



Blended-learning international
entrepreneurship skills programme

MINUTES OF BLUES KICK-OFF MEETING – CISE, Santander
(Nov 27-28, 2017)

The Kick-off meeting took place at the premises of the University of Cantabria in Santander from November 27 to 28, 2017. All of the partner organizations were represented in the meeting. The aim of the meeting was to define each of the work packages, and to get to know the entrepreneurship education and support programs of each of the partner organizations, along with the particular expertise of the involved persons in the program. Particular emphasis was on specifying the project management and communication tools, as well as on specifying the detailed work-plan of work-package 3 "Design of the BLUES methodology".



Attendance List

	PARTNER	NAME	ROLE	EMAIL	PHONE NUMBER
1	University Cantabria (UC)	Gemma Castro	Project Manager	gemma.castro@unican.es	(+34) 942 201 038
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10	Lappenraanta University of Technology (LUT)	Lea Oksanen	Quality Assurance	Lea.oksanen@lut.fi	
11	University NOVA Lisboa (UNL)	Lara Ligeiro	Face-to-face training manager	lligeiro@unl.pt	(+35) 1 213 715 600
12	University Ljubljana (UL)	Andrej Udovc	BLUES Methodology Design	Andrej.udovc@bf.uni-lj.si	
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16	Chamber Commerce Terni (CCIAA)	Giuliana Piandoro	Quality Assurance	giuliana.piandoro@tr.camcom.it	
17	Chamber Commerce Slovenia (CCIS)	Tina Janus	Quality Assurance	tina.janus@gzs.si	(+38) 641501101
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1st day, Nov 27

PART I: INTRODUCTION

1. Welcome from University of Cantabria

Jesús Ángel Glez – UC - Vice-Rectorate for Internationalisation and Co-operation



J.A. Glez presented the University of Cantabria:

- Created in 1972 - Ranked among the top 10 Spanish Unit (out of 81) in proportional terms.
- Ranked in the top 150-200 Universities in the world in Physics (Shanghai ranking).
- UC Research centres and institutes IH, IBBTEC, IFCA
- CCI Cantabria International Campus
- Internationalisation - all UC students need to have a B2 level of English when they graduate
- Cornell University agreement
- The third university in Spain that proportionally sends more exchange students to American universities. (only after Carlos III and Pompeu Fabra)

2. SANTANDER INTERNATIONAL ENTREPRENEURSHIP CENTRE (CISE)

Federico Gutiérrez-Solana Salcedo – CISE – Director



F. Gutiérrez-Solana gave an overview on CISE:

- Relationship between CISE and UC
- CISE was born in 2012 through an agreement of the Government of Cantabria, the University of Cantabria and Banco Santander
- Four strategic key areas: awareness-raising, training, acceleration and research
- Distinctive characteristics of CISE: design and management of replicable and scalable programs implemented in collaboration with public and private partners (YUZZ in 52 centers in Spain, Portugal and Argentina; e2 in 5 universities in 3 different autonomous Spanish communities)
- Characteristics of the awareness-raising programs, such as e2: Students selection > workshops and sessions > team building > generating business ideas > project presentation. Young talent + business experience = Innovative projects

3. PROJECT OVERVIEW

Kerstin Maier – CISE – International Program Manager



K.Maier provided an overview on the Erasmus+ BLUES project:

- €274,590 total Erasmus+ funding
- Managed by SEPIE, the National Erasmus+ Agency
- 28 months of duration, from Oct.17-Jan.20

Brief introduction of project partners:

- Iván Sarmiento and Sergio Martínez (UC): E-learning support unit - transforming the traditional education to the blended learning environment. MOOCs > over 20 diff. courses with over 40 editions.
- Simone Poledrini - UniPG - entrepreneurship and innovation - WP6 - validation of methodology and tools.
- Giulia Briotti - Chamber of Commerce of Terni - they will give business context for the design and implementation of BLUES methodology
- Giuliana Piandoro - General Director of the Chamber of Commerce of Terni
- Lea Oksanen - LUT Teacher in Business school - participate in hands-on teaching, cooperative learning environments. Producing the academic and research data.
- Andrej Udovc - UL – Agricultural economist, one of his topics of interest is cooperatives. He chairs the Management Board of Social Entrepreneurship Centre of the University of Ljubljana.

- Tina Janus - Chamber of Commerce of Slovenia – they will provide input on employers and entrepreneurs needs for the design and implementation of BLUES and select business mentors
- Lara Ligeiro - UNL – Director of Entrepreneurship Center – WP5- F2F training materials.
- Catarina Casadinho - Madan Park – they will provide insight into skills that young entrepreneurs need and are going to recruit 5 business mentors for the BLUES implementation.
- Adela Sánchez - Confederation of Business owners – they will provide insight into skills required by business of young university talent and will select business owners in Cantabria for the implementation of BLUES.
- Diego Soto and Laura Argüeso: CISE Communication Team – in charge of the dissemination of the project.

Presentation of project objectives by K. Maier:

- Develop key skills: entrepreneurial, digital and language skills
- Improve students employability by developing their key skills required by the labor market (as entrepreneur or employee)
- Contribute to local economic growth by training young talent in skills that are needed to start and grow competitive and socially responsible businesses

Presentation of intellectual outputs of the project by K. Maier:

- BLUES Methodology
- Digital entrepreneurship education materials
- Face-to-face entrepreneurship education materials

Note: Quality of the project will be assessed on the basis of the intellectual outputs! If the intellectual outputs are considered to be of insufficient quality by the National Erasmus+ Agency, the consortium might not receive the total funding.

3. PRESENTATION OF CONSORTIUM PARTNERS

SOCIAL ENTREPRENEURSHIP CENTRE - UNIVERSITY OF LJUBLJANA

Andrej Udovc – UL - President Steering Committee Social Entrepreneurship Center



A.Udovc gave an overview on the University of Ljubljana and their entrepreneurship education and support programs:

- Among the 500 universities in the world according to the Shanghai ranking
- Biggest research institution in Slovenia
- Social entrepreneurship Centre: brings together 6 faculties: Biotechnical, Economics, Social Sciences, Social work, Administration and Education and connects the people from different faculties regarding social entrepreneurship with the ultimate aim of promoting social entrepreneurship within the University of Ljubljana and within society.
- Research team: the key person is Tomas Dezelan who hasn't been able to be here today: New modes of governance and youth, gender and civil society, and Marko Radovan (expert in e-learning - intellectual outputs) - Judith Peterlin - social innovation and moment learning. Alenka Slavec - psychology - Andrej (cooperatives) and Dolores Kores (an actual social entrepreneur).

NOVA EMPREENDEDORISMO - University NOVA Lisbon (UNL)

Lara Ligeiro –UNL – Entrepreneurship Office Director



L.Ligeiro presented UNL with particular emphasis on their entrepreneurship support programs and activities:

- 9 schools
- Rankings
- "Starters academy" - started 8 yrs ago: 40/50 students per year from all schools. They have 12 sessions of design thinking, business model canvas, they invite companies to deliver the training. They have 5 visits to different startups and incubators. 10 multidisciplinary teams involving students from at least two schools.
- *Nova idea* competition - deliver a business plan and a pitch to the jury for 5 minutes. Cases of success: Crowd process - the best finch in Europe at the Money 20/20 conference, Seabookings, Parqly - won the Big Smart Cities competition in Portugal
- *Nova social up*: activities regarding social entrepreneurship. Social Challenge - they invite NGOs, they pose a problem and the students have to solve them.
- *PLUGGED IN NOVA*: Discounts on consulting services, legal support and accounting, mentoring.
- EUROPEAN INNOVATION ACADEMY - Estonian programme: 3 wks of intensive training - 500 students expected this year, 35 speakers, in 3 weeks they will develop the idea.

TECHNOLOGY UNIVERSITY LAPPEERANTA (LUT)

Lea Oksanen –LUT – Entrepreneurship research & training expert



L. Oksanen presented LUT:

- The University likes to think of itself as a TRAILBLAZER: "lead the way, never follow".
- LUT has no vision or mission, but they have these questions imbedded in their way of working: key questions. We are here to be the difference-makers, to be the trailblazers.
- New curriculum built. Entrepreneurship is going to be embedded in the structure of the university. Also in lower education levels.
- University started in 1960s. Close to the Russian border. They've done a lot of research in 4 sectors: renewable energy systems, sustainable environment (recycling, avoiding waste), LBM business and management school. All connected with IT, Engineering. Cross-sectional studies about Russia.
- Small uni: 5.000 students. 1/4 of foreign students. 77 languages spoken!
- LUT is among the first 500 universities in the energy and sustainable energy universities in the world.
- LUT TEAM: Dr. Timo Pihkala: long history on entrepreneurship education. Elena Ruskovaara - strong background in entrepreneurial studies, learning methodology and collecting the data of how we assess the outcome of entrepreneurial education. Minna Hamalainen: Member of the LUT Entrepreneurship team.

UNIVERSITY OF PERUGIA (UPIG)

Simone Poledrini – Assistant Professor Innovation & Management



S.Poledrini presented UPIG:

- Medium-sized Italian university dates back from 1308.
- In Italy it is quite unusual to have entrepreneurship as a separate course. Normally, entrepreneurship is embedded into management and innovation.
- No blended learning background, they can provide or bring their angle about what the university will need to change perspective: how they can get the new tools closer for traditional/old school professors.
- Team: Antonio Picciotti - focuses on Social entrepreneurship, Francesco Rizzi - focuses on family business entrepreneurship, Simone Poledrini, focuses on innovation management and social enterprise

CEOE-CEPYME CANTABRIA (CEOE CEPYME)

Adela Sánchez – European Enterprise Network Manager at CEOE-CEPYME



A.Sánchez provided an overview on CEOE-CEPYMEs mission and activities in Cantabria:

- Private non-profit foundation established in 1977. Main representative institution of the business community in the region of Cantabria.
- Part of CEOE CEPYME Spain (Business Europe → The confederation of European Entrepreneurs).
- Goals: generate economic growth and create employment + create business competitiveness.
- Services: EEN - European Enterprise Network
- Companies are demanding a new model of education, with new competences, many of them related to those typical of entrepreneurs.
- Promote intra-entrepreneurship too.
- They are part of the Open Line Project and also cooperate with the Spanish Ministry of Foreign Affairs and Cooperation (promoting education activities in Europe)
- They have created an International Commission, a forum of meeting and debate for important exporting companies of Cantabria.

- Services for growth-oriented SMEs: international partnerships, advice for international growth and support for business innovation.
- She's the Project Manager in CEOE Cantabria of EEN, the most important network at the global level, it is active in over 60 countries worldwide: 3000 experts and more than 600 members.

CHAMBER OF COMMERCE AND INDUSTRY OF SLOVENIA (CCIS)

Tina Janus – Project Manager



T. Janus presented CCIS and their entrepreneurship support activities and programs:

- Founded 160 years ago - 7000 members.
- Involved in projects related to research and development, business and entrepreneurship, internationalization.
- Entrepreneurship education and support activities: Cross-border programme Austria-Slovenia, Transharmon: Cross-border programme Slovenia-Italy, Green - Entrepreneurship and Innovation programme (EIP)
- Export School: training on how to export for Slovenian companies.
- Universities-businesses collaboration activities: Adriatic Cross-border cooperation (ADRIATinn), SLO INNO BOOST: R2B meetings - business meetings between companies and researches to initiate new business/research connections and new research projects. Connecting young companies with mature innovative companies.

MADAN TECHNOLOGY PARK (MADAN)

Catarina Casadinho – European Project Manager



C. Casadinho gave an overview on MADAN and their involvement in European-funded projects:

- They are the interface between academia and business
- They are an ICT cluster (70% of their companies are ICT-based)
- Promotion of NTBFs (New Technologies based Firms)
- Priorities within the current RIS3
- Access to network partners (national and international)
- Identify potential customers
- Funding opportunities EYE (Erasmus for young entrepreneurs, Erasmus...)
- 52 companies
- Running 15 EU funded projects currently
- 2 training courses regarding social entrepreneurship
- IASP, EYE
- External recognition

CHAMBER OF COMMERCE AND INDUSTRY TERNI (CCIT)

Giulia Briotti & Giuliana Piandoro –Project Manager & Director



G.Briotti presented CCIT:

- Delivering public services to businesses (including National Company Register - compulsory registration for all companies), part of a network of 102 chambers of commerce
- 2018: They'll become bigger by joining Umbria Chamber of Commerce
- CCT: 22000 companies registered
- Goal: enhance the local economy and represent businesses, creating favorable conditions for sustainable development and growth. Business consultancy and advise. DIGITALISATION, internationalisation.
- 92% of micro-companies - their core business.
- Entrepreneurship education:
- "Alternating school-work": Current national programme to develop entrepreneurial skills in students and teachers, they have business mentors that go to the classrooms and talk to them and they make a "simulated company".
- Integrated services for new entrepreneurs: Support in business idea, profitability, business plan creation, credit access, etc.
- Growing up entrepreneurs: they have opened the project to people over 30 years old.
- Growing up digital: Unioncamere + Google - to improve their presence on the internet
- EU projects area: UINNO project to enhance self-employability

Part II – WORK PACKAGES PRESENTATIONS

WP1 - PROJECT MANAGEMENT OVERVIEW

Leader CISE – presented by Kerstin Maier



K. Maier presented the goal of WP1: to ensure correct project implementation at all times.

K. Maier presented the BLUES work-packages:

- WP1 and WP2 are transversal; they will be implemented throughout the project.
- WP3: Led by UL + UP - basis for the rest of the packages - all partners involved. Timeline: starting next month - supposed to be finished by March 18
- WP4: digital training material - UC + UL (April to September 2018)
- WP5: Face-to-face training itinerary and materials - Led by UNL + UP and also use the expertise of the University of Perugia (Apr-Sep 18)
- WP6: Multi-stakeholder Validation - Led by UP + UNL (Staff training activity: to get students, teachers, researchers and business owners together to review the methodology and training materials and to plan the pilot programmes (between Sep and Oct 18).
- WP7: BLUES Pilot Course 4 HEI (UL, UNL, UNIGP, UC)
- WP8: Dissemination of intellectual outputs (multiplier events in Slovenia, Italy and Portugal (at least 40 participants each to sign the attendance list) + International event in Santander.

K. Maier gave an overview on the BLUES project management:

- Internal communication: Monthly skype conversations with the WP leaders and conference calls as required.
- Information management system: each WP leader organizes their folder
- New structure and distribution WPs because one funding was cut out. Re-distribution of tasks WP3/4 + WP6
- Budget: WP1 has been divided so that each partner has a little extra funding.
- Reporting: every 6 months, interim report (Jan 2019) will be evaluated by the Erasmus+ agency, final report (Jan 2020)
- Quality Assurance process: European Advisory Board - the idea is to have 5 external experts from different European countries to evaluate the IO. Each partner can suggest 1 or 2 experts in digital education, startups, entrepreneurship education, etc. so that they can go to Lisbon (ideally for free, but if it's not possible, we can use some of the budget).

IMPORTANT NOTES:

- ➔ The intellectual outputs quality is what will be assessed by Erasmus+ as final results of the project. If the quality of one of the intellectual outputs is considered insufficient by Erasmus+, the resulting reduction of funding will have to be paid proportionally among the partners involved in this intellectual output.
- ➔ Keep records and receipts just in case, although it is not supposed to be needed
- ➔ Project agreement between UC and SEPIE is signed. As soon as the other agreement is signed CISE/UCEIF can send the first pre-payment to the partners

DISCUSSION POINTS / AGREEMENTS:

It was agreed among all present Project members that:

- All ppt presentations (project overview) will be uploaded on the Project Information System so that all partners can consult them whenever necessary.
- The Project Information System & Communication Tools that will be used for the project are:
 1. SLACK for internal communication
 2. Microsoft SharePoint for document sharing, storage and management due to its safety from the privacy point of view because it will be hosted by UC
- All partners confirmed their approval of the proposed timetable for the project implementation
- The modification of the location of the next project meeting was discussed and it was decided that it should take place in Ljubljana instead of Lisbon so that all of UL project team members can participate and present their work (first draft) on WP3. CISE will send a doodle to select 2 days in the first half of April, and will communicate the change of location to the National Erasmus+ Agency.

TO BE DONE/ PENDING:

- It was agreed that all partners will confirm the involvement of the specific persons in each of the work-packages so that the WP leaders can organize their activities accordingly.
- The transfer of the 1st pre-financing payment (20%) will be done upon receipt of the signed partner agreements
- It was agreed that in order to constitute the European Advisory Board, each partner will make a suggestion of 1-2 external experts in entrepreneurship education, start-up acceleration, business management, blended learning, etc. CISE will prepare a brochure (ToR) to facilitate the contacting of experts. It was also established that the preliminary idea is to achieve that the experts provide their services for free. In case that the experts are not willing to engage in the project for free, corresponding fees will have to be paid by the project partners out of their project management budget line.
- It was decided that the selection of a specific date for the multi-stakeholder validation activity to be held in Lisbon tentatively in October 2018 would be selected in the next transnational project meeting when the project members will have a clearer view on the project advances.

WP2 – COMMUNICATION

Leader CISE – presented by Diego Soto and Laura Argüeso



D.Soto and L. Argüeso presented the objectives of WP2: to reach as many students and university key stakeholders as possible so that they can get to know the BLUES methodology and the training materials, with the ultimate aim of achieving the use of BLUES outputs by as many key stakeholders as possible (ambitious success indicators: 5,000 followers on social networks/ insights into website and minimum 500 downloads/ views of intellectual outputs).

L. Argüeso and D. Soto presented the activities of WP2:

- Origin of the name BLUES – explanation of logo
- Website outline presentation: **eblues.eu**
- Press releases around project milestones
- Updated website and social media content (including downloadables - during the second phase of the project mainly). – Please share and comment.
- Bi-annual newsletters (partners will also be asked to translate into local languages)
- Support in the lay-out of the training materials.
- Challenges of the Communication WP:
 1. During the first phase of the project there will be no materials available so it's more difficult to engage people
 2. Part of our work is related to other WPs, so it would be really helpful if deadlines are followed throughout the project.
- No social media profiles yet, but we can start using the hashtag: **#ebluesprogramme** to mention the project and those mentions will be incorporated to the profiles later on.

DISCUSSION POINTS/ AGREEMENTS:

- It was discussed if the project website and social media channels will be available in other languages than English. – It was agreed that the website will be available only in English language since BLUES experience is about being able to communicate in English, with a link to the partners' websites in the consortium profile part of the web. For social media channels, we will analyze the possibility of having an application that automatically translates posts into the national language, as suggested by Catarina Casadinho. For other project communication material such as the newsletters, we will analyze feasibility of having several languages.
- Project partners discussed the importance of having the BLUES methodology in local languages. Project partners confirmed that their willingness to translate the methodology into their local language.
- It was agreed upon that the two main key stakeholder groups for communication are: Students and Teachers/ Professors. Different communication approaches will be applied during the different stages of the project related to each of the key stakeholder groups.

TO BE DONE/ PENDING:

- CISE will be sending partners a brief communication manual with the necessary guidelines to use the brand identity material: Deadline December 2017.
- Catarina Casadinho will provide information on an application that automatically translates posts into the local language; **she will come back to the Communication team after having checked.**

2nd day: Nov 28

WP3 – BLUES METHODOLOGY DESIGN

Leader UNIVERSITY OF LJUBLJANA (UL) – presented by Andrej Udovc



A. Udovc gave an overview on WP3:

- UL has expertise in designing curricular and non-curricular entrepreneurship education programmes.
- WP3 is co-lead by UNIPG (entrepreneurship education research, innovation and management) and digital learning experts.

A. Udovc presented the activities of WP3:

- 1st part: Evidence-based research: analysis of existing blended-learning, instructional methods and key success factors focused on skills acquisition. Analysis of university-business cooperation and multi-stakeholder involvement in entrepreneurship education programmes in HE.
- Note: This part was another WP (the best practice one) which was not funded, so we have included it here because it is important. Assessment strategies of learning outcomes, QA and monitoring schemes.
- 2nd part: Course design itself.

A. Udovc presented the deliverables of WP3:

- Set of manuals, guides, online tutorials, and multi-media content on the course methodology as well as guidance on how to implement the program at HEIs.
- Note: Draft deliverables must be approved by EAB before being finalized (EAB will revise the draft and give SL feedback and they will adapt the draft deliverable according to the feedback).
- Blended-learning course curricula and syllabus with a focus on skills, pedagogical strategies and instructional methods.

- Expected results of WP3:
Are we going in the direction of training the trainers who will then be able to multiply this on their courses? To actually develop additional guidelines for end-users. [It makes sense that the Lisbon activity is used more like a "train the trainer" activity and we could send more teachers].
- Timeline: Main activities of WP3 will be developed from Nov 17 to Apr 18.
- Workplan: UL will set-up a working group with UIPG for the development of the activities of the WP. They will engage all project partners for the first activity of research on existing entrepreneurship programs and their success factors.

DISCUSSION POINTS / AGREEMENTS:

- Learning plans: It was agreed upon that the **BLUES methodology to be developed within this project will emphasis on pedagogical approaches, technology-use and skills** (flexible, formal and non-formal education tools, interactive tools between professors and students, presentation of topics in the way of a MOOC and at the same time it is able to get direct responses from the students, by including questions in the video presentations). rather than on content.
- It was agreed that **each of the project partners will provide UL with at least 3-4 best practice entrepreneurship education programs** that focus on skills and/or involve business mentor support activities. **Lea will send information on LUT questionnaires / surveys / tools to assess entrepreneurship education programs** and **UL will prepare a template** with three or four main keywords of what is interesting for them and they will send it to us. Short description, link and contact person. LUT has a lot of experience with these kinds of tools.
- It was agreed that **each of the partner universities will provide SL with their institutions accreditation procedures and guidelines** so that they can take this into account for accreditation opportunities of BLUES course
- All partners agreed that **Moodle would be used as platform for e-learning** for the BLUES course.
- SL suggests preparing meta videos, as inputs for WP4, on how the methodology should be used (kind of tutorials).
- It was agreed that the focus of the materials to be produced in the project, as well as the staff training activity, should be on the trainers/ educators, with additional participation of students and project members.

TO BE DONE/ PENDING:

- **SL will prepare a template** with three or four main keywords of what is interesting for them and they will send it to us. Short description, link and contact person. LUT has a lot of experience with these kinds of tools. **Lea will send information on LUT questionnaires / surveys / tools to assess entrepreneurship education programs.**

WP4 – DIGITAL TRAINING ITINERARY AND MATERIALS

Leader UNIVERSITY OF CANTABRIA – presented by Iván Sarmiento y Sergio Martinez



I.Sarmiento and S.Martinez started their presentation giving an overview on WP4:

- UC has longstanding experience in content creation for digital online courses, however, they are not specialized in entrepreneurship and need input from entrepreneurship experts for the development of content
- WP4 is co-lead by UL through Marco Radon (expert in moodle and digital, blended-learning training) and WP partners include CISE (entrepreneurship expertise) and LUT (validation and quality assurance)

I.Sarmiento and S. Martinez presented the activities of WP4:

- Pilot course: Design, conception and management: they propose to use the moodle platform for the implementation of the pilot training course. UC will be responsible for managing the day-to-day tasks in the online course such as credentials, technical assistance, etc. The course platform will be closed and only accessible for pilot course members. The project partners will have to provide details of the users when the time comes. UC will elaborate a "How to use" manual for the use of the online platform in the pilot course
NOTE: Privacy issues: partners need to make sure that the teachers and students involved in the pilot course agree to receiving emails through the moodle platform

- Inspirational video: CISE will produce an inspirational video: short video talking about the project, the approach (advertisement).
- MOOCs: Design and production of a MOOCs series – will be led by UC in collaboration with CISE/UL/LUT.
 - Digital training itinerary: Design and production of a multimedia overview - They will record at the Lisbon meeting.
 - Design and production of an assessment handbook - dependent on the previous things agreed.

I.Sarmiento and S.Martinez presented the project deliverables, expected results and timeline:

- Deliverables: Online training platform & manual, Moocs, Videos
- Expected results: more than 500 downloads of each of the outcomes, more than 1.000 participants in MOOC, satisfaction score of BLUES pilot participants, online activity
- Timeline: They need to have a clear understanding on the content of the course before being able to start working on the digital materials (depends on WP3) and before starting with the design of moodle for in-course students in pilot.

DISCUSSION POINTS / AGREEMENTS:

- Project members engaged in a discussion about the language of the MOOCs: Multilanguage vs. English. It was agreed that the main content will be recorded in English language, with a part of the content in other European languages subtitled in English.
- The project members discussed the use of MOOC platforms: It was agreed that the MOOC will be conducted via Miriada X, in case that the UC maintains their agreement with them, due the high number of members of MiriadaX (4M students enrolled in Miriada X will get an email when the course is open). In this, the leader of the MOOC has to be UC. Alternative options such as uni-mooc were discussed. Plan C would be to create our own platform (Open edX) but you don't have the critical mass behind it to easily achieve 1.000 participants.
The Miriada X management platform is bilingual (Spanish and Portuguese) even though courses can be in other languages. Sergio will contact MiriadaX to see if they can have English as additional language for the interface. Miriada X doesn't ban you from having the same MOOC on another platform as long as they don't take place simultaneously.
Once the pilots end, UC can use the survey to improve the MOOCs before launching them. After they launch the MOOCs, they will use the surveys to improve them.
- The feasibility of completing WP4 by summer 2018 was discussed. UC believes that they can have the moodle course ready in summer/autumn if they are provided with the required course material previously. UC states that the MOOC will take longer, though, at least two months after the recording. It was agreed that the Lisbon staff training activity will be used to record testimonials and content for the MOOC.
NOTE: Reminder that for any recordings: privacy and intellectual property has to be taken into account. We should have a liability acceptance form and make people aware of it before recording: that the content is only for this purpose. UC expects to publish with open licenses (**creative commons**).

- It was discussed if we should focus on three modalities: fully face-to-face, blended-learning and fully online, or stick to the blended-learning approach even though we will develop materials for each of the different scenarios. It was agreed that the primary focus should be on the blended-learning as in the project proposal, with flexible learning material options that could be used for fully-online or face-to-face training.
- Suggestions: include not only blended-learning BLUES course, but also fully-online course through MOOC.

TO BE DONE/ PENDING:

- Lara Ligeiro will ask a teacher of UNL who is specialised in entrepreneurship blended learning if he can support in the project activities related to the blended-learning approach.
- Lea Oksanen - LUT has also experts in blended-learning that they can involve in the project if needed.
- All project partners will check with their institutions if they have an agreement with a MOOC service provider platform that we could use to offer our MOOC.

WP5 – FACE-TO-FACE TRAINING MATERIALS

Leader UNIVERSITY NOVA LISBON – presented by Lara Ligeiro



L.Ligeiro gave an overview on WP5 and presented the activities, deliverables and expected results of WP5:

- Leaders: UNL and UNIPG with support of CISE and LUT
- Activities: Toolkit of course materials English for students, F2F sample lessons in English aimed at course teachers for its use in the classroom (8-10 classes) , Face-to-face course learning itinerary (in English), business-university activities.
- Deliverables/Results: Tool-kit in English, a doc with 10 sample lessons and a doc with 4 activities such as validation weekend, etc.
- Workplan: UNL will start with the development of face-to-face training materials once the BLUES methodology is clear.
- Timeline - As of Jul 2018: design. Elaboration, editing, translation and printing of a tool-kit of course materials.

DISCUSSION POINTS / AGREEMENTS:

- What kind of final deliverable will we use in the BLUES course to evaluate students learning outcomes? Project partners suggested Canvas, Lean-start-up business model and presentation as possible final deliverables. It was decided that we will decide on this after WP3 is finalized.
NOTE: Lara has a colleague who works with the lean-startup business model who can help her in case that we decide to use the lean-start-up business model.
- Project partners discussed if the course and the materials should be focused on all kind of teachers or business management/ entrepreneurship teachers. It was decided that we will discuss on this when we have a clearer understanding of the BLUES methodology.
- It was discussed if BLUES deliverables would be used only for universities. It was decided that even though the pilot course will be implemented in universities, the project will engage with other perceived key stakeholders such as Vocational Training Teachers, and maybe Junior Achievement NGO that teaches education regarding entrepreneurship to kids of 1ary and 2ary education.

TO BE DONE / PENDING:

- Once we have a clear view on what the BLUES pilot course will look like, L.Ligeiro will check if the BLUES methodology can be uploaded onto UNL online courses platform.

WP6 – MULTI-STAKEHOLDER VALIDATION

Leader UNIVERSITY PERUGIA – presented by Simone Poledrini



S. Poledrini presented WP6:

- Leaders: UNIPG with support of UNL
- Activities: Design and organize staff training event (5-day activity), elaborate report on multi-stakeholder feed-back, coordinate adaptation of draft materials based on multi-stakeholder feed-back
- Deliverables/Results: Participants lists (in total 50 participants from partner organisations), certificates of host organization of participant attendance, training agenda, training materials, report on feed-back
- Workplan: To be defined in the first follow-up meeting when tentative date of WP4 and WP5 are clear.
 - Day 1: introduction to best practices
 - Days 2-5: working on the project
 - Days 2&3: multi-stakeholder workshops to discuss specific aspects of the course methodology
 - Day 4&5: train university lecturers and course tutors
 - Conclusion on the course aspects that need to be revised and adapted.
- Timeline: tentatively October 2018, to be defined in the first follow-up meeting
- Objectives: The activity aims at providing a multi-stakeholder platform for in-depth discussion and final validation.

DISCUSSION POINTS / AGREEMENTS:

- Certification of participation at the meeting was discussed: Catarina Casadinho and Lara Ligeiro suggest the QVC program as a tool to provide certificates and validate learning outcomes.
- UC emphasizes on the taking advantage of the presence of students, teachers, entrepreneurs, business owners, education and entrepreneurship experts at the staff training event to record audiovisual material for the MOOCs.
- The main objective of the staff training activity was discussed: It was decided that the main focus on the training should include training teachers on the implementation of BLUES methodology and the use of materials and tools, as well as multi-stakeholder validation of the methodology and materials. Participants should mainly include professors, but also student association representatives and business owners and entrepreneurs. It was agreed that the first 2-3days of the training would be dedicated to train the participants on the BLUES methodology and training activities / tools whereas the last 2 days would be dedicated to the validation.
- The selection of persons to be invited to participate in the staff training activity was discussed. It was agreed upon that most of the participants should be university professor and managers who would be responsible for implementing BLUES pilot courses. It was agreed that we will decide on the type of persons to be invited to the staff training activity when WP3 is finalized. Also, the importance of having official documents recording the selection of those participants was stressed.
- Lea suggested that it might be interesting to include some teachers with no experience in entrepreneurship education so as to promote an entrepreneurial mindset in teaching and to learn on their specific needs.
- It was decided that business organizations will send at least one young entrepreneur and one experienced business owner to the staff training activity. Special focus on women!
- UC emphasized the importance of having technical people participating at the staff training event, in order to record some interesting learning material to be used in the MOOCs afterwards.
- Timeframe of the workshop: Sep-Nov 2018 – the project partners agreed that the best date seems to be October for the delivery of the staff training activity.
- The ideal timeframe to launch the pilot courses was discussed. It was agreed that we will decide on this once WP3 is finalized. However, it was agreed that the pilots must take place in the academic year 2019-2020 and will ideally be announced in each of the partner universities at the beginning of the academic year.
- It was discussed to have the Lisboa project meeting to take place in October 2018, previously to the staff training event, in order to save travel costs. It was decided that we decide on this in the next follow-up meeting when we have a clearer view on the timetable.
- We discussed the required time needed to finalize digital training materials with the input from WP6. UC affirmed that they will need 10hours to edit 1 hour of video content for captions, translation, and edition. UC believes that if the staff training activity takes place in October 2018, they could have the training materials ready at the end of the year (2018).

WP7 – BLUES PILOT COURSES IN 4 HEI

Leader CISE - Pilots at UC, UL, UNIPG, UNL –presented by Kerstin Maier



K.Maier gave a brief overview on WP7:

- Partners: BLUES pilot courses will be delivered in the academic year 2018/19 at UC, UL, UNIPG and UNL. All project partners are involved in this WP.
- Objective: test and validate the course methodology, training itinerary and materials.
- Activities: Preparation of pilots (decide duration (ideally 3-4 months = 1 semester), delivery of pilots, Pre-assessment and post-assessment of skills (prior to and after the training, to see the evolution/improvement).
- Expected results: 5 business mentors at each University with a selection of 20 students at each of the universities, Result analysis: course reports and adapt materials accordingly if necessary.

DISCUSSION POINTS / AGREEMENTS:

- Confirm timeline: The framework of the pilot courses across the different universities was discussed. It was decided that all course are to have common core subjects but could be adapted to specific local context if needed. It was also agreed that ideally, the pilot courses would run simultaneously at the four universities with cross-university collaboration among students and teachers at some points of the course.
- The use of other training materials that are already published was discussed. CISE, NOVA and LUT have a lot of online materials that might be useful for the pilot course.

- With regards to the framework, it was agreed that the pilot course would most probably be delivered like a boot camp, extra-curricular, although some kind of certification will be needed. It was agreed that we will identify European certification possibilities such as the "Youth Pass" along with local certification (ECTS, ...).
- It was decided that each of the project partners would actively try to engage Erasmus students at their universities in the program so as to have an international context even at local level.
- UC emphasized on the need to decide on distribution of possible income from the MOOC (payment for MOOC certificates).

PENDING/ TO BE DONE:

- When it comes to it, Giulia Briotti and the other project partners representing the business community will check what kind of formal certificate they could issue with regards to the BLUES course.

WP8 – DISSEMINATION OF PROJECT RESULTS

Leader CISE - presented by Kerstin Maier

K.Maier gave a brief overview on WP8:

- Partners: led by CISE with active support of all of the project partners
- Objective: Disseminate the intellectual outputs to European key stakeholders
- European key stakeholders: University students, professors, researchers, students associations, VT institutions, Start-up support centres,
- Activities: CISE will provide layout of deliverables in English language and project partners will have to provide translations to local language. Project partners' participation at national and international entrepreneurship education events to present the BLUES results was discussed. It was agreed that travel to events can only be justified as part of the project if a presentation of BLUES results is included in the program/ agenda.
- National Multiplier events: The importance to achieve the number of participants foreseen in the project proposal (40 local participants) was stressed and it was highlighted that the budget is tight to the number of actual participants. Anyone related to the project doesn't count as a participant.
- International Multiplier event (Santander): 130 participants (80 local and 50 international).

DISCUSSION POINTS / AGREEMENTS:

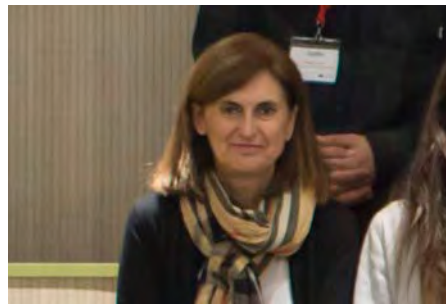
- It was agreed that all of the project partners will share ideas, comments and suggestions on opportunities to disseminate project results.

PENDING / TO BE DONE:

- CISE will send the videos with their interviews to all of the project partners so that they can provide translation into local language (for subtitling). It was decided that the interviews must be ready by end of 2017.
- Communication management: The management of press releases was discussed. It was agreed that project partners will provide CISE with the contact details of the persons in charge of communication for this project at their institutions. It was also agreed that CISE will provide templates of press releases in English to the project partners that they can translate into their local language and adapt to their local context.

WP2 – FINANCIAL AND ADMINISTRATIVE PROJECT MANAGEMENT

Leader University of Cantabria – presented by Catia Jiménez & Gemma Castro



C. Jiménez presented the main reference documents of the project and highlighted the most important issues on financial and administrative project management:

- Main reference documents to take into account: 2017 Erasmus+ Programme Guide, GA (Grant Agreement) and its annexes
- Project funding (grant): Made up of unit contributions.
- Erasmus+ grant might not cover all costs: The partners will be expected to cover any difference between real costs and unit costs through their own resources.
- Reporting periods:
 - Interim report: from 1 Jan 2017 to 31 Jan 2019. Partners will have to send it 15 days in advance prior to the end of the period.
 - Final report: covers activity from 1 Feb 2019 to 31 Jan 2020. → Partners to send their info 15 days after the end of the reporting period.
 - Internal follow-up financial reports: every 6 months.
- Distribution of payments → 4 installments:
 - Pre-financing payment: Coordinator receives the first pre-financing payment. It will be 20% of total partner grant.
 - 1st interim payment: after 12 months from the project start date (20% of the total partner grant). Coordinators should keep copies of all the receipts and expenses (just in case there is an audit later on: hotel and transportation is covered by the project you should justify). Suggestion: Manual with the guidelines with what is needed, but basically for this project contracts justifying the relationship between the organisation and the employee will be required. It is agreed that regarding this meeting: boarding passes, accommodation invoices and some other receipts like taxi.
 - 2nd interim payment: 24 months after project start date (30% of total partner grant)
 - Final payment: based on the quality of the intellectual outputs. If the agency considers we haven't performed properly they will ask us to give some money back, they will distribute the money between the other partners.
- Eligible costs – Ineligible costs slide
- Units costs vs real costs: a set amount per time period/participant which is a contribution towards the project costs. For some you will spend more and for some perhaps less than the unit cost.
- Unit contributions: multiplier events

- Outputs have to be uploaded in the Erasmus+ project results platform and depending on nature, available for checks and audits at the premises of the beneficiaries.
Note: TIMESHEETS: fill them in from month to month.
- Transnational project meetings: Provable direct and formal link between the partner organizations and individuals attending the meeting on behalf of the partners (be it staff or learners). Proof of attendance of the activity in the form of a declaration signed by the receiving partners with name, dates and objective.
- Budget modifications: modification of up to 20% is allowed between some of the budget lines. It was agreed that project partners can NOT modify their budget without prior communication and acceptance of the project coordinator so as to ensure that the overall project budget does not exceed the 20% modification.
Note: We already modified the budget in order to re-distribute budget among the project partners which leaves us with very limited options of modifying the budget further.
- Record keeping: keep original documents for 5 years (as it is a project over 60k) after the final payment is made. and keep them in a format and language that will allow the Spanish NA or any external bodies authorized to understand
- For legal, financial matters or questions Catia and Gemma will be the contact persons.
- Advisable as a good practice not to spend all the money in case a reimbursement is needed. Follow-up regularly is a good way so that we can improve if the results quality is not the expected. 30% is the last payment, so that would be a percentage to take into account with regards to what should be saved.
- The pilots may have extra costs, and for this their Project Management budget line will have to be used by all of the project partners.

PENDING / TO BE DONE:

- Catia and Gemma will prepare a financial management manual for project partners and provide them with it by end of December 2017.
- Catia and Gemma will provide project partners with a template of the timesheets so that project partners can prepare the timesheets on a regular basis and send them to CISE every 6 months.
- It was agreed that all project partners will send the work contracts of the persons involved in the project to CISE by end of December 2017 in order to CISE to make sure that the contracts are eligible.

Thank you for your attention!