Transnational Co-operation Agreement (TCA)

1. Description of transnational project

1.1 Name of transnational project:
ENTRA /ENTrepreneurship TRAining 2020/

1.2 Rationale and objectives:
In 2013, the European Commission adopted the Entrepreneurship 2020 Action Plan. According to the Action Plan, the European economy was facing structural challenges to its competitiveness and growth, and to the removal of obstacles to entrepreneurship. These challenges were identified well before the outbreak of the economic and financial crisis in 2008, and many of them still persist today. In order to generate more entrepreneurs for Europe, a co-ordinated action by administrators at European, national and regional levels is required. The Action Plan numerates 3 action pillars, of which this project is situated in the first one: entrepreneurship education and training (EET). Investing in the development of business knowledge and essential skills and attitudes helps entrepreneurs and would-be entrepreneurs to convert ideas into actions, boosts employability and attributes to the reduction of unemployment. Within this pillar action, the member states are invited to "boost entrepreneurial training for young people and adults in education by means of Structural Funds resources in line with national job plan, notably the European Social Fund (ESF) in line with National Job Plans, particularly as a tool for second chance education for those not engaged in education, employment or training."

Throughout the EU, self-employment rapidly becomes a new norm of employment in many business areas, including ICT, journalism, consulting, creative industries, technical consultations and many others. To some extend this is a result of the outsourcing of a large number of tasks that were previously carried out in-house by companies or public organizations, to freelance contractors. Other decisive factors include regional or national programmes to guide the unemployed and vulnerable groups to entrepreneurship, economic recovery or investments in innovation and growth. However, a significant amount of startups and self-employed persons tend to save money and time on trainings – entrepreneurs do not spend time for improvement of their qualifications, abilities and skills, and thus do not always succeed in the fulfillment of multilevel tasks and complicated projects, resulting in lower results and an inadequate market realization. This creates the necessity of a new trans-European approach for research and the development of tools with the aim of significantly improving the competitive advantages of micro enterprises and SMEs, and supporting entrepreneurs to reach their full potential.

Each national project within this TCA deals with a distinct aspect of entrepreneurship training, yet together the national projects form a transnational collaboration network, in which

synergies and opportunities for collaboration are continuously sought and realized. In brief, the national projects are as follows:

1. Entrepreneurial training in the 21st century – SYNTRA Flanders (BEL) is set up to address a forthcoming deregulation of entrepreneurship training (ET) in Flanders, forcing us to renew our service and to modernize ET. The focus lies in government policy and services; a better reach of the target group and guidance to ET; the implementation of customization and flexibilization of trainings and the use of innovative pedagogic tools; and the implementation of future-oriented entrepreneurial skills like innovation orientation and digital literacy. More information at: https://ec.europa.eu/esf/transnationality/TPI-1380

2. HopOnHopOffOffice – SOS Entrepreneurs Foundation (BUL) will develop innovative services for the implementation of new practices of work in shared spaces and flexible employment. As a part of the project a prototype of a mobile business incubator “on wheels” will be created – HopOnHopOffice, where the services will be represented, in addition to trainings on PMTools and innovative entrepreneurship. More information at: https://ec.europa.eu/esf/transnationality/TPI-1493

3. PMTools – Tampere University of Technology (FIN) will research, develop and disseminate lightweight and free-to-use project management guidelines and tools to support freelancers (including individuals considering to become freelancers) and SMEs. Specifically, the developed tools will increase the competitiveness of the target group by supporting entrepreneurs in their efforts to secure customer projects, execute them efficiently, and manage customer relationships. Training sessions are arranged and publicly available training videos are developed to support the widespread adoption of the project’s results. More information at: https://ec.europa.eu/esf/transnationality/TPI-1471

4. Artlab – Finale-Events (BEL) will set up an online future-focused knowledge platform at the nexus of art, science and technologies. In the age of big data and rising artificial intelligence, digitality is profoundly changing every aspect of our world. With many jobs being automated in foreseeable future, the need to reinvent ourselves is growing. The Artlab seeks new digital ways of teaching and learning and nurtures digital creativity and future-focused entrepreneurial skills. In addition to the online learning platform, activities and tools will be developed specifically to increase the involvement of women in digitalization and digital entrepreneurship. More information at: https://ec.europa.eu/esf/transnationality/TPI-1635

The common ground of all projects concerns entrepreneurship training and entrepreneurial skills. Thus, the project aims to foster entrepreneurship by strengthening and promoting entrepreneurship training. Such a broadly defined objective implies an equally broad target group of would-be, starting and established entrepreneurs, through the various projects in this TCA may target more precise or specific target groups, such as freelancers, NEETs, youngsters or creative entrepreneurs. Nevertheless the common objective of all partners, regardless of the exact target group, is related to the enforcement of skills and competencies amongst entrepreneurs. Whether it concerns future-oriented entrepreneurial skills, general entrepreneurial skills or skills from other fields to be implemented in entrepreneurship
training, all partners aim for the acquisition or enforcement of skills by entrepreneurs or would-be entrepreneurs.

Project ENTRA will yield 4 transnational deliverables:

1. A whitepaper containing guidelines for the implementation of various skills and competencies in entrepreneurship training (D1).

2. A web-based platform to publish the results of the various projects and the overarching transnational project, and that can serve as a tool for sharing knowledge and experience about entrepreneurship training and entrepreneurial skills throughout the European Union (D2).

3. An intermediate evaluation report on the progress of transnational cooperation (D3).

4. The organisation of an international closing conference (D4).

Alongside to these deliverables, dyadic activities will produce equally important outcomes that can be shared, tested or applied in each partner country:

- Joint survey on motivation, obstacles and decisive factors to participate in entrepreneurial training

- Integrating key results of TPI-1493 regarding use of flexible spaces in entrepreneurial work into tools developed in TPI-1471

- Development of international training module for potential entrepreneurs and start-ups (in general and more specifically for creative industries)

- Joint development of training for digital creativity and entrepreneurial skills Using Art & technology based forms of training

- A desk study and recommendations about how to reach target groups and which methods you could use

- Joint survey on the future of employment: how susceptible are jobs to computerisation and digitalization skills needed for entrepreneurs

Another transnational outcome would be the establishment of a transnational network on entrepreneurship training policies in Europe, similar to The European Entrepreneurship Education NETwork (EE-HUB) which focuses on entrepreneurship education, the Global Entrepreneurship Network, whose focus transcends training, and Network for Teaching Entrepreneurship (NFTE) that operates worldwide.

In addition to the transnational deliverables and outcome, several outputs will be foreseen at the level of each project, of which some being the result of transnational cooperation. They will be referred to using the TPI number.

The added values of the transnational partnership include:

- Gaining experience of the transnational partners.

- Mutually influencing projects due to the partners' findings.
• Mutually enriching projects due to different perspectives, focuses and organisational backgrounds.

Each of the participating organizations will provide the necessary expertise and administrative capacity, as horizontal targets are inclusion and gender mainstreaming, co-creation, and the set-up of an enduring transnational network which acts as a knowledge hub, promotes digital entrepreneurial skills, and raises awareness of the EU internal market.

1.3 Work programme and working methodology:

Project ENTRA’s main transnational activities are the study and peer learning visits and the transnational steering group meetings, and will be directly related to:

• Enhancing the capacity of partners and stakeholders to develop, implement, monitor and evaluate good practice and innovative approaches through the organization of seminars, workshops and trainings to promote the exchange of experiences, knowledge, information, good practices and innovative approaches between partners and other stakeholders;

• Adapting, testing and validating (social) innovations based on innovative models, practices, services, products and so on from other countries, and/or pilot implementation of developed innovative approaches and models, including:
  o Adapting and validating (social) innovations that may be based on innovative models, practices, services, products from other countries;
  o Creation of (social) innovation (new solution) and its pilot implementation;

• Activities for the assessment of results, achieved in terms of applicability of its innovative elements;

• Activities for the dissemination of results (positive and/or negative).

Other transnational activities are to be executed according to every project, and can also be a part of the following activities: analysis, capacity-building, adaptation, testing and implementation, evaluation, and dissemination.

To ensure a maximum impact of the project activities, the partners will organize local and transnational seminars, workshops and training and info sessions targeted at supporting entrepreneurs. These events will also support the participants in developing their professional networks with other entrepreneurs and SMEs. In addition, the workshops and training events organized during the project will support the participants in the development of their business networks that constitute a vital source of competitive advantage. Table 1 below highlights main milestones of project ENTRA.
<table>
<thead>
<tr>
<th>Planned transnational activities</th>
<th>Time schedule</th>
<th>Participants</th>
<th>Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening conference in combination with a study visit in Sofia</td>
<td>January/February 2019</td>
<td>Tampere University of Technology; Syntra Flanders; Finale-Events; SOS Entrepreneurs Foundation</td>
<td>Presentation of the desk &amp; partner search reports of the partners (TPI-1360, TPI-1471, TPI-1493, TPI-1635); launch of web-based platform (D2); Comparative analysis report Flanders-Bulgaria (TPI 1360)</td>
</tr>
<tr>
<td>Development of web-based platform</td>
<td></td>
<td>Tampere University of Technology; Syntra Flanders; Finale-Events; SOS Entrepreneurs Foundation</td>
<td>Web-based platform to publish the different results, learning material of the different projects</td>
</tr>
<tr>
<td>Study visit Finland</td>
<td></td>
<td>Tampere University of Technology; Syntra Flanders; SOS Entrepreneurs Foundation, Finale Events</td>
<td>Comparative analysis report Flanders-Finland (TPI-1360) Analysis report (TPI-1493; TPI-1635)</td>
</tr>
<tr>
<td>Seminar to evaluate transnational cooperation, and to discuss projects, progress of whitepaper and design and functioning of web-based platform, in combination with a study visit in Flanders</td>
<td></td>
<td>University of Tampere; Syntra Flanders, Finale-Events; SOS Entrepreneurs Foundation</td>
<td>Intermediate evaluation report (D3)</td>
</tr>
<tr>
<td>Study visit Ireland</td>
<td></td>
<td>ETBI; Syntra Flanders, Finale Events</td>
<td>Comparative analysis report Flanders-Ireland (TPI-1360, TPI-1635)</td>
</tr>
<tr>
<td>Seminars to evaluate transnational cooperation, and to discuss projects, progress of whitepaper and design and functioning of web-based platform</td>
<td></td>
<td>Tampere University of Technology; Syntra Flanders; Finale-Events; SOS Entrepreneurs Foundation</td>
<td>Final draft of whitepaper containing guidelines for the implementation of various skills and competencies in entrepreneurship training (D1)</td>
</tr>
</tbody>
</table>
We will share information and exchange best practices using different methods:

- Online (e-mail, skype meetings, web-based platform, Google Drive, social media, etc.)
- Reports
- Meetings
- Peer learning and study visits
- Conferences and seminars

No confidential information (such as raw interview data or the identities of informants interviewed by the four participating projects) shall be exchanged during the Project.

All the partners commit themselves to attend the transnational steering group meetings personally or digitally. The meetings are mainly a follow-up of the partnership and the project, and are to be held at least 5 times during the project duration. All project team members are responsible for the preparation of the meetings, the costs and the organization as a host. The costs of travel are at the expense of the partners.

As for the study and peer learning visits, each promoter will prepare research questions, which will function as a guideline during these visits and thus constitute the methodological framework in which the visits will take place.

The results of the collaboration will be disseminated broadly. In the dissemination phase, an international closing conference in Brussels (D4) will be organized. Results of our transnational cooperation and the partners’ respective projects will be presented at the conference, and later on disseminated by means of the web-based platform, the partners' respective websites and social media.

The dissemination strategy of the ENTRA project is as follows:

1. Intermediate and final reports will be published on the web-based platform, as well as the transnational comparative analysis reports. The platform will be the portal for all stakeholders to search and find information about the ENTRA project, and all partners commit themselves to explain the platform to their respective stakeholders and national partners, and to encourage them to join the platform. This can be done by a wide range of means, such as information events, presentations, website publications, etc.

2. Since all of the partners are part of their own national or regional network, each and everyone of them will develop a suitable dissemination strategy, in accordance to the realization of reports and other project products.
3. All partners will provide information about all project activities with sufficient attention on their website and foresee (plan) an appropriate communication surrounding the transnational events, and the visiting partners will accordingly participate in press and networking events during the planned transnationals meetings and events.

In addition, each national project has its own dissemination strategy.

During the whole project, our online platform (D2) allows us – in a quick and easy way – to share intermediate results, such as the partners’ desk & partner search reports, intermediate reports and final reports to their respective ESF authorities, the partners’ comparative analysis reports after each study and peer learning visit, the intermediate evaluation report (D3), and the whitepaper (D1). The online platform will be developed to allow the partners to swiftly and systematically provide feedback on the progress and deliverables of both the transnational project as the partners’ respective projects. The platform will be accessible to the national partners and stakeholders of the transnational partners.

1.4 Organisation and decision-making:

During the project, each ENTRA partner will hold primary responsibility for monitoring progress and planning through a rotating presidency, starting with Belgium, Finland and Bulgaria.

In addition, each partner is responsible for planning and implementation of workshops, study visits and follow-ups. For the building of the data/know-how base, each partner contributes with experience and expertise and with the results from the workshops.

An initial planning meeting will be held in the start of the project (late 2018). Subsequently there will be web meetings for cost efficiency, between the events in each MS.

Working language is English.

1.5 Budget for transnational work (please analyse the budget by activity and by partner, in €).

Table 2 below contains an indicative budget for transnational activities to be carried out during project ENTRA. The activities include network-level activities (which all four projects will participate in) as well as dyadic activities (jointly carried out by two projects).
<table>
<thead>
<tr>
<th>Partner-project names \ Partner-project TPIs</th>
<th>HopOnHop-OffOffice</th>
<th>ET in the 21st century</th>
<th>PMTools</th>
<th>Artlab</th>
<th>Total budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>TPI-1493 TPI-1360 TPI-1471 TPI-1635</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity</th>
<th>Budget</th>
<th>Budget</th>
<th>Budget</th>
<th>Budget</th>
<th>Total budget</th>
</tr>
</thead>
</table>

**Network-level activities (activities including all TCA members)**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Budget</th>
<th>Budget</th>
<th>Budget</th>
<th>Budget</th>
<th>Total budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening conference in combination with a study visit in Sofia</td>
<td>3500</td>
<td>900</td>
<td>1000</td>
<td>900</td>
<td>6300</td>
</tr>
<tr>
<td>Web-based platform: development and operational costs</td>
<td>1000</td>
<td>1000</td>
<td>1000</td>
<td>10000</td>
<td>13000</td>
</tr>
<tr>
<td>Study visit Finland</td>
<td>3500</td>
<td>1300</td>
<td>4000</td>
<td>1300</td>
<td>10100</td>
</tr>
<tr>
<td>Seminar to evaluate transnational cooperation in combination with a study visit in Flanders</td>
<td>1500</td>
<td>1500</td>
<td>1000</td>
<td></td>
<td>4000</td>
</tr>
<tr>
<td>Intermediate report</td>
<td>300</td>
<td>300</td>
<td>300</td>
<td>300</td>
<td>1200</td>
</tr>
<tr>
<td>Study visit Ireland</td>
<td>1000</td>
<td></td>
<td></td>
<td></td>
<td>1000</td>
</tr>
<tr>
<td>Seminar to evaluate transnational cooperation in Italy</td>
<td>3500</td>
<td>2000</td>
<td>2000</td>
<td></td>
<td>7500</td>
</tr>
<tr>
<td>Final report</td>
<td>300</td>
<td>300</td>
<td>300</td>
<td>300</td>
<td>1200</td>
</tr>
<tr>
<td>Closing conference in Brussels</td>
<td>3500</td>
<td>10000</td>
<td>2500</td>
<td></td>
<td>16000</td>
</tr>
</tbody>
</table>

**Dyadic activities (activities including two TCA members)**

<table>
<thead>
<tr>
<th>Dyadic activities between TPI-1471 (PMTools) and TPI-1360 (ET in the 21st century)</th>
<th>Budget</th>
<th>Budget</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joint survey on motivation, obstacles and decisive</td>
<td>4000</td>
<td>4000</td>
<td>8000</td>
</tr>
</tbody>
</table>

1. Indicate the name of each project which is partner in the TCA.
2. Indicate the TPI number (Transnational Project Identifier), which is the identification number of the partner project in the ESF partner database.
3. Please, replace [Indicate the number] by the TPI number of the partner project in the ESF partner database.
4. List the main activities in the transnational work programme, such as: study visits, peer reviews, material preparation, piloting, training, translation, dissemination, evaluation etc.
   Please replace [Name of Activity] by the proper activity name.
   Add as many lines as needed.
<table>
<thead>
<tr>
<th>factors to participate in entrepreneurial training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summarizing key results of the project about needs of the target groups, innovative and digital methods for entrepreneurial training (to support other project)</td>
</tr>
<tr>
<td>Desk study on government policy regarding entrepreneurial training in Finland</td>
</tr>
<tr>
<td>Participation in events organized by TPI-1360</td>
</tr>
</tbody>
</table>

**Dyadic activities between TPI-1471 (PMTools) and TPI-1493 (HopOnHopOffOffice)**

| Integrating key results of TPI-1493 regarding use of flexible spaces in entrepreneurial work into tools developed in TPI-1471 | 2000 | 4000 | 6000 |
| International knowledge exchange (webinars, meetings, seminars) | 1400 | 2000 | 3400 |
| Development of international training module for potential entrepreneurs and start-ups | 1000 | 2400 | 3400 |

**Dyadic activities between TPI-1471 (PMTools) and TPI-1635 (Artlab)**

<p>| Using Art &amp; technology based forms of training entrepreneurs | 3000 | 3000 | 6000 |
| Joint development of training for digital creativity and entrepreneurial skills | 3000 | 3000 | 6000 |
| Development of international training module for potential entrepreneurs and start-ups in creative industries | 4000 | 3000 | 7000 |</p>
<table>
<thead>
<tr>
<th>Dyadic activities between TPI-1360 (ET in the 21st century) and TPI-1493 (HopOnHopOffOffice)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A desk study and recommendations about how to reach target groups and which methods you could use</td>
</tr>
<tr>
<td>Desk study on government policy regarding entrepreneurial training in Bulgaria</td>
</tr>
<tr>
<td>Dyadic activities between TPI-1360 (ET in the 21st century) and TPI-1635 (Artlab)</td>
</tr>
<tr>
<td>Joint survey on the future of employment: how susceptible are jobs to computerisation? and digitalization skills needed for entrepreneurs</td>
</tr>
<tr>
<td>Knowledge exchange/seminar about the training needs of entrepreneurs in creative industries</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

Where the project is working with simplified cost options, this will be explained and the appropriate details given for each project, e.g. the total amount.

Each Participant receives funding relating to its share of the Work directly from the National Agency responsible for that Participant and according to the provisions of that Agency’s decision to award aid. By accepting national aid, each Participant is required to abide with the rules and regulations concerning project funding in its own country. The articles set down in this Agreement do not replace, impinge, impede or otherwise impact the national rules and regulations which apply to each Participant.

The Participants shall, if necessary, individually provide the additional funding required in order to carry-out their share of the Work.

2. Signatures of partners

Each partner undertakes to carry out the tasks and fulfil the duties set out above as part of the transnational project, on the condition that they are granted ESF funding set out in 1.6 above.

\[^{3}\text{If you added activity lines or partner-project columns, make sure that the grand-total include all the intermediate lines/columns.}\]
If for whatever reason any of the partners is not granted this support, this TCA must be amended or cancelled. Subject to the agreement of their respective Managing Authorities, the resulting 'orphan' partners may amend the TCA, optionally including new partners, and explore with their Managing Authorities how the grant contracts can be amended.

Signed by all the partners:
2.1 Partner 1:

Name of organisation: SOS Entrepreneurs Foundation

Project description link: https://ec.europa.eu/esf/transnationality/TPI-1493

Address: Sofia 1407, Bulgaria, 61 "Asen Yordanov" Str.

Website: http://sos-predprieitamchi.com/

Signed by legally authorised representative: [signature]

Place and date of signature: Sofia, Bulgaria - 30th of April 2018

Name of representative: Kupen Kupenov

Position of representative: Managing Director

Telephone: +359 885108572

E-mail: info@sos-predprieitamchi.com
2.2 Partner 2:

Name of organisation: Vlaams Agentschap voor Ondernemersvorming – Syntra Vlaanderen

Project description link: https://ec.europa.eu/esf/transnationality/TPI/1360

Address: Kanselarijstraat 19, 1000 Brussel

Website: www.syntravlaanderen.be

Signed by legally authorised representative: [signature]

Place and date of signature: Brussel, Belgium - 30th of april 2018

Name of representative: Bruno Tindemans

Position of representative: CEO

Telephone: +3222274920

E-mail: bruno.tindemans@syntravlaanderen.be
2.3 Partner 3:

Name of organisation: Tampere University of Technology
Project description link: [https://ec.europa.eu/esf/transnationality/TPI-1471](https://ec.europa.eu/esf/transnationality/TPI-1471)
Address: Korkeakoulunkatu 10 33720 Tampere
Website: [www.tut.fi/en](http://www.tut.fi/en)
Signed by legally authorised representative: [signature]
Place and date of signature: Tampere, Finland - 30th of April 2018
Name of representative: Heli Harrikari
Position of representative: Dean, Faculty of Business and Built Environment
Telephone: +358 3 311 511
E-mail: heli.harrikari@tut.fi
2.4 Partner 4:

Name of organisation: Finale-Events bvba

Project description link: https://ec.europa.eu/esf/transnationality/TPI-1635

Address: Wiedauwkaai 52 B, 9000 GENT

Website: http://www.finale.be

Signed by legally authorised representative: [signature]

Place and date of signature: Gent, Belgium - 30th of April 2018

Name of representative: Rudolf Werthen

Position of representative: CEO

Telephone: +32 0498 87 18 71

E-mail: rw@finale.be