

LLP Key Action 3



WINGS

Elevating Women Entrepreneurship Initiatives for Generating Sustainable Impact and Networks

Ref.: 543208-LLP-1-2013-AT-KA3-KA3NW

Duration: 36 Months

Project Management: FH JOANNEUM (Austria)

Lígia Pasqualin, MA & Mag. (FH) Lisa Mahajan

FH JOANNEUM
University of Applied Sciences

inova
consultancy

CRM Consulting
"for the professional management"

HUB KAHO

incoma
International consulting and mobility agency

AARHUS UNIVERSITY

PRODEST
Progetto di Espansione e Sviluppo Territoriale

**International
Center
for Entrepreneurship**
www.eente.eu

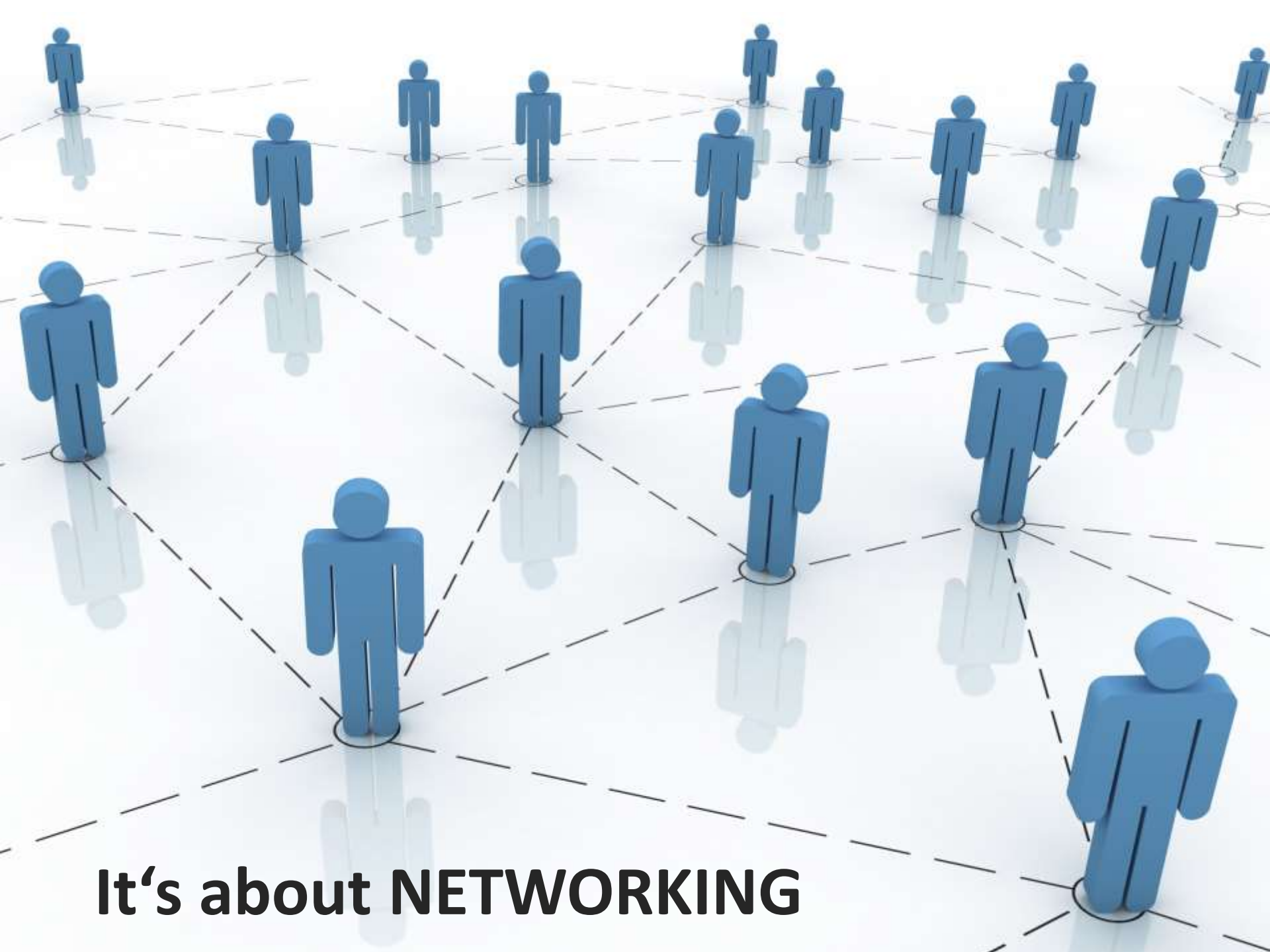
**Programma
integra**

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Introduction to WINGS Project





It's about NETWORKING

WINGS NETWORK

- ★ 9 Formal Partners
- 24 Associated



WINGS

Project objectives

- to develop a **unique EU network to facilitate ICT systems for learning**, supporting & training women entrepreneurs bringing widespread visibility & maximizing the exploitation of innovative good practices in the field;
- to strengthen the linkages between EU women entrepreneurs, project managers, learning communities, multipliers & society encouraging the knowledge & experience exchange via a **multi-lingual *EU one-stop-shop* online platform**, where valuable & innovative EU learning opportunities can be found & accessed at one place;
- to foster new business opportunities by creating a **Virtual Market for E-commerce** & facilitating international networking.

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Target Groups

WINGS outputs are aimed at :

- **women entrepreneurs,**
- **EU project manager & research teams in the fields of ICT and entrepreneurship,**
- **distance learning organizations,**
- associations or consortia at the national or EU level,
- female national & regional networks,
- migrant women,
- public and private actors in the field.

PROJECT PROPOSAL & WPs DESCRIPTION



WINGS

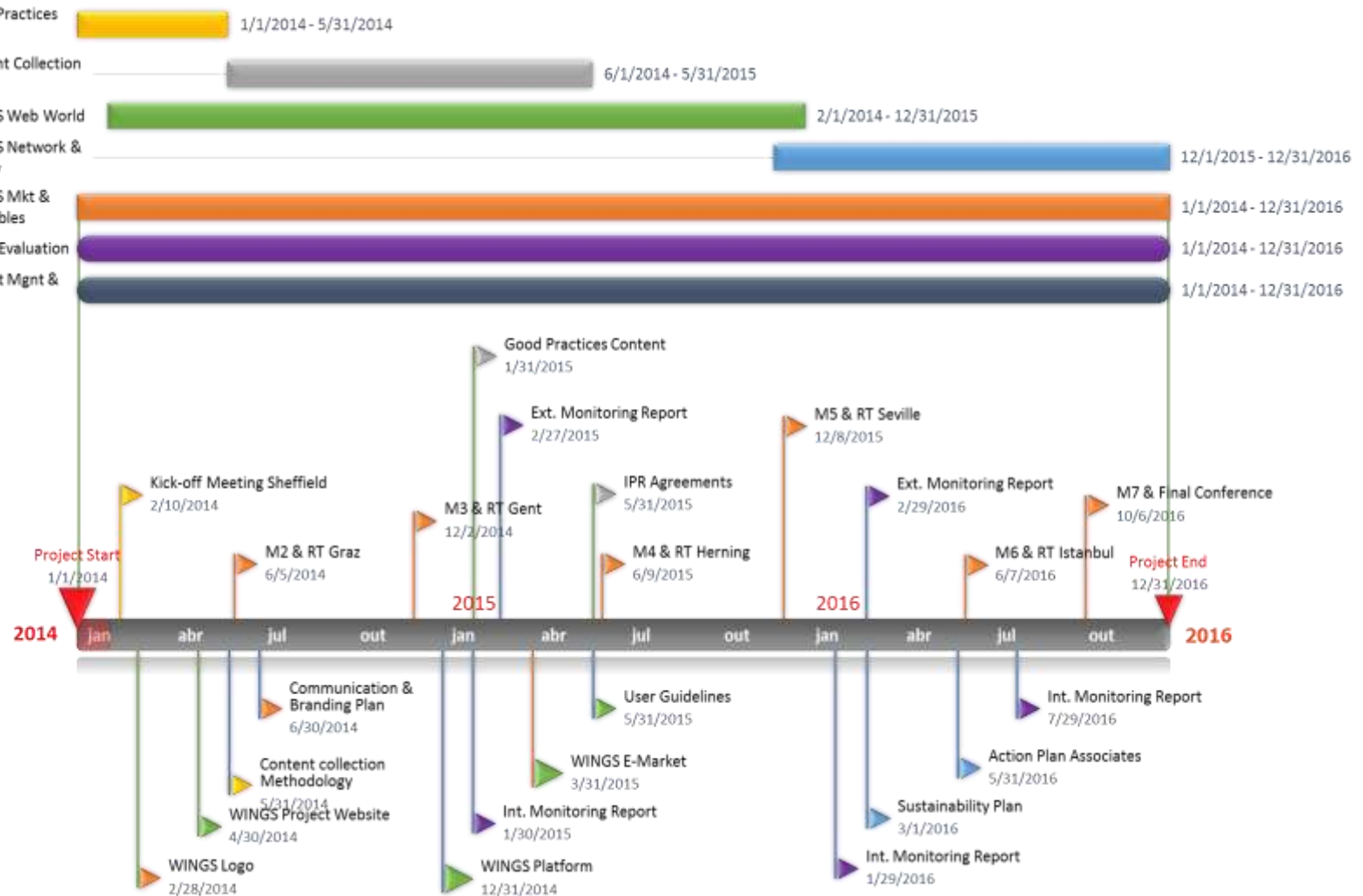
Rationale

- Meetings & Round Tables
- WP leaders
- Final Conference
- Steering Committee
- Advisory Board
- Cost Efficiency



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Work plan overview



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Work packages leaders

WP1 Good Practices Assessment	INOVA
WP2 Content Collection & IPR Management	FHJ
WP3 WWW-WINGS Web World	HUB-KAHO
WP4 WINGS network & Sustainability	INCOMA
WP5 WINGS Marketing & International Roundtables	AUHE
WP6 Quality Assurance & Evaluation	CRM
WP7 Project Management & Reporting	FHJ

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Main Activities

- Good practices assessment
- Content Collection
- IPR Agreements
- Multi-lingual **platform** development
- **Branding** & Marketing
- International Round Tables
- **Network** & Sustainability

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Main Outputs

- WINGS EU-wide **Network**
- WINGS **Branding**
- Multi-lingual WINGS **platform**
- WINGS **E-Commerce** section



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PROJECT HANDBOOK



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Project Handbook

- “Live” document
- Contains the most relevant data about the project’s activities, organization & communication
- To be used as guideline and updated according to the needs



WINGS Elevating Women
Entrepreneurship Initiatives
for Generating Sustainable
Impact and Networks

PROJECT HANDBOOK

January 2014

(to be updated according to the needs)

Project duration: 1/1/2014–31/12/2016 (3 years)

KA3 ICT MULTILATERAL NETWORKS

543 208 -LLP-1-2013-1-AT-KA3-KA3NW

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ROOM FOR IMPROVEMENTS TEAM TABLE DISCUSSION



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ROOM FOR IMPROVEMENT – EACEA Feedback (1)

- The application provides good information on how women entrepreneurs needs will be match however a better explanation on how **the needs of researches and EU project managers** will be addressed in the activities is recommended;
- The Virtual Market place (E-Commerce opportunities) needs additional information: the consortium should develop and **operational plan** for the its implementation.
- WP1 timeframe seems to be **overestimated**; WP2 would need more time for a sound collection of practices and IPR agreements.

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ROOM FOR IMPROVEMENT – EACEA Feedback (2)

- The technical characteristics of the online platform are well described although it is not so clear how **learning opportunities** for different women entrepreneur will be facilitated and promoted;
- Linguistic issues are taken into account for some of core outcomes while **cultural aspects** are not clearly addressed.
- **IMPACT**: the target groups identified are very broad and their needs are quite diverse; the application does not demonstrate that each target need has been successfully addressed (HEIs)
- The use of **social media** is pointed as a good approach to reach a different target audience;
- The proposal gives general quantitative estimations of number of people reached but does not detail the **structure of categories of participating target group numbers**.

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DISSEMINATION

- Must start from the beginning and maintained during the whole project progress;
- It's not only handing out the results but making the project and idea itself “sexy” – SPECIALLY in our project case NETWORK;
- Make the project well known, even if the products are not actually there yet;
- All partners must feel responsible & really involved with dissemination strategies, not only the WP leader;
- Revise dates and effective schedules for dissemination (use previous good/bad experiences). *Like send NEWSLETTERS or PRESS RELEASES close to Christmas time can not be a good strategy. For instance In February people are most likely to read and to participate in events.*

WINGS - rethink the WP5 calendar. Put on table for discussion. Share experiences / opinions for updating more strategically the Dissemination Materials & Events scheduling.

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QUALITY

- It is expected a continued and monitored quality of process & results
- We can have quality results without a good impact if we don't disseminate it properly.
- Internal & External evaluation - Evaluator's role must be very well defined from the beginning: important to exactly know the role, what data is he/she expecting to make an evaluation, how & when it should work, etc.
- Involve stakeholders and clients
- Use metrics: "process quality metrics"
- Best practices: 1 Evaluator responsible for the products & other for the process.

WINGS – Discuss the roles of Steering Committee & Advisory board. As suggestion SC could take care of the process and AB the products.

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SUSTAINABILITY & IMPACT

- Find innovative ways to maintain platforms a way before the funding period end;
- Consider from the beginning IPR management & commercial rights
- Motivation from the partners to use and apply the results in your institutions or people, results will change or improve their way of working.
- Institutional commitment – you cannot impact or be sustainable if you are alone
- Differentiate approaches according to the stakeholders
- Measure IMPACT: set quantitative & qualitative indicators of success
- Special needs people. Thinking about them when producing the results can be an added value. Ask them to test it.
- Network, build relationships. We are a community.

WINGS - WP4 it is set to start only in Dec/15 nonetheless a closer work with WP5 would be very valuable for building up a sound strategy

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INDICATORS AND TARGET NUMBERS



- Review of target numbers and main indicators of progress;
- Integrate them in the respective WP strategy/guidelines;
- Some delivery dates foreseen in the proposal have to be changed => different starting date
- Avoid inconsistency and failure in delivering set numbers;
- Realize Amendments if/when applicable

Compare WINGS proposal Part D1 – Aims & Objectives (also in the project handbook) & Work Packages’ description

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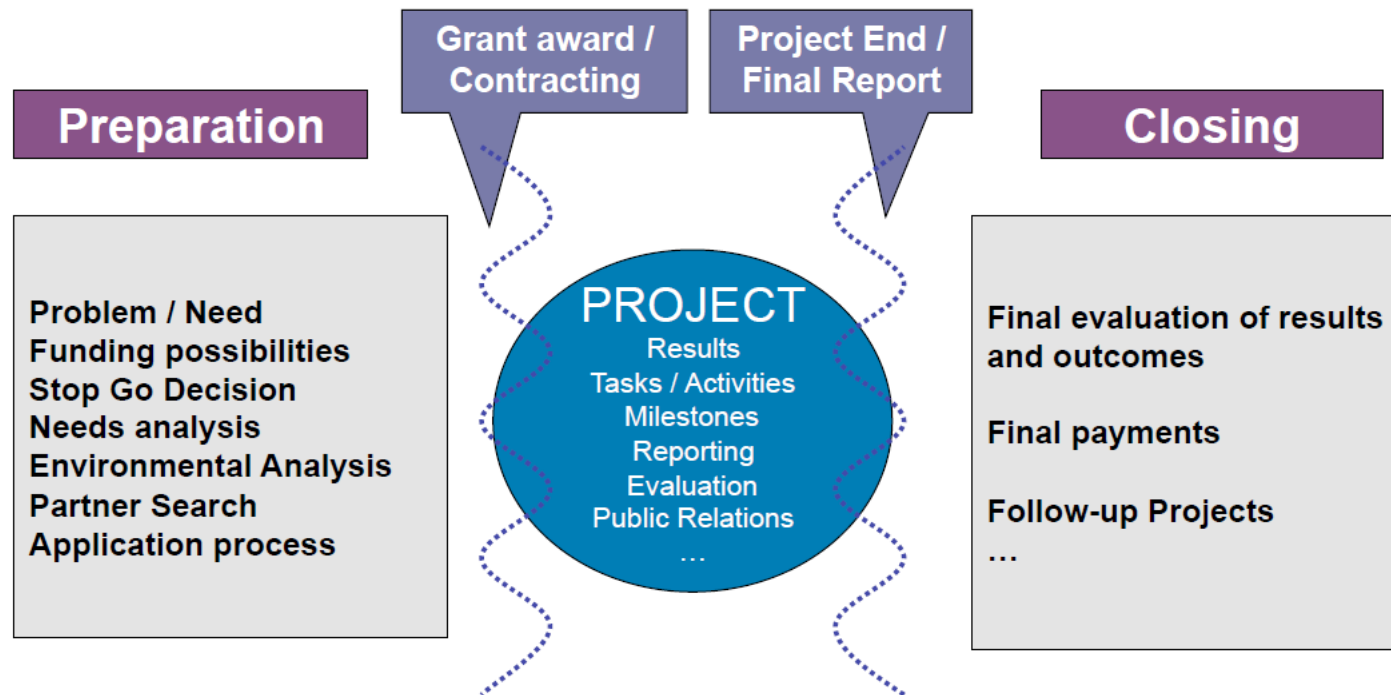


WINGS PROJECT MANAGEMENT



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Main stages of a project



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Project Management

Definition Coordinator

- Any institution or body, private, public or semi-public that on behalf of the partnership has signed the Grant Agreement with the Agency for the implementation of the project
- Main contact point for the agency
- Is responsible for the day-to-day co-ordination and management of the project and distributing the European funds as stated within the budget

Definition Co-beneficiary

- Any institution or body, private, public or semi-public that is participating in a project and which has signed a letter by which it undertakes to contribute to the implementation of the project

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Project Management – Most Important tasks

- Partner contracts
- Meeting organisation support
- Travel management support
- Documentation (Meetings, dissemination, travels, progress reports, results, evaluation, communication, etc.)
- Managing subcontractors (formal contracts, documentation, etc.)
- Compilation internal reporting
- Reporting to the EU
- File system
- Partner main communication
- Financial administration and book keeping (audits, financial reports, file system for financial docs, etc.)
- Payments and bank duties

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REPORTING

Different kinds of reports during the duration of the project:

- Progress report (to EACEA)
 - After 18 months of the project
- Final report (to EACEA)
 - One month after the end of the project
 - Consists of a technical (includes dissemination) and financial part
- Internal financial & technical reports (to FHJ)
 - every 6 months
 - According the templates (Financial guidelines)
 - Internal financial report needs to be progressive

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REPORTING – PROGRESS REPORT

- The purpose of the progress report is to take stock of progress at a particular point and to pinpoint any specific problems;
- Consists of two parts
 - **Technical part**
 - Description of the project activities, products, dissemination and results produced
 - **Financial part**
 - General financial statements & documentation (according to guidelines)
 - Financial statement will consist of checking that **70% of the first pre-financing payment has been used up**

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REPORTING – FINAL REPORT

- The purpose of the Final Report is to allow an overall and detailed evaluation and documentation of the project for getting the final payment accepted.
- Consists of two parts
 - **Technical part**
 - ✓ Detailed picture of the project activities developed, indicators reached, final products, dissemination & impact results over the whole duration
 - ✓ Detailed description of work done including for all activities (and each partner) number of people involved & reached, schedules and venues, etc
 - **Financial part**
 - ✓ Details of the expenditure incurred for the entire project duration
 - ✓ In the Final Report, the various financial tables from previous periods complete a coherent picture: the figures must therefore be consistent
 - ✓ The templates and financial tables must be filled in carefully and the figures must correspond to the actual costs encountered and be coherent with the work plan & budget expected for each
 - ✓ Certified documentation of all travels, staff cost and other expenditures

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BUDGET REVIEW

ESTIMATED EXPENDITURES and REVENUE by type of costs for LLP Country Partners

Project Acronym: **WINGS**Number of months: **36**

All figures in Euro (no decimals)

LLP Action: **Key Activity 3 Multilateral Networks**

Financing															
Costs									Financing						
Direct costs							Indirect costs	Total project expenditures		EU grant requested from LLP		Partner's own funding	Other sources		Total project revenues
A. Staff costs	B. Operational costs					Total direct costs (A + B)	Total project indirect costs (up to 7%)			Grant total (up to 75%)	%		Amount	Specification	
	1. Travel and subsistence	2. Equipment (up to 10%)	3. Subcontracting (up to 30%)	4. Other	B.Total operational costs										
%	81,18%	11,84%	0,00%	4,17%	2,81%	18,82%	7,00%			75,00%		25,00%	0,00%		100%
Total	447.304	65.214	0	23.000	15.475	103.689	38.565	589.558		442.167		147.391	0		589.558
P1	90.522	13.304	0	2.900	3.925	20.129	7.743	118.394	20,08%	88.795	75,00%	29.599			118.394
P2	48.934	6.310	0	1.500	0	7.810	3.972	60.716	10,30%	45.537	75,00%	15.179			60.716
P3	34.593	6.630	0	6.400	4.625	17.655	3.657	55.905	9,48%	41.929	75,00%	13.976			55.905
P4	76.832	6.490	0	2.900	1.475	10.885	6.138	93.835	15,92%	70.376	75,00%	23.459			93.835
P5	35.490	6.510	0	2.500	375	9.385	3.141	48.016	8,14%	36.012	75,00%	12.004			48.016
P6	64.647	6.330	0	2.500	375	9.205	5.184	79.236	13,44%	59.426	75,00%	19.809			79.235
P7	44.980	5.470	0	2.000	4.700	12.170	4.000	61.150	10,37%	45.863	75,00%	15.288			61.151
P8	24.796	7.360	0	2.000	0	9.360	2.391	36.547	6,20%	27.410	75,00%	9.137			36.547
P9	26.310	6.810	0	300	0	7.110	2.339	35.759	6,07%	26.819	75,00%	8.940			35.759

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Communication Process

Means of communication:

- E-mail (without copying in all partners)
- Phone
- Online meetings if necessary via eg. Skype
- [Google Drive](#) folder for document and information sharing
- Personal & project meetings

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Communication Process

Main contact points at FH JOANNEUM:

- **Lígia Pasqualin** - ligia.pasqualin@fh-joeanneum.at
(Coordinator; Content & PM issues)
- **Lisa Mahajan** – lisa.mahajan@fh-joeanneum.at (Content & Reporting issues)
- **Petra Renner** – petra.renner@fh-joeanneum.at (Financial Issues)

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Communication Process

Inova Consultancy Ltd.	U.K.	Helen Pearson	projects@inovaconsult.com	+44 (0) 1142799091
CRM Consulting.	Turkey	Kamile Canbay	k.canbay@crmconsulting.net	+90 (0) 2623212390
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Next meetings – suggested schedule

Meetings + Round tables planned		
M1	Sheffield (UK) - 2 days	Jan 14
M2+RTB	Graz (AT) - 2 days	Jun 14
M3+RTB	Gent (BE) - 2 days	Dec 14
M4+RTB	Herning (DK) - 2 days	Jun 15
M5+RTB	Seville (ES) - 2 days	Dec 15
M6+RTB	Istanbul (TK) - 2 days	Jun 16
M7+FCF	Milan (IT) - 2 days	Oct 16

COMMENTS? CONCERNS? QUESTIONS

A word cloud centered around the words 'THANK' and 'YOU'. The words are in various languages and orientations, including horizontal, vertical, and diagonal. The languages represented include English, German, Italian, Spanish, French, Dutch, Polish, Czech, Slovak, Hungarian, Romanian, Bulgarian, Serbian, Croatian, Slovenian, Macedonian, Albanian, Greek, Turkish, Persian, Urdu, Hindi, Bengali, Thai, Vietnamese, Chinese, Japanese, Korean, and others. The words are arranged in a way that they form a large, abstract shape, with 'THANK' and 'YOU' being the most prominent words.

THANK
YOU
GRACIAS
ARIGATO
SHUKURIA
JUSPAXAR
DANKSCHEEN
TASHAKKUR ATU
YAQHANYELAY
SUKSAMA
EKHMET
MEHRBANI
POLDIES
BOLZİN
MERCİ
BİYAN
SHUKRIA
TINGKI
HUI
HATUR
GUL
EKOJU
SIKOMO
MAKETAI
MINMONCHAR
MAAKE
LAH
KOMAPSUMNIDA
GOZAIMASHITA
EFCHARISTO
FAKAAUE
AGUYJE
MERASTAWHY
GAEJTNO
TAVTAPUCH
MEDAWAGSE
BAUKA
SPASSIBO
SNACHALHUYA
NUHUN
CHALTU
WABEEJA
MAITEKA
DHAWYABAAD
ANHA
ATTO
MERSI
SPASIBO
DENKAUJA
HENACHALHYA
UNALCHEESH
YUSPAGABATAM
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