



# **National report on Pilot Process Implementation Institute of Entrepreneurship Development (Greece)**

## 1. Preparation stage

### 1.1. Preparation/consultation of advisory committee

The initial step of the process of certification and the implementation of the pilot to the target groups and of the preparation phase was to find the most suitable professionals that were to make up the Advisory Board. These professionals were to have the experience and know-how needed to successfully and objectively evaluate all candidates. For this reason, the IED selected two members of the Advisory Board – Maria Kariki and Anastasios Vasiliadis, who are both highly skilled and competent professionals in the field.

### 1.2. Translation/local adaptation of the pilot

The IED translated all materials, resources, website and platform information to Greek to ensure that all potential target groups and beneficiaries in Greece could have access to the pilot process and take part, even if they are not English speaking individuals. The staff of the IED completed all necessary translations and adaptation of materials to ensure widest possible outreach throughout the country. These translations included all questions of the online test to Greece, the CV format and all informative materials and documents. A difficulty was observed primarily in the translation of the questions due to the number of questions that were to be translated but also the typology and language used, which cannot always be translated easily from English to another language. However, we consider that the materials that were translated were done so to the best of quality.

### 1.3. Involvement promotion/selection/recruitment

The project in general and the pilot process was made known by using a number of different means and channels of distribution and awareness raising. The IED uploaded announcements on its website on a regular basis informing potential candidates, target groups and beneficiaries on the project and the different steps of the certification process. In addition, it contacted institutions, organizations and authorities that had immediate reach to the target groups of disadvantaged women in remote areas. It sent emails and direct mail to these institutions, while also had one-to-one meetings with their representatives and relevant stakeholders.

As mentioned above, extensive actions of dissemination took place, so as to ensure for the dissemination of the methodology of certification and the attraction of potential candidates and participants. Specifically, the IED implemented the following actions for the dissemination of the certification process and the attraction of candidates and participants:

- a workshop, which took place in Ioannina on 23/02/2013 with multipliers for the exploitation of the Methodology of the certification of disadvantaged women in remote areas
- a workshop which took place in Athens on 24-25/08/2013 in relation to the dissemination of the pilot and the attraction of participants
- a workshop which took place in Ioannina on 27/11/2013 in relation to the dissemination of the pilot and the attraction of participants
- a workshop, which took place in Larisa on 05/12/2013 for the presentation of the pilot application and the attraction of participants

In addition, informal meetings and actions of dissemination have taken place throughout the entire duration of the project, to which representatives of institutions that acted as multipliers of the project took place.

#### 1.4. Information distribution/use of media/online system services

As mentioned above, the IED made use of a number of different means and media. It used its own website and the websites of partner institutions to upload announcements and information concerning the project and the pilot process, so as to reach out to potential target groups and beneficiaries. In addition, the IED sent out direct emails and mail to relevant stakeholders, while it also met directly with women of the target group through the implementation and materialization of national workshops to give these women an opportunity to come together and exchange their views and ideas and to also learn more about the project and how it could benefit them.

The IED uploaded announcements and press releases to its website and created 4 electronic informative press releases with the aim of disseminating the project and the process of certification so as to ensure for the best outreach of the project and highest possible participation.

#### 1.5. Preparation/pre-pilot support to pilot participants

In order to provide support to the pilot participants, the IED organized workshops where the participants could get together and learn more about the project, while also get to know the process of certification and be better prepared for the different steps of the process. In addition, skype calls and webinars were organized with some candidates who wanted to learn more and be more active. Through these calls and webinars the staff of the IED further explained the process of certification and provided the potential candidates with helpful tips and information.

The specific activities and workshops that were materialized included:

- On Sunday, December 1 2013, in the context of the project «**Certification of Disadvantaged Women in Remote Areas**», the first workshop was materialised in Larissa for the preparation of the participants in the Pilot Process of Certification - The first workshop related primarily to the presentation of the electronic platform and any technical issues that were necessary to explain to the participants so as to make the use of the platform easier.
- On Saturday, December 7 2013 in the context of the project «**Certification of Disadvantaged Women in Remote Areas**», a second workshop was materialised in Larissa for the preparation of the participants in the Pilot Process of Certification - The second workshop was implemented so as to acquaint the participants with the tools of certification and the overall process.
- The workshops were organised and materialised by the company SPIRITO, which has undertaken some actions of the project on behalf of the Institute of Entrepreneurship Development, with a focus on the preparation of the participants for the implementation of the pilot process of certification.

#### 1.6. Timespan for the preparation/recruitment stage



The overall process of preparation took some time as it was necessary to recruit the most effective and experienced members of the Advisory Board who were available at all steps of the process, to inform the public and build awareness on the key objectives and outcomes of the project, to inform and attract the potential candidates and to inform and prepare these candidates for the pilot process that they were to undergo.

### **1.7. Experiences from the preparation stage**

General feedback from the preparation stage indicated that the target groups were satisfied with the fact that the IED spent time to prepare them and offered assistance at all steps of the process. A lot of women indicated that the workshops and webinars that were implemented were very helpful in that they were better prepared on the process and were more confident to complete all steps.

In addition, it is important to note that the preparation phase of such a pilot should be given the uttermost attention. It is often misconception that the preparation stage does not take time and can be completed within 1 month. However, we believe that the preparation phase sets the foundation of the overall process and should be emphasized and paid attention to.

The most important observation that was made from the pilot process was the difficulty that most participants had in using the online platform. In addition, some women noted that they faced difficulty in understanding certain steps of the certification process, such as the Philosophy Statement.

## 2. Implementation stage

### 2.1. Stages in pilot implementation (introduction what stages and how you implemented in respective country)

The Institute has completed all stages of the pilot process with the candidates that indicated an interest and completed their applications. The total number of participants that actually went through all stages of the pilot process were 15. Only 2 of these women completed the entire process online through the platform, while 13 women completed the process through a series of workshops that were organized and implemented by an external associate. Specifically:

- On Wednesday, December 11 2013 the first workshop was organized and materialized in Larissa for the implementation of the Certification Process. The first group was composed of 6 individuals, which took place in the process at a level of C3, while the process took place offline and not through the electronic platform. The first step related to the completion of the curriculum vitae, which was distributed to all participants. The second step related to the Knowledge test, which all participants were expected to complete. The test was handed out to the participants.
- On Friday, December 13 2013 a second and the final workshops was materialized in Larissa for the implementation of the Certification process (the fourth workshop in total for this purpose). Eight persons in total participated in this workshop. These 8 participants completed the certification process at a level of C3, while the process once again took place offline and not using the electronic platform. The first stage related to the completion of the curriculum vitae, which was distributed to all participants. The second step related to the Knowledge test, which all participants were expected to complete. The test was handed out to the participants.

The workshops were organized and implemented by the external associate, SPIRITO, who has undertaken certain actions on behalf of the Institute of Entrepreneurship Development and specifically actions related to the preparation of participants and the implementation of the process of certification.

The data of the women that participated in the certification process will also be uploaded on the electronic platform and are provided below:

	C3	
	CV	COMPETENCE TEST
Vivi K.	X	X
Eleni X.	X	X
Gioalnta S.	X	X
Paraskeui A.	X	X
Eleni A.	X	X

Stefania G.	X	X
Eustathia G.	X	X
Anastasia K.	X	X
Argyru K.	X	X
Anna K.	X	X
Dimitra P.	X	X
Vasw S.	X	X
Konstantina T.	X	X
Konstantina G.	X	X
Katerina K.	X	X

Average age: 30 years of age

Total unemployed: 7 women

Total employed: 8 women

## 2.2. Stage 1 – CV (applies all levels) and minimum for undergoing certification

The submission of the CV was the first step of the process of certification and was required for all candidates that indicated an interest in participating and undergoing the certification process. We had a total of 15 CVs that were submitted and evaluated by the Advisory Board.

## 2.3. Stage 2 – Competency test (applies all levels) and minimum for undergoing certification

The competency test was also a requirement of the certification process and was completed by 15 candidates/participants. As explained above, who completed the test offline – in written form.

## 2.4. Stage 3 - Philosophy statement (applies to levels C1-2, B1-3, A1-2)

This step was not completed by the participants as they made it up to the C3 level.

## 2.5. Stage 4 – References (applies to levels C1, B1-3, A1-2)

This step was not completed by the participants as they made it up to the C3 level.

**2.6. Stage 5 – Online knowledge test (applies to levels B1-3, A1-2)**

This step was not completed by the participants as they made it up to the C3 level.

**2.7. Stage 6 – Case study (applies to levels B1-2, A1-2)**

This step was not completed by the participants as they made it up to the C3 level.

**2.8. Stage 7 – Presentation (applies to levels A1-2)**

This step was not completed by the participants as they made it up to the C3 level.

**2.9. Time span for the implementation**

The overall certification process took approximately 2 weeks to be completed.

**2.10. Number and characteristics of piloting persons**

The total number of applications received: 15

The total number of participants that completed the certification process: 15 (2 online and 13 offline)

**2.11. Experiences from the pilot implementation**

The target groups expressed their satisfaction on the pilot process and indicated that such initiatives should happen more often as they create opportunities for them and opportunities do not come along always. These women expressed their satisfaction with the materialization of the workshops as they helped them better understand the process and be better prepared.

The only issues that arose were those relating to the use of the electronic platform, which the specific target group was not familiar with and thus could not use and a technical problem that existed with the user accounts of the participants and the inability of the Institute to access the platform with the user information that was provided. However, all issues were overcome.

### 3. Reporting of pilot results

#### 3.1. Reporting to/from advisory committee

The IED worked very closely with the Advisory Board. Given that Anastasios Vasiliadis is the President of the IED he was in constant communication with Maria Kariki to ensure that the process of evaluation was the most effective and efficient. The two had face-to-face meetings together and often used Skype calls and teleconferencing to communicate their views, opinions and to discuss the process of certification and the evaluation of the candidates.

#### 3.2. Reporting to/from participating persons

The participants were asked to complete questionnaires to assess the overall process of certification, while the workshops that were implemented allowed them to express their views, provide feedback and generally offer their criticism of the process as they were directly involved in the process and were the best source of feedback. Communication took place primarily in the form of email to make it easier and faster, but also on the phone and face-to-face when necessary and when requested by the candidate.

#### 3.3. Reporting on progress/outcomes to project

The IED keeps files and reports of the project and activities implemented, while it also reports to the Coordinator on a constant basis, when required and requested by the Coordinator. In addition, the IED submitted all supporting documents and tasks for the Progress Report that was submitted to the National Agency in Poland. In the progress report, all activities, tasks and costs were claimed and presented.

#### 3.4. Time span for reporting

Reporting takes place on a regular basis, from the beginning of the project till the end. The IED always keeps track of all activities and events that take place, while provides any documents and reports to the Coordinator when required. This process is ongoing until the end of the project, where the final report will be input to the Final Content and Financial Report to be submitted to the National Agency.



### **3.5. Experiences from pilot reporting**

It was agreed by all staff and the Advisory Committee that the feedback of participants is crucial and very helpful as the feedback from participants is the best way to help improve the tools and processes developed. The candidates can offer their insight as they are directly involved in the process and can present with any problems or limitations they were faced with. Therefore, it is always necessary to receive feedback directly from participants involved. The feedback of the participants will help the IED and partners to improve the process and tools and ensure that in the future these are maximized to their full potential.

## 4. Recommendations/conclusions from the pilot

### 4.1. Recommendations and conclusions about the process of assessment

One recommendation concerning the process of assessment is that perhaps there could be more than 2 members in the Advisory Committee so as to ensure that all candidates are evaluated most objectively. In addition, it is advisable that all members of the Advisory Committee in all participating countries use the same evaluation sheets to ensure that all candidates in all countries are evaluated accordingly and fairly.

### 4.2. Recommendations and conclusions about the assessment content

Some participants emphasized the need for better preparation and emphasis on preparing the participants on online learning environments and the use of electronic platforms.

The contents of the certification were considered to be satisfactory, while some stages of the process required further explanations, such as the philosophy statement, which many participants found difficult to understand. In addition, the fact that the philosophy statement was a requirement for the women to continue the process of certification, this led to the women to not continue and complete all steps.

### 4.3. Recommendations and conclusions about target group selection

It would be advisable to perhaps reach out to a wider group of potential candidates and beneficiaries to give others the opportunity to participate in the process and provide their own overview and feedback. By expanding the target group and expanding the sample, the pilot process and results will be beneficial and helpful to develop a process and certification that can be institutionalized and implemented at EU level. Therefore, it is also necessary to widen the geographic outreach and scope and to engage more countries and relevant institutions and authorities.