** to be used for the 2<sup>nd</sup> project meeting in NL and sending it to all the partners.  
Deadline: 5.3.2017; in charge: Trexima
- 5.3.1 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: 10.3.2017; in charge: Leno, Endurance, HP, Teamwork
- 5.4.1 Preparing the draft of **content structure and graphic design manual** of the **project handbook** and sending it to all the partners for a review.  
Deadline: 10.3.2017; in charge: HP
- 5.4.2 Preparing the **presentation** with the draft to be discussed at the 2<sup>nd</sup> project meeting.  
Deadline: 15.3.2017; in charge: HP
- 4.11 Creating and developing the **project website**.  
Deadline: 15.3.2017; in charge: Trexima
- 4.12 Drafting the **project leaflet**.  
Deadline: 15.3.2017; in charge: Trexima, Leno
- 4.13 Compiling the **presentation** – monitoring the performance of tasks, ongoing evaluation of partnership co-operation, financial returns, leaflet, logo, website.  
Deadline: 15.3.2017; in charge: Trexima
- 5.1.16 Preparing the **presentation** about the study (to be presented at the 2<sup>nd</sup> project meeting).  
Deadline: 15.3.2017; in charge: Trexima
- 5.1.17 Compile **presentations** to be presented at the 2<sup>nd</sup> project meeting. The presentations should be according to the structure sent by project leader. The presentation will give the information about the results of discussion forums including results of questionnaire survey and the conclusions at the national level.  
Deadline: 15.3.2017; in charge: all the partners
- 5.1.18 **Prepare thoughts** for discussion about the:
- a) first draft of recommendations on ways to enhance youth entrepreneurship based on the results of implementation of the discussion forums,
  - b) first draft of curriculum of the training programme,
  - c) first draft of design and structure of Project handbook.
- Thoughts to be discussed on the 2<sup>nd</sup> project meeting – 16<sup>th</sup> and 17<sup>th</sup> March 2017.  
Deadline: 16.3.2017; in charge: all the partners

Diana Kozáková, TREXIMA Bratislava, spol. s r.o.  
Bratislava, 7<sup>th</sup> November 2016