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BEEHIVE

ERASMUS+ PROGRAMME, KEY ACTION 2

CAPACITY BUILDING IN HIGHER EDUCATION

**Building Entrepreneurial Ecosystems to
Enhance Higher Education Value-Added for Better Graduate Employability
(BEEHIVE)**

4th PARTNER MEETING
17th – 20th April 2018

MINUTES

**Venue: Saint Louis University (SLU), Baguio City, Philippines
Attendees: see list attached**

17th April 2018

1. Opening addresses by Dr Richel Lamadrid, BEEHIVE project team member and expert at SLU and Mr Mattias Lentz, Head of Political, Press and Information Section at the EU Delegation to the Philippines. Richel welcomed the meeting participants and thanked them for having attended the SLU welcome dinner hosted by Father Gilbert Sales CICM on the eve of the meeting. The latter was graced with the presence of Mr Lentz to whom Richel passed the flour to. Mr Lentz addressed the BEEHIVE project team by pointing out the importance of deepening the links and collaboration between European and Philippine universities as a way for improving the intercultural dialogue and enhancing the people-to-people approach and cooperation between the EU and the ASEAN countries. Furthermore, he stressed the instrumental role the Erasmus+ programme for ICM and CBHE as well as projects like BEEHIVE play for improving the capacities of HEIs in the Philippines.

Ms Christina Armutlieva, BEEHIVE project coordinator thanked Mr Lentz for his participation in the meeting and his support to the BEEHIVE project. She briefed the audience on the agenda of the four-day partner meeting and referred to the importance and relevance of the BEEHIVE staff training scheduled to take place during these four days to the project activities progress' in WPs 4 and 5. The staff training is aimed to build the soft infrastructure of the five BEEHIVE accelerators to be established at each of the Partner Countries (PC) HEIs involved. The diverse

training themes and sessions were planned to improve the skills and knowledge of PC HEIs project team members to work and contribute to the activities in WP5.

2. BEEHIVE recent developments. Project progress report

Christina made an overview of the project progress made between the project start in October 2016 and April 2018(a copy of the presentation is attached). Half-way through the project in Month 19, the partners could report on having successfully completed the activities in WPs 1 and 2. Overall, the project is progressing according to plan and no significant delays had been experienced despite the consortium composition change initiated and completed in the course of the first project year. For the time being, the consortium members are involved in WP3 activities and are promoting the Entrepreneurship for All MOOC to be officially launched on 30th April 2018 through the project website. The project progress to date is detailed in the Progress Report VUM, the project coordinating institution submitted in early April 2018 towards EACEA. The Report consists of the two major parts, e.g. a technical report part covering various project aspects incl. 1) relevance, 2) quality of project implementation, 3) quality of cooperation, 4) impact and sustainability as well a financial report on the costs incurred and used during the first 18 months of the project lifetime. Based on the documentation project partners had submitted to VUM before 28th February 2018, the total costs used in the consortium at the time of the Progress Report submission amount to 182 017,82 EUR or approx. 46% of the first pre-financing. Christina reminded the partners that VUM will be entitled to submit to EACEA a request for the second pre-financing only when the threshold of 70% of the first pre-financing is used (>277 378,50 EUR). The different aspects of the Progress Report as well as issues identified in the process of project evidence collection and reporting are to be discussed in the framework of the project management session.

3. BEEHIVE staff training session 1.

Start-up business planning, project validation and preparing the pitch deck: delivered by John Brennan from WestBIC (see attached presentation). The presentation was followed by a group session in which partners were divided in teams and worked on improving their pitching skills.

4. BEEHIVE staff training session 2.

Mentoring and coaching: experience from UTH Entrepreneurship programme: facilitated by Anna Zygoura and Petros Rodakinias from UTH (see attached presentation).

18th April 2017

1. BEEHIVE staff training session 3.

Mentoring and coaching entrepreneurial skills: team building and crisis management: facilitated by Anna Zygoura and Petros Rodakinias from UTH (see attached presentation).

2. BEEHIVE staff training session 4.

Practical approach to financial modelling for start-ups and review of investor readiness: delivered by John Brennan, WestBIC (see attached the presentation and the group assignment).

3. Grant management and financial report

In the afternoon, the partners participated in a project management panel. The panel was led by Christina on behalf of the project coordinating institution. Due to John's departure the following day, he was asked to inform the partners on the practicalities linked to the 5th partner meeting. The next project meeting will be hosted by WestBIC in Galway, Ireland during the

week commencing 1st October 2018 (day of arrival: 1st October, day of departure: 6th October). John required the partners who will need a visa to enter Ireland to finalize the list of participants and to send their data for the purposes of visa invitation issuance before the beginning of summer.

The project manager briefed the partners on the already well-known general financing principles applicable to the project and in particular focused on the co-financing issue as well as the mechanisms in place for conversion of costs incurred in currencies other than EUR. According to the Progress Report submitted in early April 2018, the funding used and reported by the consortium during the first 18 months amounts to 182017,82 EUR. It is expected that after the successful completion of the current meeting and as soon as the equipment payment in the Philippines is disbursed, the threshold of having spent 70% of the first pre-financing will be reached. There are partner institutions, which had not submitted on time any staff costs related documentation. The deadlines for submission of internal reports to the project coordinating institution are detailed in Annex VII of the Partnership Agreement and Christina required the partners to stick to these pre-defined deadlines. She also outlined the importance of providing complete project supporting documentation as detailed in the Guidelines for the Use of the Grant.

Some of the weaknesses identified so far in the processes of internal project reporting are insufficient mobility documentation, lack of formal employment evidence, lack of sufficient evidence supporting the staff costs claimed, not justified number of days claimed, wrongly defined staff categories and positions, documents not signed by the authorized persons. In terms of staff costs supporting documentation, Christina once again drew partners' attention to the project evidence to be provided along with the joint declarations, time sheets and the employment contracts copies, namely: documents clearly proving that the declared workloads correspond to actual activities/outputs (e.g. salary slips, agendas, attendance/participant lists, tangible outputs/ products, minutes of meetings, etc.). In addition to the duly signed Individual Travel Reports and evidence of formal contractual relationship, the supporting documents justifying claimed travel costs and costs of stay include, inter alia, travel tickets, boarding passes, invoices, receipts, proof of attendance in meetings and/or events, agendas, tangible outputs/products, minutes of meetings.

In addition to the financial management and grant use of unit costs, the partners were informed on the progress with the equipment purchase in the two PCs. The tendering procedure in the Philippines was executed by Mapua University and successfully completed in late March 2018. In Indonesia, the partners at UI in charge of the tender had so far collected at the announced tender only two commercial offers, which contradicts the basic rule applicable to equipment purchase amounting to sums between 25000.00 EUR and 134000.00 EUR. The issue of the equipment tender in Indonesia is still pending and will need to be resolved in line with the Erasmus+ CBHE programme's rules and regulations.

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19th April 2018

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1. BEEHIVE staff training session 5.
Fostering a technopreneurial ecosystem: facilitated by Goldy Yancha and Brenda Valerio from IdeaSpace(as per the attached presentation).

2. MOOC mentoring

Dr Marina Candi from Reykjavik University that is WP3 leader briefed the partners on the BEEHIVE MOOC calendar. The MOOC will be launched on 30th April 2018 and for six consecutive weeks registered MOOC learners will have access to drip-fed content on different entrepreneurship related topics. The mentoring period will take place between 30th May 2018 and 9th June 2018. So far, 87 mentors from the 11 project partner institutions had registered to act as online mentors in the framework of the MOOC. Each of the mentors is expected to spend 2-4 hours reviewing each business idea and providing written feedback. In the presentation attached, Marina explained also the mechanics of the online mentoring.

The min. number of MOOC learners to benefit from the MOOC is 200. Christina added that 200 or at least 20% of the registered MOOC learners is only the minimum number of MOOC learners to complete the course. However in the assessors' comments on the project application form, this percentage was defined as quite low. Therefore the partners in Indonesia and the Philippines shall make every effort to reach out in person and virtually to as many MOOC learners as possible and to encourage them to complete the MOOC on time by also benefiting from the personalized online mentoring services too.

3. MOOC pilot testing

Prior to the MOOC launch on 30th April 2018, a MOOC pilot testing had been scheduled as per the MOOC Pilot Testing Plan adopted by University of Cebu (UC). Dr Melvin Ninal from UC reported on the MOOC testing sessions carried so far at the university. Each of the MOOC learners at UC involved in the testing took part in a scheduled four-hour session during which they received preliminary access to all MOOC core components for testing various MOOC aspects, such as MOOC accessibility, organization, language, layout, course content, evaluation strategies etc. They were asked to subsequently provide feedback via a structured questionnaire. The main objective of the MOOC pilot testing was the identification of problems for subsequent resolution prior to the launch of the MOOC later in April. In total, 97 UC students and staff members had tested the MOOC and based on their feedback no significant weaknesses and problems had been identified.

20th April 2018

1. BEEHIVE staff training session 6.
Strategic and operational considerations of running your accelerator: facilitated by Goldy Yancha and Brenda Valerio from IdeaSpace(see attached presentation).

2. Planning and running of BEEHIVE accelerator programme

Dr Delia B. Senoro from Mapua University that is WP4 leader briefed the partners on the upcoming activities in WPs 4 and 5. Delia paid special attention to the planned deliverables and the applicable deadlines. In particular, she focused on the BEEHIVE Cohort-Programme Bylaws that is the most recent upcoming activity. She asked Christina if there is any template to be followed when drafting this document. Christina explained that it would be up to the partners to come up with the document's structure and content. In any case, it shall stipulate the rules and regulations for application and selection of participants in the BEEHIVE Accelerator Programme. In addition, it should also include an ethical code to be followed by all PC HEIs staff involved and students to benefit from the five BEEHIVE accelerators. Delia also informed the project coordinator that representatives of the four project partners in the Philippines are planning to gather for a meeting in Makati on 4th June 2018. During the meeting, they will work on design and content of the Bylaws.

3. Quality panel
Anna Zygoura from UTH that is in charge of WP7 Quality informed the partners on the Midterm Internal Evaluation Report that had been published half-way through the project. She also informed the partners that so far only a relatively low number of external stakeholders had provided feedback on the quality of the National Benchmarking Reports published in late 2017. Anna stressed the importance of collecting relevant feedback from both internal and external stakeholders on all project intellectual outputs and asked the partners in Indonesia and the Philippines to make every effort and enhance this process.

3. BEEHIVE dissemination. Project exploitation plan
This panel was co-led by Dr Sheryl Satorre from UC and Christina. In the beginning, Christina clarified some basic terms related to project dissemination and exploitation. She also shed light on the goals and objectives of these ongoing supporting project processes and focussed on the scheduled dissemination activities and events as per the application form. Sheryl presented in detail various best practices from UC (see presentation attached) related to promoting the project and spreading the word about the benefits for the students and alumni of the five PC HEIs involved. Following her presentation, Sheryl led a group exercise aiming at joint drafting and discussion of a project exploitation plan. She encouraged the partners divided in team to create a mind map and jointly search for and generate answers to various exploitation related questions, such as What?. Why?, Who?, When?, Where? How? etc. Each team was assigned with a particular exploitable result, namely the Towards the Entrepreneurial University: NBRs for Indonesia and the Philippines (WP2), the Entrepreneurship for All MOOC (WP3), the BEEHIVE Accelerator Programme (WP4), the Business start-ups created with BEEHIVE support (WP5) and the BEEHIVE Label (WP6). At the end of the exercise, each of the team shared the solutions generated around the mechanics and procedures for project results' exploitation. The project exploitation plan will be drafted based on the findings and conclusions partners made during the workshop.

The plenary session of the last meeting day was concluded with wrap up session followed by the delivery of certificates.