



FAME
Family Business
Sustainability
and Growth

ERASMUS+ KA2 Strategic Partnership
2016-1-HU01-KA203-022930
FAME – Family Business Sustainability and Growth

TRANSNATIONAL PARTNER MEETING
4th MEETING
MINUTES

4th partner meeting

Date: 26-27 April 2018

Venue:

Cracow University of Economics

Ulica Rakowicka 27, 31-510 Krakow, Poland

Host partner: Cracow University of Economics



**CRACOW
UNIVERSITY
OF ECONOMICS**

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Participants of the meeting

Cracow University of Economics, PL (P3) – Host partner

- Jan BRZOZOWSKI
- Romana PASZKOWSKA
- Hanna KELM
- Dobrosława WIKTOR-MACH
- Ireneusz GÓROWSKI
- Marek SZARUCKI

Budapest Business School, HU (P1) – Coordinator

- István ÁBEL
- Judit SÁGI
- Tamás NÉMETH
- László VARGA

Leeds Beckett University, UK (P2)

- David DEVINS
- Brian JONES

MAC-TEAM, Belgium (P4)

- Pascal ECHARDOUR (*late cancellation because of illness – participation by Skype*)

CEPOR – SMEs and Entrepreneurship Policy Center, HR (P5)

- Mirela ALPEZA

Confederation of Hungarian Employers and Industrialists, HU (P6)

- Gabriella WÁGNER-TOMCSIK

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AGENDA

Detailed programme

DAY 1 (26 April 2018, Thursday)

Cracow University of Economics, Rakowicka St. 27, building B room 273 (2 floor)

Morning session

Timing	Programme	Lead/responsible
08:30	Selection of places for the e-learning video-shooting	Jan BRZOZOWSKI, CUE and Tamás NÉMETH, BBS
09:00	Arrival, coffee, registration	
09:30	Welcome by the host partner	Jan BRZOZOWSKI, CUE
09:40	Summary of the activities after the last partner meeting	István ÁBEL and László VARGA, BBS
10:00	WP3 Curriculum (content) development Summary of the final module materials considering the feedback by the 2 nd round of the expert evaluations (15 min/module)	Brian JONES, LBU Judit SÁGI, BBS Jan BRZOZOWSKI, CUE Romana PASZKOWSKA, CUE
11:00	Coffee break	
11:15	WP3 Curriculum (content) development Completion of the national specifications to the module materials and comparison	Moderated by István ÁBEL, BBS
11:45	WP3 Curriculum (content) development and WP6 Dissemination Possible publication opportunities based on the module materials	Moderated by David DEVINS, LBU
12:00	WP4 Online development Preparation for the video shooting	Moderated by Tamás NÉMETH, BBS
12:30	Lunch break (Lunch covered by CUE)	till 14:30 – except the module leaders

Afternoon session

Timing	Programme	Lead/responsible
13:30	WP4 Online development Video shooting to the e-learning materials (introductory videos)	Tamás NÉMETH, BBS + module leaders
14:30	WP4 Online development Introduction of the draft e-learning materials – videos, interactive slides, self-assessment questions, etc.	Tamás NÉMETH and László VARGA, BBS
15:30	WP3 Curriculum (content) development and WP4 Online development Harmonisation of the module materials and the e-learning + Teaching methods	Moderated by István ÁBEL and Tamás NÉMETH, BBS





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16:00	Coffee break	
16:15	WP5 Work-based learning plan Dual concept with the associated partners on country level + Working out the general cooperation structure	Moderated by Jan BRZOZOWSKI, CUE
17:00	WP6 Dissemination Piloting – Student + Family Business workshops - Technical background, evaluation questionnaires, etc.	Moderated by David DEVINS, LBU and László VARGA, BBS
17:45	Wrap-up session	
18:00	End of the day	

DAY 2 (27 April 2018, Friday)

Cracow University of Economics, Rakowicka St. 27, building B room 273 (2 floor)

Morning session

Timing	Programme	Lead/responsible
09:00	Arrival, registration, coffee	
09:30	WP6 Dissemination Dissemination materials, international conference participation and website update	Moderated by David DEVINS, LBU + Mirela ALPEZA, CEPOR and Katalin KLAJKÓ, MGYOSZ
10:15	WP7 Exploitation and sustainability Course descriptions, course offers, commercialisation and National accreditation/registration	Moderated by David DEVINS, LBU + István ÁBEL, BBS and Jan BRZOZOWSKI, CUE
11:00	Coffee break	
11:15	WP8 Quality Management Dashboard update, deliverable reviews, etc.	Pascal ECHARDOUR, MAC-Team
11:45	WP1 General project management Management and financial matters, monitoring evaluation	László VARGA, BBS
12:30	Lunch break (Lunch covered by CUE)	

Afternoon session

Timing	Programme	Lead/responsible
13:30	WP1 General project management Action planning, next (web-) meeting, To Do list	Moderated by István ÁBEL / László VARGA, BBS
14:00	Other issues – follow-up possibilities	Moderated by István ÁBEL / László VARGA, BBS
14:30	Wrap-up session	
14:45	End of Meeting	



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MEETING MINUTES

Welcome and opening

Romana Paszkowska, representative of the host partner, Cracow University of Economics, opened the partner meeting, where 5 partners from the total 6 were represented. Unfortunately, Pascal Echardour (MAC-Team) had to cancel his participation because of illness, but he joined the meeting by Skype at the second day in case of the Quality Management issues.

Summary of the activities after the 3rd (Brussels) meeting

The meeting started with the summary and short evaluation of the activities between the 3rd and the 4th meeting by László Varga and István Ábel (BBS). They said that the mentioned period was very productive; the module development teams worked a lot on the Module Handbooks and the e-learning inputs as well. Besides, partners worked on the dissemination as well, and the monitoring visit by the Hungarian ERASMUS+ Office was an important event of the last period, too.

WP3 Curriculum (content) development – Introduction of the finalised Module Handbooks

The 4 module leaders – Brian JONES (LBU), Judit SÁGI (BBS), Jan BRZOZOWSKI (CUE) and Romana PASZKOWSKA (CUE) – introduced the completed module materials considering the feedbacks by the last round of the expert evaluations (Mirela ALPEZA by CEPOR, and Judit CSÁKNÉ FILEP and Miklós LOSONCZ, by Business Hungary – BBS). The module leaders promised to send the final version of the Handbooks to the Coordinator till the 4 May 2018.

- Module 1: Brian listed the final structure of the module, details about the Sections and Units, and his corrections after the second phase of the expert evaluations – he still needs to check and consider the remarks of Mirela;
- Module 2: Judit introduced the final version of the Financial module Handbook without PPT slides; she highlighted the extra case studies to be used in the e-learning material;
- Module 3: Jan emphasised the change(s) in the original module title and gave an overview of the Module Handbook of module 3;
- Module 4: Romana - like the other module leaders - thanked the great work/contribution of the module members; she spoke about the details of the Sections and Units, and the not significant overlaps with Module 1; she compiled a SWOT analysis about the module development, which was very interesting for the others;

PPT slides about Module 1, 3 and 4 are uploaded to the Coospace.

WP3 Curriculum (content) development – Completion of the national specifications

National specifications to the four module-materials were promised in the application form / project proposal. It is part of the GANTT chart - line 25 and the Application form page 41, 44, 47, 49 (to the 4 modules).

Text in the proposal: O2/A3 - Completion of the national specifications and comparison between M14-M16



The identification of national specifications is an important part of the curriculum development, the training materials have to contain the relevant differences between the participating countries' economical, legal, financial, etc. regulations, and give a basic comparison of the differences and similarities.

Based on that:

- it is needed to complete, but it was not specified in advance how...
- it can be 1-2 pages/country/module similar to the INSIST project
- module members can discuss how we can complete and want to complete it in the easiest way
- it is not urgent, module leaders can add these national specifications as annexes to the module handbooks
- it can be maximum 1 extra day / module member(s)

Module leaders agreed on the following in Cracow:

- National specifications: about 2 pages / country / module
- Step 1: Till the end of May: module leaders make the structure and the details about their countries
- Step 2: Till the end of June: module members make the descriptions about their countries
- Step 3: Till mid-July: module leaders review all national specifications and compile an annex for the Module Handbooks from the British, Polish and Hungarian descriptions

WP3 Curriculum (content) development and WP6 Dissemination – Possible publication opportunities based on the module materials

With the moderation of David DEVINS (leader of the Dissemination Work package) partners discussed the publication possibilities of the module handbooks or a “global” version of the handbooks.

Several options were mentioned, as LinkedIn publication, local or international possibilities, Partners mentioned the unique items of the materials as the original case studies, the national specifications (will be completed as annex to the handbooks) and the FB specialities of the different topics.

Mirela ALPEZA by CEPOR emphasised a good option and she promised to share more information with the partners about it:

- selecting 250-300 pages from the total of 650 and compile a “global” handbook for the 4 topics
- one of her colleagues is working on a similar material and works on the publication from own (or local) funds – it can be a possible way for the FAME “global” Handbook as well
- it needs lots of extra work, but with external resources it can be manageable



More details were given after the partner meeting by Mirela: Regarding publication opportunities of 4 teaching module-materials – Croatian Ministry of Science and Education each year announces a call for proposal for supporting publications, including editor's books.

It will be announced in May and opened for 30 days.

Application to this call includes submitting text of the book and reviews.

Since the call is announced each year, she suggested discussing this opportunity in more details on the next (final) partner meeting. If the partners decide to go for it, she can help in the application for the next call for proposals.

WP4 Online development – Introduction of the draft e-learning materials – videos, interactive slides, self-assessment questions, etc.

Preparation for the video shooting

Video shooting to the e-learning materials (introductory videos)

Harmonisation of the module materials and the e-learning + Teaching methods

Tamás NÉMETH and László VARGA from BBS made and overview of the work done in the last project period connecting to the e-learning development.

They started with a comparison on the requested and completed e-learning inputs by the module development teams. With a short delay, inputs were collected to the e-learning development, more than expected, giving a good basis for the development of interesting, useful and interactive online modules.

Demanded and received inputs to the e-learning development:

ELEMENTS	REQUESTED	COMPLETED			
		MODULE 1	MODULE 2	MODULE 3	MODULE 4
PPT slides	40 slides	more than 50	more than 40	more than 50	more than 50
Test questions	40 questions	about 50	more than 60	little bit less than 40	little bit more than 40
Introductions	about module members	done	done	done	done
Glossary	20 elements	25 elements	more than 40 elements	more than 30 elements	about 30 elements
Extra(s) – additional materials	E-books, articles, links, videos	done	done + case studies	done	done



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The delay in the completion of the inputs will cause a short delay in the development of the e-learning materials.

What is still missing? Almost everything has been done – only some extras by the Hungarian module members – e.g. texts to voice-over – should be completed soon.

As starting points for the discussion, László and Tamás presented:

- the structure of the modules:

The structure of the Modules:

- Front page (Title)
- Intro video by the module leader
- Module introduction
- Learning outcomes
- *Sections (3 or 4 per module)*
- Glossary
- Module responsible staff
- ERASMUS+ reference

The structure of the Sections:

- Section introduction
- FB interview video connecting to the section topic(s)
- Animated normal PPTs and interactive slides
- Additional materials/readings
- Self-assessment tests

Other elements:

- Menu
 - Glossary
 - Resources (attached)
-
- the completed interview films – as part of the e-learning materials
Semi-final versions of the interview videos with FBs:
Heimann Winery: <https://youtu.be/PRIPzD9MppM>
<https://youtu.be/7hlfuPP6Z4>
https://youtu.be/in_QPzfC_BQ
<https://youtu.be/9of9gIJ1N9E>
Dudits Hotels: <https://youtu.be/UMNQ8iPe4AM>
https://youtu.be/-sqoeGq3N_w
<https://youtu.be/CsWglkqg88Q>
<https://youtu.be/nb7lKy3qmnA>
-
- the e-learning slides of the first (long) section of Module 2 and 4 – with glossary, tests, etc.

After the presented materials some questions were raised by Tamás and László, and discussed with the module leaders.



Questions for discussion:

- Separate sub-modules according to the different sections of the modules – too long modules with the 50 slides + videos, test, additional materials, etc.? – accepted (big modules + “section modules” as well)
- 20-40 test questions to a section – all in one or in several parts? – it is up to the content
- Extra tests/practices between the content slides? (more interactivity) – accepted
- Audio / voice-over to each slides – one-one sentences as an intro by the Hungarian module member (as responsible for the e-learning) – accepted
- Display of the additional materials to the sections – where & how? There are at least 2 options... - attached materials to the Complementary documents
- Display of the module leader connecting to all slides or the module member who is responsible for the content of the slide? – module leader to all slides + logo of the partner (responsible for the content)
- Display of the references on each slide of the e-learning (isn't it enough in the Module Handbook)? – it is more important in case of the Handbook, less important for the e-learning (the Handbooks are parts of the e-learning materials as attached documents)

Partners liked the presented elements (films and e-learning materials) and the e-learning development team can count on the support of the Hungarian module members (and of course the module leaders) in the next months – if any complementary information, text, etc. is needed.

After the discussion, Tamás started to prepare the module leaders for the video shooting (an introductory video to the 4 modules with the module leaders speaking about a content summary of their modules.

In the long lunchbreak the video shooting work was completed.

After the lunchbreak and the video shooting, the partners discussed the harmonisation of the module materials and the e-learning and the connecting teaching methods.

The approach is blended learning, face-to-face lectures supported by the e-learning materials. So starting with F2F lectures (semester long or in teaching blocks) introducing the content of the module handbooks. It can be supported by the e-learning materials, helping the understating of the topics in an interactive, visualised way with self-assessment possibilities.

The practical implementation should be examined partner-by-partner, but a harmonised way is important for bilateral, trilateral training possibilities (it means the cooperation of the three university partners in the long-run in MSc level trainings using the FAME results.

WP5 Work-based learning plan – Dual concept with the associated partners on country level + Working out the general cooperation structure

Moderated by Jan BRZOZOWSKI partners discussed the Work-based Learning elements of the FAME project. It started with the short summary of the first 2 WBL reports:



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- CUE and Sedlak&Sedlak (covering first of all Section 2 of Module 3)
- BBS and the Hungarian National Bank (covering Module 2)

The following issues were in the focus at the discussions with the associated partners:

- The relationship between BBS/CUE and the Associated Partner (AP) in the field of work-based learning (dual training) and the other dual training links of the AP (when, in what form, with how many students, experience, development ideas etc.)
- Matching the FAME project and the selected curricula with the co-operation in the framework of the WBL / dual program
- A specific overview of the selected module, which parts and in what form can be included in the WBL / dual training program (in face-to-face / contact training courses based on the written module material and the possibilities of using the e-learning material, combining them)
- Possibilities for using the other 3 modules in the WBL / dual program of BBS/CUE and the AP
- Suggestions and advice by the AP on WBL

The third WBL report has been completed after the meeting at the beginning of May by CUE:

- CUE and Polish-Ukrainian Chamber of Commerce (covering first of all Section 1 and 3 of Module 3)

The next step is the completion of a feasibility study connecting to the FAME modules (responsible partner is LBU led by David).

David raised the following questions – these would be useful to consider in the review/study:

- To what extent have the Associate Partners been engaged in the review of the FAME modules developed to date?
- What are the initial reactions of the Associate Partners to the inclusion of WBL in selected FAME modules?
- What are the potential (priority) concepts for further development of WBL in the future?
- What are the defining elements of the cooperation?

There are differences in the WBL approach of the partners, main differences are in the student registration – who (university or associated partner) registers the student, universities has direct or indirect contact with the students.

In the UK work-related learning is used for this approach: putting theory into practice – students are employed by the companies – the universities are mentoring them...

Finally (based on the above mentioned) the partners discussed the following delivery and assessment options to WBL:

Delivery options include

- Guest lectures given by professionals/practitioners
- Facilitative discussion (tutors/professionals) of case studies
- Immersive learning based on 'real world' problems (scenarios)
- Students (usually mature) bring practice into the curriculum



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- Take theory into practice
- Placements/projects in/with a business (mixed duration and purposes)

Assessment options include (individual or group)

- Posters
- Blogs
- Presentations (TV or real life)
- Assessment of practice in the workplace (e.g. 15-minute coaching session)
- Management reports (e.g. make recommendations for succession in the business) – board/business management part of the assessment panel
- Reflective reports (theory - tools and techniques in practice)

Issues for consideration

- Balance of curriculum (theory and work-based) may be different in different institutions
- Different modules and student groups (e.g. young/mature) may need different delivery modes and assessments

Agreed deadlines regarding WP5:

- Third WBL report – till 15 May (completed)
- Draft version of the Feasibility study by LBU – till the end of June
- Feedbacks by partners – mid-July
- Final version of the Feasibility study – till the end of July

WP6 Dissemination – Piloting – Student + Family Business workshops - *Technical background, evaluation questionnaires, etc.*

Student workshops should be organised in September – October 2018, Family Business workshops in October – November 2018

Piloting of the e-learning modules: 2 modules / countries – 4th module should be piloted in all the 3 countries and the 1-1 others (according to the responsible partner for the module development).

Student workshops:

- LBU: Module 1 and 4 (second half of September)
- BBS: Module 2 and 4 (second half of September – first half of October)
- CUE: Module 3 and 4 (second half of September – first half of October)

Minimal number of participants: 25 students / partner

Planned duration: 2 days / occasions (according to the proposal) – it can be 1 contact day + online work by the students.

Family Business workshops:

University partners will organise the FB workshops in October (latest before mid-November)



Minimal number of participants: 25 people / partner (2 members from 1 company can be acceptable)

Planned duration: 1 day / occasion (according to the proposal) – for the short introduction of the project results (modules); it can be organised in the framework of a bigger event, other projects, development actions, topics can be connected to the FB workshops.

Questionnaires in case of the Polish and Hungarian FB workshops should be translated into the local languages.

Questionnaires for the evaluation of the results (piloting):

- Questionnaires for the e-learning modules (4 different question lists for the Student workshops)
- Questionnaire for the FB workshops (with general questions about the project, the results, the expected impacts, etc.)
- Questionnaires can be used online or paper-based (after the paper-based completion, questionnaires have to be uploaded into the Google Forms – making the analysis easier)

Technical background:

- E-learning modules and evaluation questionnaires (Google Forms) will be uploaded to the website similar to the TRUST ME piloting – together with complementary documents, information, if needed
- Yves BOISSELIER by MAC-Team will help the partners creating the technical background and preparing accesses for the participants of the workshops

Deadlines of the piloting:

- Draft questionnaires in English (completed by BBS and MAC-Team) – adaptation of the TRUST ME questionnaires – till end of May
- Feedbacks on the questionnaires by the partners – till mid-June
- Final version of the questionnaires in English – till the end of June
- Translation of the FB questionnaire into Polish and Hungarian by CUE and BBS – till the end of July
- everything should be uploaded to the website by MAC-Team – till the end of August
- testing by the partners – maximum 5 days in the beginning of September
- templates for the attendance sheets by BBS – till the end of August

WP6 Dissemination – Dissemination materials, international conference participation and website update

Dissemination – January to April 2018

- Project website for all partners
- MGYOSZ – Workshop: TRUST ME and FAME projects (January 18)
- Leeds Beckett – Presentation at Leeds Business School Research Conference (January 18)



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- CEPOR - Awareness raising at several Regional Family Business Forum in Medjmurje, Primarje, Istra County, Split-Dalmatia County, Virovitica-Podravina, Croatia (Feb –March 18)
- BBS, CUE, Leeds Beckett – Curriculum in Hungarian, Polish and English (March 18)
- BBS, awareness raising at Applied Sciences Celebration, 5-6 April 2018

Planned May – December 2018

- CUE – Conference Paper ‘Selected aspects of communication in family firms’ 8th Scientific Conference, Lodz, Poland (May 18)
- CUE – Conference Paper ‘Are Women in Family Business Supported Enough by the Polish Family Policy, 8th Scientific Conference, Lodz, Poland (May 18)
- MGYOSZ – Ongoing promotion in member companies and associations (May-Dec, 18)
- CEPOR – Awareness raising TRANSEO Annual Assembly, Luxembourg, May 18 – participation by Mirela (CEPOR) and Nicolas Pirotte (TRANSEO)
- BBS, Conference Paper at University Forum for HRD, 5-8 June 2018, ‘What makes small beautiful? Learning and development in small firms’ Csillag, S., Csizmadia, P., Hidegh, A. 8th Scientific Conference, Lodz, Poland (May 18) L., Szászvári, K.
- Leeds Beckett University, International Enterprise Educators Conference, September 18
- BBS Project Flyer (Sept, 18)
- CEPOR – special category on the FAME website, (May 18); Publishing news and results (September 18)
- BBS, CUE, LBU, CEPOR – raise awareness of FAME in JJ Strossmayer University Faculty of Economics and UNESCO Chair in Entrepreneurship for the Future Cooperation with FAME partners (Sept, 18)
- Leeds Beckett – Multiplier Events for Students, (Sept, 18)
- BBS on Hungarian Day of Science (Nov, 2018)
- BBS, CUE, Leeds Beckett – Multiplier Events for Family Businesses (Sept-Nov 2018)
- BBS – Joint publication with St-Petersburg State University (Autumn 18)
- Leeds Beckett, Family Business Module in revalidated MBA Programme
- All partners - Journal articles/chapters in books
- Potential Course Handbook (2018)

One of our actions is to use the website to support FAME dissemination more efficiently – this was one of the suggestions for improvement given by the monitoring visit of the Hungarian ERASMUS+ Agency as well. Here are some initial thoughts that can be summarised as follows:

- All partners contribute at least 3 news items (this will give us at least 18 news items for the site)
- The contributions should be short and can have references other sources (e.g. documents)
- All contributions should include a photo if possible



Suggestions by David:
News Items for FAME website

No	Date	News Item	Author	Drafted
1	Nov 17	FAME Kick-off meeting Budapest	BBS/MAC-Team	
2		Publication in the MGYOSZ Magazine	MGYOSZ	
3		Presentation at Forum of Applied Sciences	BBS	
4		Club day of the National Association of family businesses – workshop	BBS	
5	May 17	Multiplier Event in Leeds	Leeds Beckett	Yes
6	May 17	Training Event in Leeds	Leeds Beckett	Yes
7	Nov 17	Conference Paper ISBE	Leeds Beckett (Dave)	Yes
8	Dec 17	Partner Meeting Brussels	BBS	
9	Jan 18	Trust Me and FAME projects	MGYOSZ	
10	Jan 18	Presentation at Leeds Business School Research Conference	Leeds Beckett (Brian)	
11	Feb- Mar 18	Awareness raising at several Regional Family Business Forum in Medjimurje, Primarje, Istra County, Split-Dalmatia County, Virovitica-Podravina, Croatia (Feb –March 18)	CEPOR (Mirela)	
12	April 18	awareness raising at Applied Sciences Celebration	BBS	

Planned				
May 18		Conference Papers in Lodz	CUE	
May 18		Awareness raising TRANSEO Annual Assembly,	CEPOR (Mirela)	
June 18		Institute for Family Business Conference (?)	BBS	
June 18		Conference Paper at University Forum for HRD	CUE	
Sept 18		International Enterprise Educators Conference	Leeds Beckett (Brian)	
Sept 18		Project Flyer	BBS	
Sept-Nov 18		Multiplier Events for students	BBS/CUE/Leeds Beckett	
Sept-Nov 18		Multiplier Events for family business	BBS/CUE/Leeds Beckett	

BBS and LBU waits for the response of the other partners on the proposed list.

As the partners accept it, the news items should be completed till the end of May, and MAC-Team should help the others uploading those to the website (under FAME News) till mid-June.

Examples of posts to appear on the FAME website

Conference paper: Investigates work-based learning, enterprise education and family businesses: November 17



Dr David Devins presented a Conference paper (co-authored with Dr Brian Jones) at the 40th Anniversary Conference of the Institute for Small Business and Entrepreneurship Conference in Belfast. The presentation slides are available here (provide slides and weblink to conference)

Multiplier Event: Family Businesses as an Engine of Growth: May 2017

Leeds Business School, Leeds Beckett University was delighted to host an event discussing family business research, policy and practice raising awareness and understanding of the FAME Project. For further information click [here](#)

Transnational Training Event: May 2017

Academics and practitioners from countries across the European Union were welcome in Leeds to discuss the development of teaching materials to support the development of family firms. The participants enjoyed contributions of experts from Scotland and New Zealand and discussed the development of FAME training materials and e-learning developments. (Add photos and summary document?)

Partners also discussed and agreed that a second project flyer should be completed for the dissemination and piloting events in the autumn period of 2018.

Deadlines regarding the second flyer:

- draft version by BBS in English till mid-June
- feedbacks by the partners till the end of June
- final version of the flyer in English till mid-July
- Polish and Hungarian translation for the FB workshops till mid-August
- printing – for the multiplier events and others

University partners has money for international conference/workshop participation in the project budget under Exceptional costs – those amounts can be used in case of the events of the last project period.

WP7 Exploitation and sustainability – Course descriptions, course offers, commercialisation and National accreditation/registration

Partners agreed on that they would sign Memorandum of Understanding documents for long-run cooperation in the field of Family Business trainings. The long-run objective of the FAME project is the setting up of bilateral or trilateral Master programmes on Entrepreneurship with Family Business specialisation in the 2nd year of the MSc courses.

Besides the partners discussed other options for the cooperation with the FAME training materials.

Option 1: 30-36 hour short courses – about 4 x 8-hour courses (with the four FAME modules)

- using the ERASMUS+ Trainer mobility module leaders of LBU, CUE and BBS can have lectures in the other countries (blocks of lectures on a day or two).
- short courses in all the 3 countries with international trainers

Option 2: a further developed version of the above mentioned courses is a summer school (can be organise in the UK, Poland and/or Hungary)



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- using not only trainer, but student mobility of the ERASMUS+ programme
- content: four FAME modules, study visits to FBs, simulation games, social programmes, etc.
- Jan BRZOZOWSKI promised to work out the conception for the summer school programme
- CEPOR has access to summer school (and winter school) programmes in Entrepreneurship and FB topics; Mirela ALPEZA shared with the partners more information by e-mail about it.

Option 3: Lifelong learning programmes for FB Association members in the participating countries (as CSVOE in Hungary)

Option 4: The MBA programmes of LBU are under revision, there is also a chance that the FB domain will be of much importance in the near future; Work-based elements should be also taken into consideration.

WP8 Quality Management – Dashboard update, deliverable reviews, etc.

Pascal ECHARODUR by MAC-Team joined the meeting by Skype on Friday speaking about the Quality Management issues of the FAME project MAC-Team is responsible for.

First of all partners informed Pascal about the developments of the meeting, based on that Pascal made some small modifications in his presentation.

Moderated by Pascal, partners discussed and agreed on the followings:

Action Plan for Pilot Course Evaluation

1. Evaluation for material improvement for finalisation (A8)

Experts review:

- A4: report on the written (traditional form) materials (Module Handbooks)
- A5: evaluation of the e-learning materials

Student workshops:

- Teacher evaluation report
- Students' feedback on the e-learning materials

Family Business workshops:

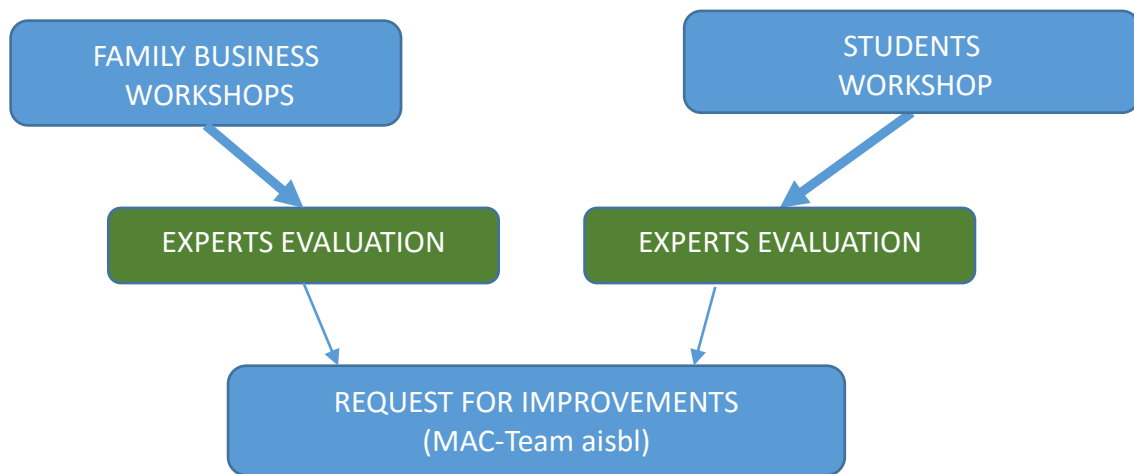
- evaluation report by the workshop leader (trainers)
- feedback of the participants on general questions regarding the FAME project and the completed results

Training material evaluation:

- A4: report on the written (traditional form) materials:
 - Experts review (completed in March-April 18)
 - Feedback of the Family Business workshops (October-November 2018)
 - Final deliverable review using the 6C template (M18-20 : November 2018)
- A5: evaluation of the e-learning materials:
 - Online questionnaire (using the FAME website and its E-learning area)



- Students workshop: M20-22 (September-October 2018)
 - Teacher evaluation report
 - Students’ feedback on the e-learning materials
- A5: E-learning material: Online questionnaires (90% of the global feedback)
- Final deliverable review using the 6C template (M18-20 : November 2018)



Template for the Final deliverable review (6C’s template)

The name and number of the deliverable: IO2: Module ‘Fundamentals of SME management (Strategy, Marketing, Logistics)’

The 6 C’s	Description	Evaluation	Points 1-5
Complete	Accurate representation of the work	TO BE COMPLETED	
Clear	Easy to understand, well-structured and focused, translation readiness	TO BE COMPLETED	
Concise	Focused on the essential topics	TO BE COMPLETED	
Consistent	With the other parts, in terms of vocabulary, definitions, concepts, standards	TO BE COMPLETED	
Correct	Without mistakes or omissions	TO BE COMPLETED	
Credible	Workable output, involving sufficient testing, and covering the initial objectives.	TO BE COMPLETED	

Recommendations:



Deadlines:

- Draft evaluation questionnaires for the e-learning modules and for the FB workshops – 31 May 2018
- Feedbacks on the evaluation forms – 15 June 2018
- Final evaluation questionnaires for the e-learning modules and for the FB workshops – 29 June 2018
- Translation of the questionnaires into Polish and Hungarian (if needed) – 31 July 2018
- Completion of the technical background for the pilots (website, online version of the questionnaires) – 31 August 2018
- Piloting (Student workshops) – Sept – Oct 2018
- Analysis of the feedbacks and results of piloting – 31 October 2018
- Fine-tuning of the e-learning modules by pilot feedbacks – 30 November 2018

WP1 General project management – Management and financial matters, monitoring evaluation László VARGA by BBS summarized the most important issues regarding project and financial management: the monitoring visit and its findings and suggestions, the financial reporting of the partners.

Findings of the monitoring visit:

The monitoring visit by the Hungarian ERASMUS+ Agency took place on 3 March 2018.

The evaluators checked the implementation process at the mid-term of the project duration.

We received the minutes of the visit – officially – on Tuesday (24 April).

The most important findings and suggestions are the following:

- professional embeddedness, well-documented implementation, conscious project management – the ERASMUS+ Agency is also promoting the project in professional forums and publications
- the involvement of trainers is particularly important in the internationalization processes
- the agency can help in the development/preparation of joint master's degree

Suggestions of the monitoring visit:

Their suggestions we should deal with:

- we should make the project implementation and results more visible, so they suggested us to upload news / short articles to the project website about the dissemination activities we listed in the dissemination activity tables as "COMPLETED" activities.
- there is only one completed feedback form about the Brussels partner-meeting at the website; The participants are kindly asked to complete the form (it is maximum 5 minutes) at: <http://www.fame-programme.eu/news-events/feedback/input-feedback-brussels-2017>

In case of problem with the access to the website, please contact Yves Boisselier.

- we should complete the feedback form of this Cracow meeting as well: <http://www.fame-programme.eu/news-events/feedback/input-feedback-krakow-2018>



FAME

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ERASMUS+ KA2 Strategic Partnership

2016-1-HU01-KA203-022930

FAME – Family Business Sustainability and Growth

Possibility for the extension of the project duration

- Now it does not seem to be necessary
- About 3 months extension is manageable (if needed)
- We can talk about it after the summer holidays – if there will be any problem with
 - the completion / finalisation of the e-learning modules
 - the preparation / organisation of the multiplier events – student and family business workshops
 - the evaluation of the feedbacks – fine-tuning of the training materials
 - dissemination and exploitation activities

Financial administration of the project:

- Partners should send the cost collection tables with the timesheets on a 4 months basis to BBS – continuous monitoring of the partners' financial situation
- *After the Progress Report*
 - Till 8th January 2018: payments between Aug – Nov 2017 (previous)
 - Till 15th May 2018: payments between Dec 2017 / Jan 2018 - April 2018
 - Till the middle of Sept 2018: payments between May – Aug 2018
 - Till the end of Jan 2019: payments between Sept – Dec 2018 – to the Final Report

Financial reports received from the partners:

Leeds Beckett University

- until July/August 2017 (progress report) – the 3rd report is still missing

Cracow University of Economics

- until end of March 2018 – up-to-date

MAC-Team

- until July/August 2017 (progress report) – the 3rd report is still missing

Business Hungary – MGYOSZ

- until July/August 2017 (progress report) – the 3rd report is still missing

CEPOR

- until end of December 2017 – in time

"Good chance" for a detailed financial audit together with the submission of the final report

- Take care of the reporting, it makes easier the final reporting period
- We can review what kind of documentation is needed to the financial report / audit
- The INSIST project were selected for detailed audit in 2017 and the TRUST ME project has been selected as well in 2018 (we are working on the submission now – deadline is 30 April)



Other issues – follow-up possibilities

Follow-up possibilities (new project proposal, other co-operation actions) will be the task of the final meeting in November 2018.

Next web-meeting:

early June – proposed dates by László Varga (BBS) in a Doodle end of May 2018

Next partner meeting:

Final transnational partner meeting in Budapest – organised by Budapest Business School.

Proposed date (together with a final dissemination – multiplier event):

8-9 November 2018

Meeting evaluation questionnaire:

Participants are asked to complete the questionnaire, which is available at the FAME project website – at the following link, with the personal accesses:

<http://www.fame-programme.eu/news-events/feedback/input-feedback-krakow-2018>

Action planning - To Do List

Task	Deadline	Responsible
WP1 General Project Management		
Financial reporting by the partners	15 May 2018 15 September 2018 31 January 2019	All partners
Answer to the minutes of the Monitoring visit	10 May 2018	BBS
Web-meetings	Early June, early July, early September and mid-Oct	All partners
Final partner meeting in Budapest	8-9 November 2018	All partners

Task	Deadline	Responsible
WP2 Collating		
Research activities on selected topics by modules (optional)		All partners



Task	Deadline	Responsible
WP3 Curriculum Development		
Final version of the 4 Module Handbooks	04 May 2018	Module leaders
National specifications – structure and local description by the module leader	31 May 2018	Module leaders
National specifications – description about the other 2 countries	29 June 2018	Module members
Final, harmonised version of the national specifications – last unit/annex to the Module Handbooks	16 July 2018	Module leaders
Global, selected version of the Handbooks? Questionable!		Mirela Alpeza, CEPOR

Task	Deadline	Responsible
WP4 Online Development (with piloting)		
Video shooting	31 May 2018	BBS e-learning developer team
Draft version of the e-learning materials	29 June 2018	BBS e-learning developer team
Feedbacks by the module developer teams	16 July 2018	All partners
Final version of the e-learning materials (ready for piloting)	31 July 2018	BBS e-learning developer team
Draft evaluation questionnaires for the e-learning modules and for the FB workshops	31 May 2018	BBS
Feedbacks on the evaluation forms	15 June 2018	All partners
Final evaluation questionnaires for the e-learning modules and for the FB workshops	29 June 2018	BBS



Translation of the questionnaires into Polish and Hungarian (if needed)	31 July 2018	CUE and BBS
Completion of the technical background for the pilots (website, online version of the questionnaires)	31 August 2018	MAC-Team and BBS
Piloting (Student workshops)	Sept – Oct 2018	BBS, CUE and LBU
Analysis of the feedbacks and results of piloting	31 October 2018	Module development teams
Fine-tuning of the e-learning modules by pilot feedbacks	30 November 2018	BBS e-learning developer team

Task	Deadline	Responsible
WP5 Work-based learning		
CUE report (about the discussion with the Polish-Ukrainian CCI)	15 May 2018	CUE
Draft version of the feasibility study on Work-based learning	29 June 2018	LBU
Feedbacks on the draft study	16 July 2018	All partners
Final version of the feasibility study on Work-based learning	31 July 2018	LBU

Task	Deadline	Responsible
WP6 Dissemination		
Dissemination activity table updates	01 June 2018 02 November 2018 31 January 2019	All partners
Website (continuous) update – asked by the Erasmus+ Agency as well	01 June 2018 03 September 2018 01 October 2018 01 November 2018	MAC-Team, helped by all partners



Student workshops	Sept – Oct 2018	BBS, CUE and LBU
Family Business workshops	Oct – Nov 2018	BBS, CUE and LBU
Second project flyer and its printing for the workshops	31 August 2018	BBS and all partners (in EN, HU and PL)
International workshop/conference participation	Sept – Dec 2018	BBS, CUE and LBU

Task	Deadline	Responsible
WP7 Exploitation and sustainability		
Completion of the draft course descriptions	31 October 2018	BBS (helped by all partners)
Completion of the draft course offers (commercialisation plans)	31 October 2018	BBS, CUE and LBU
Discussion and agreement on Memorandum of Understanding documents	8-9 November 2018	BBS, CUE and LBU

Task	Deadline	Responsible
WP8 Quality Management		
Quality Management Dashboard updates	5 May 2018 30 June 2018 29 September 2018 7 January 2019	BBS and MAC-Team (helped by all partners)
Analysis of the feedbacks and results of piloting	31 October 2018	Module development teams
Deliverable reviews on Intellectual Outputs	31 October 2018	Module leaders and MGYOSZ/CEPOR experts



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