

# Appendices 1-2

## 1. SHORT GUIDE FOR GATHERING PRELIMINARY INFORMATION

Our intention with this short guide was to allow the ECOPE team members to start with the identification of existing entrepreneurial training programmes in Europe. As agreed in Porto’s kick-off meeting the countries were divided as follows:

UCEIF   CISE	France, Austria and the Netherlands
LUT	Finland, Norway and Sweden
PEEP	Germany, Denmark and Slovenia
UPorto	Portugal, Luxembourg and Czech Republic
Euricse	Italy and Belgium
Valnalón	Spain, Poland and Greece
Co-operative College	United Kingdom and Ireland

The identification process was divided in two phases:

### FIRST PHASE

The first phase (corresponding to A.12 in ECOPE’s implementation plan) consisted on a wider selection made by the partners in each of the countries assigned, fulfilling some specific questions based on the draft catalogue of success indicators for cooperative entrepreneurial training programs. This search could be done through the internet and through our contacts and platforms.

#### 1) Keywords

We suggested some keywords, search terms to help them find more easily the existing entrepreneurial training programs in Europe that could become part of our Good Practice Guide:

- Youth entrepreneurship and cooperatives
- Management of cooperative enterprises/businesses
- Start-up of cooperatives
- School cooperatives (in secondary schools)
- Cooperative club
- Young co-operators

We also considered that it would be interesting to have a special focus on European Union funded projects and initiatives, so we could also evaluate how the EU policies were being implemented. So, it was interesting to include the term “Europe” or “European” to our search.

## 2) Preliminary Questionnaire

You can find in Annex 1 the Preliminary Questionnaire we prepared. The idea was to fulfil one questionnaire per training program identified, and then register the information on a common document. A template was made available to all the partners through Google Drive, an excel document where each of us could update the data obtained. These data would then be consolidated and uploaded to our Datapius server so they could be shared and accessed online.

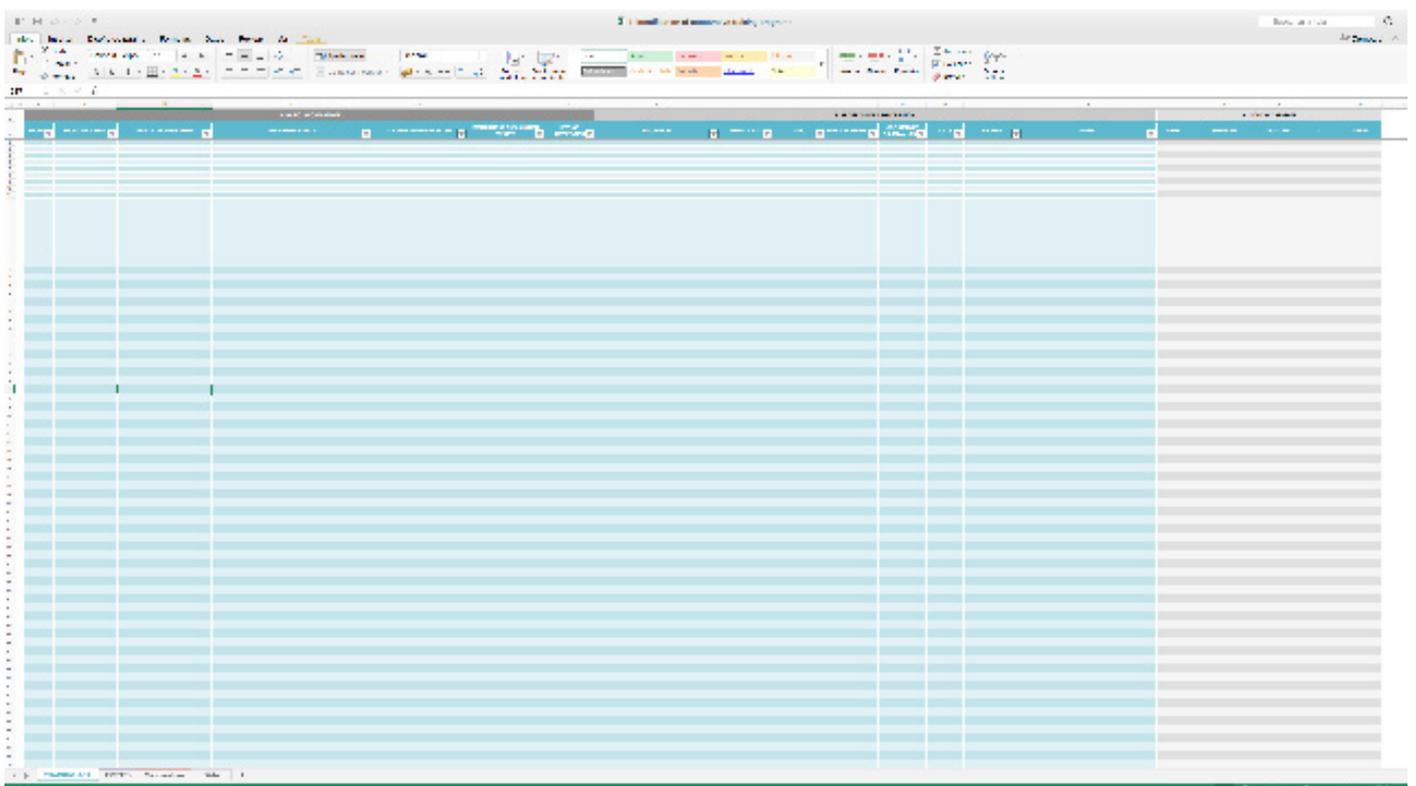
Although the idea was that each of us would fulfil these information sheets, we could also send the questionnaire to, for example, specific platforms that we considered interesting and could help disseminating the initiative. For doing that, the questionnaire was made available both on Microsoft Word format and as a Google Form document.

We also designed an easy communication strategy through our social networks to announce that we were implementing this search and trying to receive spontaneous candidates that could support the process and enrich it.

## SECOND PHASE

Once we received the first draft selection of good practices, PEEP started the second phase (corresponding to A.13 in ECOOPE's implementation plan). With the feedback of the data obtained, LUT was able to define even more accurately the final success indicators that PEEP would use to preselect the top 25% performing programs based on the success criteria defined, both qualitatively and quantitatively.

These top 25% programs were the ones that would receive the final evaluation form and participate in the interviews following the evaluation process designed by LUT. Analysing the data received and based on the definitive evaluation score list, PEEP selected the definitive good practices that would be part of the Good Practice Guide.



## 2. PRELIMINARY QUESTIONNAIRE

**A. BASIC INFORMATION**

1. TITLE OF THE PROGRAMME:

2. PROGRAMME WEBSITE:

3. IMPLEMENTING ORGANISATION:

4. IMPLEMENTING ORGANISATION WEBSITE:

5. EDUCATIONAL LEVEL THE PROGRAMME RESPONDS TO:

- LOWER SECONDARY EDUCATION
- HIGHER SECONDARY EDUCATION
- VOCATIONAL TRAINING
- UNIVERSITY EDUCATION
- ADULT EDUCATION
- OTHER

6. COUNTRY WHERE THE PROGRAMME IS IMPLEMENTED:

7. LEVEL OF INTERVENTION

- INTERNATIONAL
- NATIONAL
- REGIONAL
- LOCAL

**B. PROGRAMME'S DESCRIPTION**

8. SHORT DESCRIPTION OF THE PROGRAMME (i.e: programme objective, training, methodology, learning outcomes, activities...)

9. WHAT IS THE TARGET AUDIENCE OF THE PROGRAMME? (including number of students if possible)

10. TOPIC OF PROGRAMME:

11. MAIN FUNDING SOURCE:

**C. CONTACT PERSON**

12. NAME

13. POSITION

14. PHONE

15. EMAIL