



## EUROPEAN COMMISSION

Executive Agency for Small and Medium-sized Enterprises (EASME)

Department A - COSME, H2020 SME and EMFF

**Unit A1 - COSME**

Contracting Authority: Executive Agency for Small and Medium-sized Enterprises (EASME)

EASME/COSME/2017/021 (GRO-SME-17-D-02) - "Peer-Learning activities in Entrepreneurship Education and in Women Entrepreneurship"

**First Progress Meeting 09/10/2018, Brussels, Belgium**

**TIME: 10.00 - 14:00**

**COV2 11/190 Place Rogier, Brussels**

### **Participants:**

- Representatives of European Commission, DG for Internal Market, Industry, Entrepreneurship and SME (DG GROW): Simone BALDASSARRI, Estelle BACCONNIER and of other DGs (DG EAC): Veronica MOBILIO, Maria PALLADINO
- European Training Foundation (ETF): Anthony GRIBBEN, Senior Specialist in Entrepreneurial Learning and Enterprise Skills - Strategic Project Leader, Operations Department, Olena BEKH, Specialist in Entrepreneurship and Enterprise skills, Operations Department
- Representatives of Executive Agency for Small and Medium-sized Enterprises (EASME): Magdalena KLEIM
- Representatives of Consortium partners and subcontractors:
  - empirica GmbH: Stefan LILISCHKIS, Tobias HÜSING;
  - Ernst & Young Special Business Services SCRL: Claudy te BOOME, Juraj HOSTAK;
  - Junior Achievement Europe: Caroline JENNER, Kristina VELKOVSKA-DIAS;
  - University of Wuppertal: Tobias BÜRGER;
  - European Schoolnet: Tommaso DALLA VECCHIA, Ioanna LEONTARAKI;

### **Objectives:**

As specified in the Article 1.10 of the Tender Specifications (p.19): **‘Planning, outputs and deliverables**

The contractor must provide the required deliverables, reports and documents in accordance with the conditions of the draft service contract. When requested in the contract those deliverables, reports and documents will accompany the invoices for payments.



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Each report will be submitted in 3 copies in paper version and in electronic format compatible with Word in English language.

### *Intermediate outputs and deliverables (1.10.1)*

**A Progress Report** after 3 months from the signature of the contract, which will include:

- a list of countries expressing an interest in participating at the level of public authorities (i.e. relevant ministries), including at least a main contact detail in each country;
- a mapping of potential invitees in each country that is eligible for participation in this initiative;
- a tentative programme for the first two Workshops (on Entrepreneurship Education and on Women Entrepreneurship);
- a proposal for the dates of, and potential participants in the first two Workshops;
- a detailed methodology to be applied in running the Workshops.

EASME will comment on the submitted document within 30 calendar days.'

During the 1<sup>st</sup> progress meeting the focus will be given to the issues that were discussed in the kick-off meeting and that need urgently to be clarified or solved:

- On preparing the **Women Entrepreneurship** workshops, the contractor was asked to seek additional expertise. In the kick-off meeting, it was agreed that the partner EY will clarify its expertise in women entrepreneurship and if necessary provide additional expertise. The contractor is asked to present this expertise: either within the consortium or by recurring to external experts.
- The EC also requested more information on who the leading **facilitators** of the Workshops will be, and on their specific expertise in using participatory techniques. It was discussed that if necessary or appropriate additional facilitators could be hired by the contractor. Please report on progress on this important issue.
- In the kick-off meeting the EC strongly advised to centralise the **travelling** and accommodation of participants through a travel agency. It was agreed that the contractor will explore how this could be achieved. Please report on the outcomes of that reflection with consortium partners.

**Timetable:**

<b>Time</b>	<b>Item</b>	<b>Lead</b>
10:00	Welcome, opening and introduction	EASME / DG GROW
10:10	<ol style="list-style-type: none"><li>1. Reporting on pending issues discussed in the kick-off meeting:<ul style="list-style-type: none"><li>- Ensuring additional expertise on women entrepreneurship;</li><li>- Clarifying who the leading facilitators will be, and reporting on the possible need of finding additional expertise in participatory leadership methods;</li><li>- Outcomes of partners' reflection about centralising the travelling and accommodation of participants</li></ul></li><li>2. List of countries interested in participating</li><li>3. Mapping of potential invitees in each country</li><li>4. Tentative programme for the first two Workshops</li><li>5. Proposal for the dates of, and potential participants in the first two Workshops</li><li>6. Detailed methodology to be applied in running the Workshops</li></ol>	Contractor / All  Discussion
13:30	Next steps and AOB	All/EASME