



ECOOPE

ENTREPRENEURIAL COOPERATIVE EXPERIENCE

KICK-OFF MEETING
PORTO | 15 - 16, MAY - 2017

KICK - OFF MEETING

The Kick-off meeting of the ECOOPE Project (224-G-GRO-PPA-16-9235) took place on May 15-16th, 2017 at the premises of the University of Porto in Porto (Portugal). The meeting was attended by the project coordinator and the beneficiaries.

The aim of the meeting was to get to know each other, in particular gaining insight into the expertise and experience of the project partners with regards to the development and implementation of entrepreneurship trainings and cooperatives.

Furthermore, the meeting aimed at providing all project partners with a detailed view on the ECOOPE objectives and expected results as well as with insight into the development and organization of the different work packages. The meeting also aimed at providing project partners with a common understanding of the project management systems, financial aspects and communication plan.

LOCATION: Faculdade de Engenharia | Universidade do Porto | Rua Dr. Roberto Frias, 4200 - 465 s/n | Porto, Portugal.



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●●● PARTICIPANTS:

BENEFICIARY	COMPLETE NAME
Fundación UCEIF	Kerstin Maier
Fundación UCEIF	Rafael Ruiz-Bada
Fundación UCEIF	Paula Capparelli
Fundación UCEIF	Gema Martínez
Universidad de Cantabria	María Herrero Gómez
Co-operative College Trust	Angela Colebrook
Euricse Istituto Europeo di Ricerca sull' Impresa Cooperativa e Sociale	Ilana Gotz
Lappeenrannan Teknillien Yliopisto	Minna Hämäläinen
PEEP Policy Experimentation and Evaluation Platform	Dana Redford
PEEP Policy Experimentation and Evaluation Platform	Cristina Soutinho
PEEP Policy Experimentation and Evaluation Platform	Christian Wolf
Universidade do Porto	João José Pinto Ferreira
Universidade do Porto	Nuno Soares
Universidade do Porto	Manuela Pinto
Valnalón Ciudad industrial Valle del Nalón	Javier Vallina
Valnalón Ciudad industrial Valle del Nalón	Amara Hinojal



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FROM LEFT TO RIGHT: Rafael Ruiz-Bada (Fundación UCEIF), Cristina Soutinho (PEEP), Nuno Soares (UPorto), Ilana Gotz (Euricse), Minna Hämäläinen (LUT), Angela Colebrook (Cooperative College), Dana Redford (PEEP), Amara Hinojal (Valnalón), Javier Vallina (Valnalón), Christian Wolf (PEEP), João José Pinto Ferreira (UPorto), Kerstin Maier (Fundación UCEIF) and María Herrero (Universidad de Cantabria).

PRESENTATION OF CONSORTIUM PARTNERS (May, 15th -2017 || 15:00 - 18:00h)

- Welcome by the Universidade do Porto representatives: introduction of the institution, their objectives and statistics and the main grades they develop.
- Individual presentation of the participants from each of the partner's organizations.
- Presentation of ECOOPE project (including its aims, activities, expected results, indicators and preliminary timetable) by Kerstin Maier.
- Presentation of each of the consortium partners organizations. Those included aims, activities and programs of each of the organizations so as to get a common understanding of each of the partners' expertise and experience related to the ECOOPE project.



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PRESENTATION AND REVIEW OF WORK PACKAGES (May, 16th -2017 || 9:00 - 18:00h)

The leader of each work package held a presentation of the objective, progress, methodology and results to achieve. After the presentations, the project partners engaged in brainstorming on the scope and implementation of each of the work packages, assignment of key persons, management procedures and timetable in order to achieve the main objectives of the project.

The session was divided in:

●●● WP3 | COOPERATIVE EVALUATION METHODOLOGY

The leader of WP3 is the partner Lappeenranta University of Technology (LUT). Minna Hämäläinen (expert researcher) presented this work package in representation of the LUT team. She explained the aim and activities of this WP as well as



Minna Hämäläinen | LUT

the research procedure and main studies and frameworks (EC 2016 Entrepreneurship Competence Framework, HEInnovate, MTEE-The Measurement Tool for Enterprise Education, ASTEE/ Octoskill, The Entrepreneurial Skills Pass (ESP), Entre Intention, LoopME, European Coop Campus Competence Framework etc.) that will serve as the basis for the ECOOPE evaluation methodology. She also explained the three

expected main outcomes of this WP: the Catalogue of Success indicators, the Digital Questionnaire for Self-assessment of entrepreneurship training courses dedicated to the cooperative business model, and the Manual on the ECOOPE Evaluation Tool. In the posterior discussion of the WP, we identified the key persons from the partners' organizations who will participate actively in the development of this WP and the timeline for this WP was specified.



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WP3 CONCLUSIONS:

The main working group for this WP will consist of **Elena Ruskovaara** (LUT), **Minna Hämäläinen** (LUT), **Dana Redford** (PEEP), **Christian Wolf** (PEEP), **Cristina Soutinho** (PEEP), **Kerstin Maier** (UCEIF), **Federico Gutiérrez Solana** (UC), **Ilana Gotz** (Euricse) and **Angela Colebrook** (C. College) with support of all of the consortium partners in the review of the draft papers.

The WP will be implemented from May-Sep.'17. A preliminary draft of the indicators will be sent by the WP leader to all project partners by end of July 2017 in order to facilitate the identification of best practices (WP4). The preliminary draft of the questionnaire (maximum 15-20 min required time effort for respondents) will be sent to all project partners by end of August 2017 and the validated final version of all deliverables will be available by end of September 2017.

●●● WP4 | BEST PRACTICE GUIDE

WP4 is dedicated to the elaboration of a best practice guide regarding entrepreneurial training programmes with focus on the cooperative business model. The leader of Workpackage 4 is PEEP | Policy Experimentation and Evaluation Platform. Christian Wolf (project manager) presented the objectives, results and the procedure to achieve the activities and deliverables of this WP in due time.

He explained in detail the different activities required for the implementation of this WP, namely the identification of best practices, the selection of best practices based on the ECOOPE evaluation tool, and the writing and editing of a Best Practice Guide on cooperative entrepreneurship trainings for Secondary and Higher Education Institutions in Europe.



Christian Wolf | PEEP



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WP4 CONCLUSIONS:

The main working group for this WP will consist of **Dana Redford** (PEEP), **Christian Wolf** (PEEP), **Cristina Soutinho** (PEEP), **Kerstin Maier** (UCEIF), **Paula Caparelli** (UCEIF), **Federico Gutiérrez Solana** (UC), **Ilana Gotz** (Euricse), **Angela Colebrook** (C. College), **Elena Ruskovaara** (LUT), **João José da Cunha** (UPorto) and **Javier Vallina** (Valnalón), with support of all of the consortium partners in the review of the draft deliverable.

The WP will be implemented from Jul.-Nov.'17 and a preliminary draft of the outcomes will be sent to the project partners by end of October 2017 by the WP leader.

In order to get a first idea on European best practices with regards to entrepreneurship training programs focused on the cooperative business model, it was decided that each partner will review existing training programs in two to three European countries. The table below shows the assignment of countries by partner:

PARTNER	COUNTRY #1	COUNTRY #2	COUNTRY #3
UC UCEIF	France	The Netherlands	
LUT	Finland	Sweden	
UPorto	Portugal	Luxembourg	Czechia
Euricse	Italy	Belgium	
PEEP	Germany	Denmark	
Valnalón	Spain	Poland	Greece
Cooperative College	United Kingdom	Ireland	

●●● WP5 | INNOVATIVE TRAINING MODEL - SECONDARY

This work package is dedicated to the development of a European cooperative entrepreneurship training model for secondary schools. The leader is the partner Valnalón | Ciudad Industrial Valle del Nalón. Javier Vallina (expert) and Amara Hinojal (expert) presented the main objective, outline, activities and timetable of this work package to the other project partners.

Javier explained in detail an outline for the activities and their corresponding time table required for the implementation of this workpackage:

- 1) Conception of the entrepreneurial cooperative experience for secondary school pupils
- 2) Preparatory Actions to set-up the Pilot Training
- 3) Implementation of the Pilot Training
- 4) Validation of the Training.



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He also presented an outline of the expected deliverables of this WP:

- 1) Course content
- 2) Training material
- 3) Training methodology



Javier Vallina and Amara Hinojal | Valnalón

WP5 CONCLUSIONS:

The main working group for this WP will consist of **Javier Vallina** (Valnalón), **Iván Diego** (Valnalón), **Cristina Soutinho** (PEEP), **Kerstin Maier** (Uceif), **Federico Gutiérrez Solana** (UC), **Ilana Gotz** (Euricse) and **Angela Colebrook** (C. College), with support of the entire consortium partners in the review of the draft deliverable.

The WP will be designed from Sep.-Nov.'17 and implemented from Dic.'17-Mar.'18. The training will be short-time (approximately 1 week), include the participation of pupils from different countries and involve a practical/ experiential learning expertise based on a real-world challenge posed by a cooperative. A draft of the training model and content will be sent to the project partners by end of November 2017 by the WP leader.

The implementation of the training will be dedicated to pupils aged 15-16 and will most probably take place in Asturias, Spain.



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●●● WP6 | INNOVATIVE TRAINING MODEL MODEL - HEIs

This WP is dedicated to the development of a European cooperative entrepreneurship training model for Higher Education Institutions. The leader of this work package is the partner Universidade do Porto | University of Porto. João José da Cunha (expert) presented the main objective and activities for the development and implementation of the training program developed in the framework of ECOOPE for university students.



He stressed the importance of designing a training model that can be replicated easily all over Europe, the possibility of making use of Erasmus exchange students to form international and multi-disciplinary student teams was discussed, and the importance of providing a model that responds to the need of increasing students employability and raising their awareness and skills on the cooperative business model.

WP6 CONCLUSIONS:

The main working group for this WP will consist of **João José da Cunha** (Uporto), **Nuno Dominguez** (Uporto), **Maria Manuela Gomes** (Uporto), **Kerstin Maier** (Uceif), **Federico Gutiérrez Solana** (UC), **Dana Redford** (PEEP), **Christian Wolf** (PEEP), **Ilana Gotz** (Euricse) and **Angela Colebrook** (C. College), with support of the entire consortium partners in the review of the draft deliverable.

The pilot training model will be designed from Sep.-Nov.'17 based on the results of WP 3 and WP4. The set-up of the pilot program will take place from Dic.'17-Jan.'18 and the delivery of the pilot training will be conducted between Feb.-Mar.'18. The training will include a preparatory training (approximately 1 week) and an intra-entrepreneurship internship



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(approximately 1 month) dedicated to the development of innovative entrepreneurial solutions to real cooperative innovation challenges by multi-disciplinary international student teams. A draft of the training model and content will be sent to the project partners by end of November 2017 by the WP leader.

The implementation will take place in several European cooperatives from different sectors and sizes for a total of 10-15 students from at least five different European countries.

●●● WP1 | PROJECT MANAGEMENT

The objective of this work package is the successful management and coordination of the projects consortiums efforts in conducting the required activities and delivering the expected outcomes on time and with the required quality. Universidad de Cantabria | University of Cantabria is leader of work package 1 together with Uceif Foundation. Kerstin Maier (Project Manager) explained the different communication and management channels (Slack and DataPrius) that will be used for this project in order to ensure adequate information sharing and internal communication.

She also stressed the importance of developing a joint ECOOPE DataBase including European studies, reports, key stakeholders and events. She highlighted the reporting requirements and explained the project quality assurance system.

The second part of the presentation of work package 1 was held by Maria Herrero (Financial Project Manager) and highlighted the financial and management issues that must be taken into account during the project by all project partners. Her presentation included a review of the budget, the status of the internal cooperation agreement, the reporting periods that are mandatory for both the coordinator and the European Commission, the deadlines to send



Kerstin Maier | Uceif



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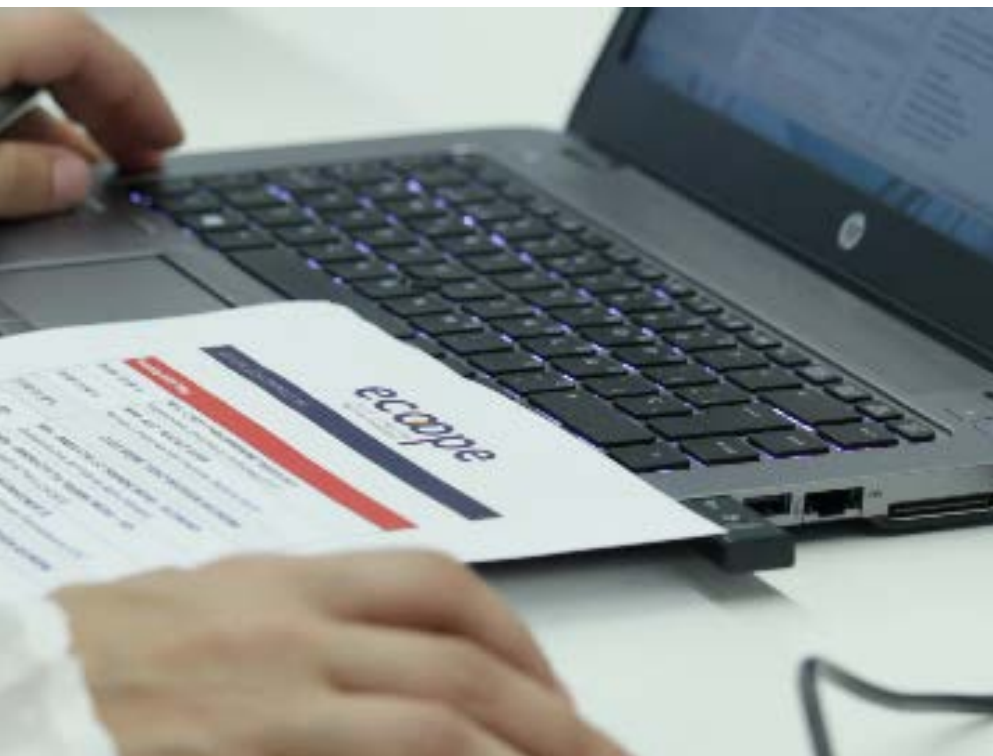
the financial and technical reports, the documents associated to each report, the status of the refinancing payment to the partners, review of the eligible and ineligible costs and finally a review of the documents they must preserve, send and use to complete the financial report.

WP1 CONCLUSIONS:

The main working group for this WP will consist of **Federico Gutiérrez Solana** (UC), **Juan José San Miguel** (UC), **Maria Herrera** (UC), **Kerstin Maier** (Uceif), and **Paula Capparelli** (Uceif), with support of the entire consortium.

This WP will be delivered throughout the project duration. It was decided that the internal project communication (Slack) and management system (DataPrius) will be set-up in May '17, that monthly conference calls be held for each of the work packages between the project leader and the WP leader, and that a conference call with all partners be held every three months. It was also decided that a preliminary draft of each of the deliverables will be shared with all project partners for revision at least 1 month prior to the deadline.

●●● WP2 and WP7 | COMMUNICATIONS and DISSEMINATION



Work packages 2 and 7 are dedicated to the external communication of the projects activities as well as to the dissemination of project results. Fundación Uceif | Uceif Foundation (CISE) is leader of both work packages. Paula Capparelli presented the communication and dissemination objectives, approach, activities and expected results.

She explained different communication channels that will be used for the project and highlighted the importance of making use of the partner organizations proper channels



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to further increase the communication impact of the project. The project website and its different sections were discussed in detail.

The communication team also used the meeting to record audiovisual content for the project by interviewing the project partners.

WP2 CONCLUSIONS:

The main working group for this WP will consist of **Federico Gutiérrez Solana** (UC), **Juan José San Miguel** (UC), **Maria Herrero** (UC), **Kerstin Maier** (Uceif), and **Paula Capparelli** (Uceif), with support of the entire consortium. This WP will be delivered throughout the project duration.

DECISIONS TAKEN DURING THE KICK-OFF MEETING

- The coordinator, Universidad de Cantabria, will generate a new consortium agreement including the sign of each beneficiary in the same document and including the articles that appears in the Internal Cooperation Agreement.
- The payment of the first payment (60% of pre-financing) will be done before the end of May 2017.
- UC will consult with the EC about the possibility for an extension of the project taking into account that the implementation of the pilot trainings should ideally take place in Feb-Mar. 2018 in order to not interfere with the academic calendar.
- All relevant information of the project will be shared through the Project Information System.
- Each of the WP leaders will be responsible for maintaining and updating the content and structure of their own WP folder. Access to the PIS will be given to all of the project partners by the project leader in the last week of May 2017.
- The communication tool “Slack” will be used for internal communication purposes of the project.
- Access to the ECOOPE Slack account will be given to all of the project partners by the project leader in the last week of May 2017.
- Drafts of the project deliverables will be sent to all project partners for review at least 1 month in advance of the deadline of the deliverable.
- Monthly conference calls between the project leader and the WP leaders will be established, as well as a video conference of all partners every three months in order to follow-up on the activities and results.
- Secondary Education for the purposes of this project includes lower and upper secondary education (pupils aged 12-19 years).



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- Uceif will coordinate with COOPILOT with regards to the identification of best practices in order to identify synergies.
- Co-College UK and Euricse will both participate in the quality assurance of WP 5 and WP 6 (pilot trainings for Secondary Schools and HEI).
- The core working group for WP3 and WP4 will consist of LUT; PEEP, UC, UCEIF with the support of Co-College UK and Euricse. They will maintain a video conference in the first week of June in order to specify the timetable and activities for both work packages. The other project partners will actively engage in the review of the draft deliverables of WP3 and WP4.
- The website will include a section dedicated to the project partners.
- The questionnaires of the evaluation tool will not exceed 15-20min response time.
- The pilot training for Secondary Education will be implemented for pupils aged 15-16 years.

THE KICK-OFF MEETING IN PICTURES



Nuno Soares
(UPorto), Cristina
Soutinho and Dana
Redford (PEEP)



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Angela Colebrook
(Co-operative
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Ilana Gotz (Euricse)
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