



Dissemination Taskforce Guide

*Project title: **Business Advice and Guidance training for women Entrepreneurs***

*Project acronym: **BADGE***

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Contents

Introduction.....	2
Setting up the DTF.....	2
Running the DTF.....	4
Report results.....	4
Schedule for DTF meetings and feedback.....	5

Introduction

This document is drafted as a part of the Leonardo da Vinci – Transfer of Innovation project: BADGE. As a part of the project’s dissemination strategy (included in WP6: Dissemination), this document is a tangible result under Work Package 1. The objectives of the Task Force Groups are to:

- Ensure the project produces quality results and addresses the needs of the target groups;
- Evaluate the ongoing and final developments of the project;
- Provide feedback on the project development, allowing for the continuous adaptation and quality improvement of project actions in the context of target groups’ needs;
- Monitor project activities, processes and outcomes;
- Monitor and feedback on the project’s dissemination and exploitation strategy.

The purpose of this Guide is to facilitate partners’ arrangement and management of Dissemination Task Force groups in their countries and assist in reporting the results of DTF meetings to the partnership.

The task force approach enables to take a hands-on, task oriented methodology and ensure that the stakeholders are continuously engaged. Group members should be selected on criteria based on individual competence, expertise and interest. DTF group members should represent diverse skills from different areas.

There will be three DTF group meetings organized in each partner country over the project lifecycle.

Setting up the DTF

Rationale of taskforce

The involvement of stakeholders is invaluable in dissemination activities. As the specialist knowledge of the policies and access to the VET market will prove noteworthy.

Members of the DTF will be tasked with:

- Review and feedback on project results and dissemination;
- Build cooperation relations with other stakeholders their area;
- Developing links with networks directly or indirectly relevant for the project activities.

Determine participants of DTF

DTF members will represent the following:

- Project target group: women facing double disadvantage in starting up their own business;
- Project target group: VET trainers – business advisors;
- Other relevant stakeholders, such as people working with women experiencing a double disadvantage, as well as other experts from the fields related to the project's theme.

Potential members should have a stated interest in the problem highlighted by the project and be willing to devote their time to participate in the group's actions.

Enlist members

After the candidates are identified, they should be enlisted. Each DTF should have at least 4 members.

Prepare meetings

At first, the dates and the nature of the meetings need to be prepared. The dates of the meetings do not have to be the same for all partners. They should be arranged around the project months, after the delivery of certain project results, or before when it comes to a high volume of published material to take the feedback into account before sending them to print (i.e. M6 – April 2014, M12 – October 2014 and M24 – October 2015).

During the meetings DTF group will be asked for feedback on all produced results. It should be specified which results are to be evaluated and commented on. DTF members should also be informed about the progress of the project between the meetings.

In addition, rules for communication and decision-making within the DTF need to be established.

Running the DTF

Sub-grouping

In the event that the DTF constitutes more than 7 people, it should be divided into sub-groups. Each project partner as the leader of its national DTF shall ensure that the groups are diverse and include people from each identified category.

All members are expected to be fully involved throughout all three meetings. Meanwhile, partners must also take care not to associate themselves too closely with the members and be sensitive to possible conflicting loyalties that may appear. (a member may stay loyal to their own functional area and make judgments and decisions based on those loyalties instead of their personal ones).

In case of members dropping out, it is up to a partner to ensure that a group is no smaller than 4 people. In such case, the partner has to fill any empty slots with new members of the DTF.

Implementation

While DANMAR as WP leader will keep overview all DTF groups, the partners will be responsible for the following:

- Communication with DTF members and the partnership;
- Maintaining the sense of DTF groups existence;
- Prevent a premature consensus of the group on product/project result until all relevant information has been presented and/or sufficient time for discussion and exchanges has taken place.

Report results

Following each DTF group meeting, the partners are expected to communicate the feedback to the consortium. The summary of the findings and recommendations of the meetings should be done using the Dissemination form on AdminProject. Joint

recommendations with clear indication of the product evaluated and the author of the feedback should be placed in the Activity Description field.

Name		Country	
Category	Event	Region	
Partner	-none-	City	
Start date	27.01.2014	Activity number of participants	<input type="text"/>
End date	27.01.2014		

Activity description
-none-

Target groups
-none-

Target sectors
-none-

Which institutions/organisations were targeted?
Organisation type
-none-
Why have these institutions been chosen, and what is their relevance towards the project objectives?
-none-

Linked files
-No files-

[Link a file](#)

Schedule for DTF meetings and feedback

Three DTF group meetings are scheduled for the 6th, the 12th and the 24th month of the project. As implementation began in November 2013, the timetable below shows rough timing and results to be discussed:

Meeting	Timing	Indicative project results to discuss ¹
1st Meeting	April 2014	D17 – Article no. 1 D18 – Leaflet D19 – Poster D20 – Logo D21 – Newsletter no. 1 D23 – Website
2nd Meeting	October 2014	D9 – Business Advisors' Kit

¹ May be subject to change.



Meeting	Timing	Indicative project results to discuss ¹
3rd Meeting	October 2015	D12 – 1 st Pilot in Business Workshops D13 – Online Community D17 – Press Release no. 1 D18 – Newsletter no. 2 D11 – Adapted Learners’ Kit D12 – 2 nd Pilot in Business Workshops D14 – E-learning tools D17 – Article no. 2, press release no. 2 D21 – Newsletter no. 3 and 4 D22 – Final Conference D24 – Exploitation Strategy

Partners should provide recommendations and feedback to WP Leader responsible for the result via AdminProject within two weeks of each successfully concluded meeting.