

Minutes of kick-off transnational meeting in Barcelona under the Leonardo Da Vinci project “StartComEnt” on 10/10/2007

<i>DATE</i>	<i>TIME</i>	<i>PROGRAMME</i>	<i>REMARKS</i>
Thursday 10	09.30 -	1. Opening by CIREM	
	09.45	2. Project Monitoring- Financial	
	09.45-	Administration-	Presentation by NEA
	11.00	Topics under Consideration:	
		2.1. Theoretical & Conceptual framework justification	
		2.1. Tools construction- The draft questionnaire remains the final?	
		Coffee break	
		2.3. Interim Report	
	11.00 –	2.4. Quality Handbook (if necessary)	
	11.15		
	11.15 -	2.5. Minutes on Financial issues	
	13.30	Lunch	
		3. National Reports	
	3.1. Presentation by all partners of a summary deriving from each national report’ s writing		
13.30-15.00			
15.00-18.00			
	3.2. Discussion on problems which might have arisen from the data collection process	Presentation by CIREM, SEC, SFS, IF.O.TER, AEP, University of Limerick, KEK DAFNI	
	3.3. Probable alterations regarding contents and structure		
	3.4. Potentiality of topics covering		

The meeting began with the short presentation of each partner organization. Then NEA made a presentation of the deliverables under WP 1

WP1

Research Strategy Report (pending):

This report consists of:

- Model Suggestion (Research Methodology Strategy – working paper) From Limerick. Delayed.
- Informal Survey Stakeholders perspective regional level: The deliverable is pending.
- Tool for Research (*Questionnaire 1*) Responsible partner : Limerick. Delivered.
- Conceptual Framework (text) from Limerick. The deliverable is pending.

Closing date for Submission of the full report is the end of October

Question of VFS: Do we have a Synthesis Report from 7 countries or a comparative report with common conclusions? If the 2nd is valid we should discuss about the target groups again.

KEK DAFNI: We have to get some similarities, compare the results and get something out of it.

AEP: We need to have similar methodology.

UoL: Bill Caughran from UoL said that he had no feedback from the partners and he went further with the research tool by himself.

UoL: May I recommend something?

It was not what we agreed in the last meeting. What was agreed in the last meeting was research and advice and tool. We seem to be going away from that. Not from the initial ideas but they are not done in the right order. So, what we did was to research the type of questionnaire tools that we might use. We have looked at 27 companies and the reason we did that was that we had sent the staff to Mr. Christias and expected some feedback from the regions to say ‘you need to modify this tool so that we can use it similarly across to get the same information’. But we got no feedback on that, therefore we proceeded to apply the tool ourselves and fill the analysis. And this analysis can now be used, as a foundation for moving forward because, I am sure there will be some common elements. We did not focus at anyone sector, we just looked the trends, we looked what kind of educational background they have, what type of demographic profile they would have, support systems, what would their thoughts, needs, aspirations and ambitions for the future be and so one.

So what we have done is for our region in 2 different clusters made of 27 companies. What we thought would happen was that we would get a similar feedback from the regions and we would all do the same thing to identify and get a cross-regional profile. We wanted to do a cross-regional profile but this did not happen. That has not happened.

*Problems with the communication were noted, so it was agreed by all partners to send their email to everybody and communicate their messages even they address one partner to the rest of the partnership.

NEA: For the Interim Report we need the deliverables: 1. Questionnaire, 2. Model Suggestion, 3. Conceptual Framework.

VFA : Short texts about the deliverables in order to understand our work and be ok with the typical forms could be enough.

WP2

NEA presentation.

D.2.1 – D.2.7 National study and report: The state of the Art (7 national reports.)
General Structures for National Report :

- ❖ Maximum number of words: 7500
- ❖ Maximum number of pages: 15

CLOSING DATE AT THE END OF OCTOBER

Steps before start preparing the national report (WP2)

- Interview of 10 experts from different economic sectors with the use of the questionnaire 1.
- Gathering of official statistics data.

- **WP 2 (National Report)**

We have the national report with the statistical data.

UL: What experts are we talking about?

NEA: We have 2 steps.

First step is to have the official statistical data and abstracts of findings. And second step we use questionnaire 1, making some 10 experts' interviews from different economic sectors and use these findings to prepare the National Report.

UL: What do we want to find out from the experts? Who are these experts? What do we want to find out?

SEC: The national report is more statistical. What is the state of the art, e.g. in Denmark.

CIREM: Someone to summarize the homework we have to do? Because things are not clear for me. These experts? Please can you explain a little bit more?

VFA: I have the feeling we have 2 different things.

In National Report in the end we have part one,

We have also in WP 2 a 2nd part of the National Report concerning our survey. We should separate these from this general description of the state-of-the art.

SEC: In the National Report we need the statistical data (description) and in the 2nd part it is how we will give better advice, better answers to the entrepreneurs how they will succeed.

The questionnaire 1 is not the same for the survey for the 2nd part.

VFA: In WP1 we don't have any kind of survey and things like that. It is only methodology. So, WP 2 it is 2 things: 1) To give a description of the state-of-the art based on existing material, bibliographical, statistical data, 2) the survey using our questionnaire.

CIREM: We should follow the main structure and not discuss about each partner's report.

UoL: Cross-section interview from experts (6-8-12 or more)

*Practitioners or experts? -> Informal interview

That experts it is practitioners we want.

SFS: The questionnaire 1 will be used in WP 2? What we will do in WP 2 is to gather the statistical data for the national report and ask our regional experts.

VFA: It is a very good solution. My question is whether the other partners have the same possibility.

SEC: UL will deliver the questionnaire we will all contribute to and give some feedback. In WP 2 we deliver the national report and we make an interview with the experts.

VFA: The survey with the enterprises is WP 1.

UL: We should not use a survey for WP 2. We have data for WP 2. The statistical data and a profile from the experts.

CIREM: The deadline for this? At the end of October?

SEC: I would say the 1st part for the end of October and for the 2nd part two weeks. All the WP for the end of November?

NEA: No, no, at the end of November we have to send the Interim Report

EP: The 10th-15th of November? WP 2 have to be included in the report.

NEA: For WP 1 we have only the questionnaire.

VFA: Because I have been involved in the implementation of this point it is a step before finalizing our questionnaire. The experts' opinion, their input before designing the final questionnaire is the only thing we want. It is not WP1. WP 1 is concept, methodology. So, if we remain in this we have 3 parts of the national report: 1. statistical data, 2. experts' opinion, 3. survey. What is the difference between the survey and the experts' interview? It is not clear to me.

UL: The difference I see is that we need apart from successful entrepreneurs the opinion of experts who have met bad examples and can give some advice to the new entrepreneurs.

Welcome speech by the Jordi Garcia.

NEA: Some useful slides from SFS for the deliverables for WP 1 and WP2.

So, WP 1 is methodology.

SFS: The presentation of stakeholders' perspective is important. We have the questionnaire, the national report and the experts' interviews to discover better the regional situation on the background of the national data. 3rd part is the entrepreneur survey and this is the WP we have to follow till the middle of November.

(SFS HELP)

- **WP 1**

- Methodology Framework (UoL/sfs)
- Stakeholders Perspective (every partner)
- QUESTIONNAIRE (UoL)

- WP2: National Report (every partner)**

- Basic National Data (A)
- Regional Expert Interviews (B)
 - Regional situation
 - Preparing entrepreneur survey
 - Former co-operation (Workshops on the survey results etc.)
- Entrepreneur-Survey (C)

WP 3

NEA. Presentation of WP 3 deliverables

D.3.1 – D.3.7 National study and report based on the analysis of the interviews (enrichment of the 7 national reports of WP2).

The target group is the new entrepreneur.

UL responsible for:

- The questionnaire, referring to the effects of training in entrepreneurship (questionnaire 2), is needed.
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- Its methodology strategy (e.g. number of interviews) according to which the questionnaires will be formed and further analysis of the findings will be done. An initial preparation should start – expected deliverable on March 2008.

UL is responsible for the questionnaire, questionnaire number 2.

UL: What is questionnaire 2? Don' t we have questionnaire 1?

NEA: This is for WP 2.

SFS: We will use questionnaire 1 for WP2.

CIREM: This is a new questionnaire.

UL: What are the objectives of questionnaire2?

CIREM: 2 or 3?

VFA: In WP we have a different focus for the entrepreneurs. We give a new questionnaire for this different focus. We have a new focus we need a completely new questionnaire. We could adapt the existing questionnaire.

UL: I imagine the educational providers could give an answer to us for this. I would suggest that we identify the needs of the entrepreneurs. There are already some existing training programmes out there.

Limerick: We can get information from the experts and the interview we will make.

People who are dealing with entrepreneurs know very well what are their needs. We should not address directly the new entrepreneur. He knows if he covers A, B, C reasons to be a successful entrepreneur.

Suggest a structure (use Irish training programs' results to evaluate our programs)

- **End of November- a structure for WP 3 by Limerick**

WP 4

NEA presentation

- Limerick responsible for construction of questionnaire 3, (Delayed) tool for the realization of case studies .
- Methodology analysis indicators for 1st colloquium (Technical Document) SFS is responsible. Delayed.
- Seven colloquiums will take place in each partner's country (from 13 – 18 month).
- The 7 national reports on WP2 will be enriched with the finding of the case studies and the outcomes of the colloquiums.

After the discussion between the partners and according to the LdV proposal, SFS was the responsible for the methodology structure and not the University of Limerick.

So the expected deliverables are:

- Methodology structure from SFS to explain how we will use the case studies (regional, sectoral).
- Colloquium will take place in each country.

WP 5

Further discussion during the next meeting

- SEC to provide a plan for Colloquium 2 in close relation to WP 4- colloquium 1

WP 6- Final Report

WP 7- Project Management

- 3rd Partners' meeting in Denmark (April 2008)
- 4th Partners' meeting in Ireland (in the end of the project)

During the discussion the partnership nominated the members of the committee (Project Management Committee, Quality Manager, Technical Responsible, Exploitation Manger, Scientific Committee)

WP 8- Quality Management Plan and Internal-External Evaluation

According to NEA the overall acceptance of the Q.H is of great importance as it constitutes a basic operational tool.

- VFA will send a short questionnaire to all partners (it will be for the assessment of the meetings in the beginning and then for the assessment of communication, etc.).

External Evaluation : NEA will prepare the framework and call external evaluators for proposal submissions. NEA expects that at the end of November this process will be completed.

WP 9- Exploitation Plan

- Website- NEA presented a first version of the website
- Newsletters –(to be flexible with the contents of the newsletter)- to be sent as soon as possible
 - 1st newsletter- AEP responsible (“Partnership’ s presentation”
 - 2nd newsletter- IFOTER responsible (Female entrepreneurship)

DISSEMINATION EVENTS

- 1st Dissemination event in each partner's country for promotion of the project. **DELAYED.**
- 2nd Dissemination event in each partner's country for promotion of the project. (expecting on 22nd month)
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- NEA, CIREM, SEC, SFS, UoL, IFOTER, AEP are responsible for 1st Dissemination
- All the partners are responsible for the 2nd Dissemination.

NEA presentation

- Questionnaire, stakeholders' perspective. (End of October)
- For the National Report we have a structure, we will send it to all partners.

Part A is done.

- The survey will be done by the middle of November.

We can work on the methodology and the contents.

At this moment we should focus on Interim Report. At this Interim Report we have to show that we have done the maximum we should do. We are going to put in the Annex the 7 reports of the survey. If we have 5 reports, we will say that we have started and we will finish in 3 weeks, it will not be a big problem. We should deliberate ourselves because we need 7 reports or nothing. I would say to try altogether to be ready.

Can we have all email addresses because many new people have entered in?

TASKS FOR THE FOLLOWING MONTHS

- Financial information to be sent by the beginning of November (period of eligibility 01/11/2006-31/10/2007)
- All the presentations showed during the meeting to be sent to all partners (Limerick presentation- a) *about the survey- presentation of the questionnaire*, b) *entrepreneur survey (attitudes towards entrepreneurship- different evidences about genders, etc)*
- Presentation of National Report (SFS- Germany)- *based on the presentation of Christoph Kaletka during the kick –off meeting in Patras*
- Danish presentation about the policy changes in their business support systems having occurred between the kick-off and the 2nd meeting (*5 regional Business Link Centers- Advisers. They promote networking between entrepreneurs and experiences business people*)
- Methodology Framework (UoL/sfs)- WP1
- Stakeholders Perspective (every partner)- end of October-WP1
- National Report to be completed by the 15th of November-WP2 (1. statistical data, 2. experts' interview, 3. entrepreneurs' survey.)
- End of November- a structure for WP 3 by Limerick
- Methodology structure from SFS to explain how we will use the case studies (regional, sectoral).-within December-WP4
- SEC to provide a plan for Colloquium 2 in close relation to WP 4- colloquium 1-WP5
- VFA will send a short questionnaire to all partners for internal evaluation by the middle of November-WP8
- NEA will prepare the framework and call external evaluators for proposal submissions by the end of November-WP8
- 2 newsletters (Partnership presentation- AEP, Female entrepreneurship- IFOTER) by November 15th-WP9
- Website- NEA- as soon as possible