

## **CEFY– Kick-off Meeting 25 & 26 March- Cuenca and Madrid**

Venues: .

25th March- Hotel NH Ciudad de Cuenca (Cuenca)

26th March- Annex to Cifesimal Headquarters (Madrid)

Participants: Carlos Bonilla (UPTACLM), Jose Carlos Valera (UPTACLM), Ana María Domínguez (UPTACLM), Valeria Elia (AGEFORM), Adela Vitkovska (EUROFORTIS), Martina Pilarova (TEMPO), Malgorzata Gramala (ULO), Jaroslaw Ropega (ULO), Natalia Jarillo (Cifesimal), Luis Mario García (Cifesimal).

Armando López (UPTACYL) excused participation.

### **MINUTES**

#### **First day-25th March- Hotel NH Ciudad de Cuenca (Cuenca)**

Welcome and presentation of partners: The hosting partner (UPTACLM) made a presentation about its organisation and explained its main services dedicated to self-employed workers in Castilla La Mancha. Afterwards, the partners briefly introduced themselves and their organisations.

##### **1.) Meeting objectives:**

After brief presentation of the partners, CIFESAL, as coordinator, showed a presentation about the Meeting objectives for both days. The first day was dedicated to the organizational aspects, contractual documents, procedures and analysis of the approved Work Plan and a working session on WP1 during the afternoon. The second day was devoted to Administrative and Financial Issues, as well as the Quality plan envisaged.

##### **2.) Operational issues- work plan:**

In this section led by the CIFESAL the following aspects were discussed

2.1 Bilateral Agreements: Cifesimal brings the copies of the contracts to those partners that had sent the contractual details by email. They agreed with Cifesimal to have them signed in the next weeks. Two partners provided the signature the second day of the meeting in Madrid.

2.2. Project Workplan: Workpackages First Year (WP1 + WP2 + rest of WPs)

Cifesimal explained through the specific software application that will be used in the Quality workpackage, the calendar and all the tasks of the project. The timeline

approved on the basis of the application was presented and the new scenario (in attachment) approved.

WP1: This first work package was foreseen to be completed 3 months as from month 1. This WP duration will be kept and the coordinator suggest to overlap the end of WP1 with the beginning of WP2 in order to save up some time and catch up with the delay arisen from the late start of the project.

The target accepted by the partners is to fulfil by the end of July 2013 what was initially planned for the end of May 2013 at application level. This means fully completing WP1 and WP2 to a high extent.

First task is the national analysis of training resources to be readapted to the concept of the game. The partners should decide ideas and materials that we will transfer to the game, during the month of April 2013. In May 2013, the WP leader will start compiling the National reports, and June 2013 will overlap the closing of the conclusions of WP1 with the start of WP2.

WP2: It will include the analysis of the technical and pedagogical needs of the materials to adapt. The work until July should provide elements for decisions on the contents that will be include (dialogs, formats, scenes, ...). The main aim is to choose something simple and attractive that can encourage young people to develop their own business ideas.

UPTACLM explained how they did the training about start-ups in Secondary Schools: training about the normative and the possibilities of development. Different experiences exist already and will be incorporated to the project.

After the summer, the main activity will be to coordinate the Game Production and this will be hand in hand with the validation measures. We should try to coordinate both aspects simultaneously. (Production + validation).

Depending how far the tasks can progress until the interim report, the partnership will decide whether an extension is needed. Since the project activities started 5 months later than expected due to the contractual related issues, it is likely that a short extension is needed. The promoter explains that they would not like to extend further than a couple of months and requests the rest of the partners to try and optimise the use of the time.

Cifesimal made a presentation about the game created in the previous project SHNW giving access to the current project, in order to analyse some important aspects of the objectives and methodology. The previous game was based on regulations about occupational safety and health, therefore typical situations were simple to identify. In the Entrepreneurial Game, the approach should be more creative as to the contents, even when some of the technical effects could be similar (open boxes, validity checks, recreation of situations, ...)

To create something with dynamic animation could be a little complicate, but possibly some video resources can be publically available. Each partner can propose

its knowledge in different aspects. Some specific topics chosen by partners are decided during the meeting with the idea to confirm them in a couple of weeks. The sooner we establish contacts with the target group, especially the VET Schools, for testing and validation purposes the better. The aim of the validation is to see if the game is useful for as a resource for the teachers. The translations should be done after the validation.

### Agreements

For the next months (WP1 + WP2) until end of July the consortium will need to complete:

- Analysis of the resource materials.
- Decision on the skills that we will tackle in the game.
- Connection of the resource materials to those skills.

U.L.O and CIFESAL will provide the partners with a template for the analysis until the 15 of April. The partners will count with 1 month from then to identify the resources, carry out the analysis and send back to U.L.O the national report.

### **3). WORKPACKAGE 1- WORKING SESSION. Presented by UNIVERSITY OF LODZ:**

This WP has duration of 3 months; the target group are young people from 16 to 25 years old. The principal objectives of the WP are:

- To collect the resource materials on entrepreneurial skills.
- To make a comparative analysis based on a common model
- To report the outcomes.

This partner made a presentation of diverse materials (some of them questionnaires) regarding Entrepreneurial aspects in Poland taking into account different aspects: levels of education, resources, projects...

This material was very interesting for the rest of the partners. Some of them commented that it is very important to concentrate on the most important aspects of the entrepreneurs (abilities as the creativity, etc...) and not only knowledge about business management.

It is important to see the basic soft competences in order to be an entrepreneur, not necessarily focusing on the external complex aspects (accountability, etc...).

Ageform proposed to make more interactive the questionnaires, placing the young people in the different situations. Cifosal indicates that 3 levels of decision making trees could be feasible according to the experience in the previous project.

Cifosal proposed to focus on 5 soft skills, on of each led by each single country. Each of these skills should be analysed, tested and validated at least by two partners.

It will be very important making the young "open his/her eyes" in order to see the difficulties and setting different levels of decision on the game.

Agreements, in principle, for the distribution of the key topics:

1. EUROFORTIS: Creativity and leadership.
2. TEMPO: Spirit of initiative and personal attitude
3. CIFESAL+ UPTACLM+ UPTACYL: organisation & management; global vision and propensity to risk.
4. AGEFORM: global vision + Social intelligence & negotiation.
5. ULO: organisation & management, global vision.

These skills can be extended. By 15 April every partner should decide which of them are the final ones on which they want to mainly focus.

It is suggested the possibility to include questionnaires, diagrams, decision trees and also other tools as videos, etc...(behavioural resources).  
If some partner has new ideas they could be accepted until 15 April.

## **Second day-26th March- Annex to Cifesal Headquarters (Madrid)**

### **Financial & Administrative aspects:**

#### **4) WP7 Management.**

Cifesal is the promoter and the leader of the WP7 related with Management, so two specific presentations about all the aspects relative to this WP were presented to the partners.

Cifesal included some slides about the financial aspects of the contract:

It related to all the relevant deadlines (interim and final reports and internal financial reporting dates). Cifesal also included all important points related to the payments and its specific conditions. All of them are included in the bilateral agreements.

Cifesal also showed a specific presentation about the Reporting of Financial Costs. Cifesal explained that there are 4 internal reporting Dates, and explained all the tools necessary to send all the expenditures to them (internal costs excel table and evidence documents). It was explained carefully analyzing all the concepts of the Budget (Staff, travel, subcontracting, other costs...)

Cifesal also explained the specific models of the Spanish National Agency that all partners should send them for the Interim and Final Report.

All the doubts about financial aspects were discussed, especially for those partners with whom the promoter did not have previous cooperation (Ageform, UPTACLM and ULO).

EUROFORTIS explained that they foresee to change the denomination of the organisation, although headquarters, staff and mission will remain the same. The promoter will inquire the National Agency whether any specific contractual amendment is needed or it is just a minor change which only needs official communication to the Agency.

Cifesal explained the partners that any amendment to the contract should be carefully studied. If an amendment is needed, it would be better to raise all the potential elements beforehand and facilitate our internal work and that of the National Agency.

### **5) WP5 Dissemination:**

This WP is co-lead by Uptacm and Uptacyl (Spain), and more relevance will be taken as the project progresses, especially in year 2. A dissemination plan, included as deliverable in this WP, will be created by Uptacyl and Uptacm at the completion of the first deliverables before the summer.

The promoter indicated that the creation of the Web Page of the project will begin after sending the minutes to the partners.

### **6) WP6: Quality Control.**

This WP is co-lead by Cifesal and Ageform. AGEFORM made a presentation about the Quality Control aspects including objectives, tools for the monitoring and reporting, with the assistance of CIFESAL. The tasks about this issue will be distributed between both partners. The Quality control will include an internal and an external control (by an external expert), in order to ensure transparency.

### **Next progress meeting:**

It was agreed to have the next meeting in Latvia in the third week of September. Proposed dates were: 16<sup>th</sup> and 17<sup>th</sup> or 19<sup>th</sup> and 20<sup>th</sup>. The final dates will be decided in the week following the kick-off. 19<sup>th</sup> and 20<sup>th</sup> September are the dates finally decided.