

PROGRAMME: ERASMUS +

Field: KA2 - Cooperation for Innovation and the Exchange of Good Practices Strategic Partnerships for adult education

Project name: Partnership for Entrepreneurial Advance of Society In A Productive On Going Development (Peas in a Pod)

Project no. : 2016-1-RO01-KA204-024636

MEETING REPORT

1st Transnational Project Meeting

The 1st Transnational Meeting of PEAS IN A POD, Erasmus+ project was an event that brought together representative participants from 3 of the partner institutions involved in this strategic partnership.

Date	21.11.2016 - 25.11.2016	
Venue	Drobeta Turnu-Severin, Mehedinti County, Romania	
Objectives	<p>The main objectives of the 1st Transnational meeting of the partners from PEAS IN A POD project was for all partners to meet, become acquainted to the project and discuss potential issues and significant matters at hand concerning the materialisation of the project.</p> <p>We have used the meeting for planning the first nine months of the project, dividing tasks, establishing methods of communication; how to accomplish the activities and tasks of the project, to discuss monitoring of activities and reconfirm tasks for the next period.</p>	
Basis for discussion	<p>Powerpoint presentations</p> <p>Brainstorming</p> <p>Group work and pair-work activities</p>	
Attendance	Vania Ribeiro	Laborsano
	Jose Esteves	Laborsano
	Emilka Ganska	Xeración
	Francisco Sequeiro	Xeración
	Lavinia Curescu	Scientia Nemus
	Irina Spinu	Scientia Nemus

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	Eduard Cioaba	Scientia Nemus
	Mirela Balaci	Scientia Nemus

1. Preparation

Preparations for the 1st Transnational Meeting of the project Partnership for Entrepreneurial Advance of Society In A Productive Ongoing Development (Peas in a Pod), Erasmus+, project took place in November 2016: the lead beneficiary made practical arrangements, such as providing information on how to arrive etc.

Participants institutions made travel arrangements: booking flights, booking accommodation, prepare necessary information for the meeting.

2. Organization

	Day 1	Day 2	Day 3	Day 4	Day 5
09:00 -13:00	Getting to know each other	Transnational Workshops	Promotion	Technical Management	Technical Financial Management
13:00 - 15:00	Lunch	Lunch	Lunch	Lunch	Lunch
15:00 - 19:00	Project's Presentation	E-learning Platform	Dissemination	Financial Management	Project Report Meeting
19:00 - 20:00	Dinner	Dinner	Dinner	Dinner	Dinner

The working sessions included the official opening and closing of the meeting and roundtables focusing on discussing all priorities and agendas, such as development of the project and the best approach to it.

3. Matters Discussed and Decisions Reached for each activity

A1. Project management

The official opening of the 1st Transnational Meeting of PEAS IN A POD, Erasmus+ project was held at SCIENTIA NEMUS Association: Lavinia Curescu founding member of ASN and manager of the project welcomed all the partners and formally initiated the materialization of the project. After everyone introduced themselves, the main items in the agenda were covered.

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- *Presentation of all partner organizations:* ASN started with a short presentation of its profile, while all partners followed with brief presentations of their organizations, by using PowerPoint's slideshows or free speech. While presenting each organization, we have also discussed about the problems that we deal with in implementing our activities or in providing different types of services.
- *Project presentation:* Lavinia Curescu together with Technical Coordinator presented the project, including aspects related to the objectives of the project, deliverables, target group, results expected. They also gave a brief introduction concerning the documents needed to be developed, by also providing some examples to create a better understanding of all partners.
- *Organizational aspects.*
 - o When presenting the deliverables, tasks an issue was brought up on discussion, regarding the language of these deliverables. The issue was discussed and we all agreed that the working language will be English and each partner will be responsible for translating them to their language: Romanian, Czech, Portuguese, and Spanish. The partnership's working language will be English.
 - o Another aspect discussed was the one regarding the rescheduling the activities and reconfirming tasks from the project plan. The changes were a must since the project's duration was cut from 3 to 2 years.
 - o When rescheduling the activities an issue regarding the duration of each TM (5 working days+2 travel days) appeared. The partners present to the meeting decided to analyze the possibility of changing the duration of the TMs' taking into consideration that is very hard to allocate a human resource every 7 months to participate for 5 days at a meeting. ASN will discuss with the NA the possibility to change the duration of the meetings.

Technical and financial issues were discussed during the last 2 days of the Transnational Meeting

A2. Promotion and dissemination

Based on project's name (PEAS IN A POD), they were established three versions of project logo. It was decided that logo will be realized by a designer starting from our logos and concepts established: growth, partnership, development, harvest, initiative and entrepreneur. In terms of design of the logo it was decided the logo would have to have a clear color structure, simple shapes in order to make it easy to recognize, remember and reproduce. Another important criteria the logo will have to meet is scalability. In order for the logo to meet this criteria, the logo would have to be printable on a small scale and on a large scale.

All the information regarding the project will be created in order to be suited for dissemination on the partners' organizations Facebook Pages and also on the project's website. Given the determined profile of the direct and indirect target group of the project, the internet tools will be the main media to both inform the target group about the benefits and disseminate the results.

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In order to provide a clear identity for the project, the beneficiary will be purchase the domain for project's website (www.peasinapod.info). Also during the meeting the main structure or the content to be published has been determined. A one page website structure will be implemented with links to additional external content. The main sections of the website will be: home, about, news and team. The draft of project's website will be done and deployed by the end of December 2016.

At the end, all the participants established a dissemination plan for their organizations.

Project's Activity/sub activity	Dissemination's methods	Target group	Timing	Message	Evaluation	Responsibility of
Identifying participants for the workshop	Email newsletter	Past collaborators with interest and expertise	After Jan 1st	Informational regarding 4 topics	Number of 4 feedbacks received	of Romania
	Search in our network	People with knowledge in topics	3 months in advance of event	International experience	Interest Availability English level	Portugal
	Facebook publications	University business center Co-working hubs Social economy center	Jan 2017 (3 mo before event)	Info requirement	Level of response	of Spain
Transnational workshop	Website article and Facebook Video testimonials	Website and Facebook visitors	1 week before and 1 week after the event	Information Dissemination	Google and Facebook analytics	Romania
	Website Facebook Press release	Interested people in TC	2 months	Topic contents	N/A	Portugal
	Live meetings	Organization followers	During/right after activity	FB posts	Number of views	of Spain

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Identifying participants for the training courses	Flyers & email newsletter	Former participants	TC	After Jan 1st	Informational	Subscriptions and enrollment	Romania
	Open call Website Facebook	Potential entrepreneurs		2 months	Get to start your business	Participation form	Portugal
	Press release	University business center (students) COGAMI		1-2 months before	Info video	Number of candidates	Spain
Training course	Website articles Video testimonial	Potential group sustainability	target for s	Continuou s	Informational	Number of visitors Google Analytics	Romania
	Non formal education through website and social networks	Potential entrepreneurs		2 months	Topic knowledge	Questionnaire	Portugal
	FB publications	Organization followers		During and after	Fb posts Radio local press	No of views	Spain
Dissemination	Kit Website article	Regional and national NGOs		1 week before event Last 3 months of the project	Dissemination Promotional	Number of participants Evidence of distribution of kits	Romania
	Press release Video	Interested people in entrepreneurship Student Unemployed		Continuou s	Results of project	Number of views	Portugal
	tedx	Ferrol people		Last month	2 Invitation Fb events	No of people	Spain

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				AUG 2018	Radio/press		
Project conference	Website article TV spot Promotional materials	NGOs Civil Society		1 week before 1 week after event	Promotional Dissemination	Attendance Photos	Romania
	Press release News on Facebook website	Interested people in entrepreneurship Student Unemployed		1 day	Share experiences	Number of participants	Portugal
	During tedx	Ferrol people		Last 2 month AUG 2018	Invitation Fb events Radio/press	No of people	Spain
E-learning platform	Link on the website	Online participants	TC	1 month after the 1st workshop	Informational	Number of enlisted participants	Romania
	Website Facebook Word of mouth	People with business ideas and interested in entrepreneurship		All project	Self learning	Number of participants	Portugal
	Potential of the platform (ready one) FB adds	Future entrepreneurs Students People with fewer opportunities			Info	No participants	Spain

A3. Transnational Workshops

We considered crucial to start creating a common understanding of the concepts we are going to explore and spread during the project. It was important to share what we think about each of them in order to start planning the educational paths. Thus, we had brainstormed about the specific topics that should be tackle on each international workshop. So the sketches we agreed are the following:

- Organizational management:

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- Project circle
- Prototyping
- Relations with stakeholders
- Finding resources
- HR (Leadership, negotiation and motivation techniques)
- Analysis of concurrence
- Idea drafting
- SWOT analysis
- Methodology and strategically plan

Marketing

- Relation with customers (PR techniques, find the best instruments/tools to promote business)
- How to make a website/ecommerce?
- How to create a brand?
- The principles of storytelling
- Best practices
- Finding the market
- Analysis of product perception by the customers

Financial management

- Business plan
- Financial foreseen
- How to make realistic budgeting?
- Viability of business
- Financial analysis with indicators
- Accountability
- Cash flow
- Clients and providers list
- Taxes
- Fund raising (grants, crowd funding)

Entrepreneurship in European context

- What is entrepreneurship?
- European best practices
- Networking at European level
- Create a common link between young entrepreneurs
- European funding opportunities (ESF, Erasmus for Entrepreneurs, Youth guarantee)
- International growth

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- Social economy and cooperatives
- CSR

We decided that this is going to be the framework in where participant at the international workshops are going to work. We expect them to develop and detail them in specific contents to be used in the different local workshops

Participants profile:

Target Group (100 adults) - Training Courses

- Plus 18 years old;
- Interested in entrepreneurship / curious about;
- Facing social obstacles (It depends of each country situation):
 - Women;
 - Unemployed;
 - From rural area;
 - Representing national/ethnic minority;
 - Early graduated persons, with no job;
 - Under 30 years old, unemployed, not in education system.
- Without any obstacle:
 - Can work;
 - Maybe he/she is thinking opening some company;
 - Students;
 - With no financial commitment;
 - Probably without family or with someone who is working in family who can earn money;
 - Someone who is looking for a change in a professional life;
 - With a business idea;
 - Looking for potential partner.

We don't need any participant with social obstacles, in any case, if we have some participants with this obstacles it's perfect.

Short-term staff events (8 per organization) - Transnational Workshops

- Plus 18 years old;
- English skills;
- Organization staff;
- Businessmen / entrepreneurs;
- University students;
- Pax/teachers on start up programmes;

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- Persons with know-how:
- Staff from organizations or institutions working with unemployed.

To try motivate this trainers, after of each training course (the local events), they will receive a Europass certificate.

4. To-do list for next period

Action (WHAT)	Responsible (WHO)	Deadline (WHEN)
Infopack for the Organizational Management workshop - call for participants	ASN	30.11.2016
Agenda for the 1st workshop	ASN	30.11.2016 - draft 20.12.2016 - final version
Developing the communication plan	ASN	04.12.2016
Documents to prove the link between the participants to the 1 st Transnational Meetings and the beneficiary organizations (staff-whether on a professional or voluntary basis - or learners)	Xeracion Laborsano	15.12.2016
Template for Internal Report (quarterly report)	ASN	22.12.2016
Deciding upon E-learning Platform - research made by all parteners	All parteners	31.12.2016
Identifying participants for the first Transnational Workshop	ASN LOS Xeracion Laborsano	15.01.2017



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Sending 1st Internal Report with the description of activities implemented by each partner	Each partner will fill the report with information regarding their activities	31.01.2017
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6. Next meetings

Transnational meetings:

- 2nd Transnational Meeting –Czech Republic: Jul 2017 (in the second part of the month)
- 3rd Transnational Meeting - Portugal: January 2018
- 4th Transnational Meeting – Spain: August 2018

Transnational workshops:

- 1st Transnational Workshop – Romania – date: March 2017 (second half of March)
- 2nd Transnational Workshop – Czech Republic- date: May 2017 (first half of May)
- 3rd Transnational Workshop – Spain –date: October 2017
- 4th Transnational Workshop – Portugal–date: March 2018

7. Evaluation of the meeting

The objective of the evaluation was to provide feedback to the facilitators about the different aspects of the meeting and to improve future events.

The formal evaluation of the meeting was done with the help of a written evaluation form. The participants were given evaluation forms.

The results of the written evaluation of the meeting were the following:

Q1. Preparatory work

Q1.1. Was sufficient information supplied before the meeting?

Answers: 100% replied YES, 0% replied NO

Q1.2. Was the work load prior to the meeting acceptable?

Answers: 100%replied YES, 0% replied NO

Q1.3. Did you achieve the tasks you were supposed to deliver before the meeting?

Answers: 100%replied YES, 0% replied NO

Q2. The meeting itself

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Q2.1. Did the meeting give adequate time to introductions and finding out the background of the partners?

Answers: 100%replied YES, 0% replied NO

Q2.2. Are you satisfied that you were able to contribute to the discussion and decision-making?

Answers: 85.72%replied YES, 14.28% replied NO

Q2.3. Did the meeting adhere to the agenda and were any changes discussed?

Answers: 100%replied YES, 0% replied NO

Q2.4. Were the goals of the meeting achieved?

Answers: 100%replied YES, 0% replied NO

Q2.5. Are some goals not met?

Answers: 14.28%replied YES, 100% replied NO

Q3. Other factors

Q3.1. Was the working environment satisfactory?

Answers: 100%replied YES, 0% replied NO

Q3.2. Were the accommodation, food and the social element satisfactory?

Answers: 42.84%replied YES, 0% replied NO, 57.16% - NA

Q3.3. We now know each other well (professionally)

Answers: 100%replied YES, 0% replied NO

Q4. Follow-up

Q4.1. There is a clear and reasonable timetable in place

Answers: 100%replied YES, 0% replied NO

Q4.2. I understand my role in the project

Answers: 100%replied YES, 0% replied NO