

E-COOL¹

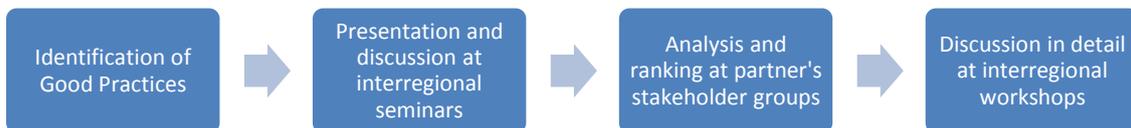
Methodology for the identification, assessment and exchange of Good Practices

1 Introduction

This document intends to provide E-COOL project partners with some guidance in the identification, assessment and exchange of Good Practices (GPs), as required in the project application form. When describing the methodology for project activities, the application states that:

1. Partners and stakeholders will identify 24 GPs implemented in the participating regions, using common templates to describe them.
2. The GPs will be presented in detail and discussed in three interregional seminars. The seminars shall lead to introduce recommendations for policy development and implementation.
3. The GPs will be analysed in each regional stakeholder group, which will discuss how the lessons learnt and the GPs in other region could be transferred to their territorial context.
4. The GPs best ranked by the different local stakeholder groups and in the interregional seminars will be discussed in more detail in three interregional workshops, to allow identifying transferable elements and effective transferability methodologies.

Therefore, this is an iterative process that goes through different phases:



The Good Practices are the main instrument the project will use to achieve its objectives, both the general objective of improving the effectiveness of regional policies in promoting entrepreneurial spirit of young people, contributing to the economic development and competitiveness, and the sub-objectives:

- Improve and achieve more effective policies promoting entrepreneurial mindset through proof-based policy making and by integrating recent innovative approaches for inspiring young people, especially those based on improving entrepreneurial environments and teaching methodologies.
- Increase the knowledge of policymakers, professionals and public servants working on entrepreneurship and education.
- Increase awareness on the advantages of an entrepreneurial education, as well as to promote cooperation between EU regions in the development of new policies.

¹ Entrepreneurial and Intrapreneurial Mindset in Young People through the Dynamization of Competences, Teaching Methodologies and Entrepreneurial Ecosystem



The Good Practices and their analysis are expressively mentioned as key tools to achieve these sub-objectives.

2 Identification and reporting of Good Practices

2.1 What can be considered a Good Practice

The identification of Good Practices is of utmost importance, as it constitutes the basic ingredient for the whole process. If Good Practices are not **identified and well reported**, it would not be possible to discuss them properly at the seminars, stakeholder groups and workshops.

To understand what should be considered a Good Practice, we can use the Interreg Europe definition,

an initiative (e.g. project, project, process, technique):

- *in one of the programme's priority axes*
- *has proved to be successful in a region, having already provided tangible and measurable results in achieving a specific objective*
- *is of potential interest to other regions*

According to this definition “relevance”, “success” and “interest” are the main elements that have to be considered to identify a good practice.

When we consider relevance, we should understand it refers more specifically to the topic of the project. Therefore, E-COOL Good Practices must refer as close as possible to project objectives and sub-objectives:

- policies promoting entrepreneurial spirit and mindset of young people.
- innovative approaches for inspiring young people, especially those based on improving entrepreneurial environments and teaching methodologies.

Regarding the other criteria, very often evidences of success may not be easy to collect, either because the policy instrument is still being implemented and has not yet produced all results (or have not been evaluated) or because results are very local or very broad and may not be easy to assess. And something similar may happen with the “*potential interest*”, which may not be easy to anticipate.

Since Interreg Europe is dedicated to regional development policy improvements, a Good Practice is usually related a **public intervention**. A private initiative may be considered as a GP only if there is evidence that this initiative has inspired public policies.

As E-COOL is targeting the policy change throughout policy learning from public authorities and stakeholders, there is a real added value if the selected “good practice” is already demonstrating a high degree of regional cooperation among the ecosystem, between business sector, public authority, universities, etc.

2.2 How Good Practices should be reported.

The Interreg Europe template is the official tool that should be used to report Good Practices. It is adapted to the Interreg Policy Learning Platform, and therefore the structure and number of characters should be respected (*See Annexes 4 and 5*).

Although the IE template is well designed and includes most of the key elements to report a Good Practice, it has some constraints that may hinder the full understanding of the context and content of the Good Practices, which are often dependent of the specific local conditions. In turn, the incomplete understanding of the Good Practices may hamper knowledge exchange and policy transferability.



Good Practice template

- All Good Practices identified by an Interreg Europe project and reported in the progress reports have to be submitted to the Programme.
- In order to submit a practice, you will have to register in the Interreg Europe website. Online submission will be available the first semester of 2017.
- NB: in orange: 2 optional fields. All other fields are compulsory.

1. General information	
Title of the practice	[100 characters]
Does this practice come from an Interreg Europe Project	Yes or no [Technical: Good Practices outside the IIR-E projects relevant to the topics and validated by the Policy Learning Platforms experts will also be included in the database]

In case 'yes' is selected, the following sections appear:

Please select the project acronym: <input type="text" value="Drop down menu with all acronyms"/>	
Specific objective	Drop-down list of the 8 specific objectives [Technical: In case a project is selected, the specific objective is automatically completed]
Main institution involved	[Technical: The name of the institution and location of the practice are per default those of the practice author. They remain editable.]
Location of the practice	Country: <input type="text" value="Drop-down list"/>
	NUTS 1: <input type="text" value="Drop-down list"/>
	NUTS 2: <input type="text" value="Drop-down list"/>
	NUTS 3: <input type="text" value="Drop-down list"/>

2. Detailed description	
Detailed information on the practice	[1500 characters] Please provide information on the practice itself. In particular: <ul style="list-style-type: none"> What is the problem addressed and the context which triggered the introduction of the practice? How does the practice reach its objectives and how it is implemented? Who are the main stakeholders and beneficiaries of the practice?



Resources needed	[200 characters] Please specify the amount of financial/resources used and/or the human resources required to set up and to run the practice.
Timescale (start/end date)	e.g. June 2012 – May 2014/ongoing
Evidence of success (results achieved)	[500 characters] Why is this practice considered as good? Please provide factual evidence that demonstrates its success or failure (e.g. measurable indicators/results)
Difficulties encountered/ lessons learned	[100 characters] Please specify any difficulties encountered/lessons learned during the implementation of the practice.
Potential for learning or transfer	[1000 characters] Please explain why you consider this practice (or some aspects of this practice) as being potentially interesting for other regions to learn from. This can be done e.g. through information on key success factors for a transfer or on factors that can hamper a transfer. Information on transfers that already took place can also be provided if possible, specify the country, the region – NUTS 2 – and organisation to which the practice was transferred. [Technical: A good practice be applied throughout a project life time (e.g. to add information on the transfers that have occurred)]
Further information	Link to where further information on the good practice can be found
Contact details [Technical: the contact details will be visible only to "Policy Learning Platforms registered members"]	
Name: <input type="text"/>	
Organization: <input type="text"/>	
Email: <input type="text"/>	
Expert opinion	[500 characters] [Technical: to be filled in by the Policy Learning Platforms expert]

Therefore, an **extended Good Practice Report is proposed**. It is based on the IE template but offers more flexibility regarding the report structure, the length of the texts and the possible reference to existing documents in local language, while keeping the objective of making policy information accessible to the other project partners.

Tabla 1. Extended Good Practice Report Template

Topic	Contents	Connection with IE Template
1. Good Practice context and objectives	Explanation of local context and key factors considered in the definition of objectives and approach of the policy instrument. Objectives sought, connected with the described local context.	Detailed information on the practice
2. Description of the Good Practice	Detailed description of the methodology, activities carried out, resources used, local partnerships, level of cooperation in the entrepreneurship ecosystem, etc.	Detailed information on the practice; Resources needed; Timescale

3. Results and lessons learned	Results and impact achieved. Details of factors affecting results. Lessons learned. Changes and refinements in policy instruments (approaches, measures, resources...) following impact assessment. Possibility to include some results, milestones or outputs indicators (e.g. nr. of participants, of business plans supported, of companies created, of tools created, etc.), as well as any information on existing monitorisation or quality control systems.	Evidence of success; Difficulties encountered / lessons learned; Potential for learning or transfer
4. Conclusions & Recommendations	Based on the experience presented, results and lessons learned, a series of general conclusions and recommendations could be drafted. Evaluation of the potential of the GP towards its adaptation or transfer to other territories. Transferability tips, etc.	Potential for learning or transfer
Annexes	Please feel free to provide documentation and communication materials, even in national languages. Web links are also welcome, although they have the risk of become outdated and unavailable.	-

To make it easier for partners and make sure that some homogeneous kind of information would be gathered, a Word template is attached to the present Methodology (see *Annexe 1*).

The four topics of the Extended Good Practice Report can also be used to prepare the summary presentation of the GP at the interregional seminars (see next point).

We would propose the following Good Practice reporting process:



This process will allow partners to work on the GP throughout the project in a more flexible format. Other partners will have access to richer information that will facilitate the full understanding and transfer of the GP.

3 Presentation and discussion at interregional seminars

Once the information is collected and the extended GP Report is produced, as stated, partners will present and discuss the GPs at different Interregional seminars. Initially, and based on the project Application Form, to reach the target nr. of 24 Good Practices, partners should follow the following objectives per semester:

- Semester 2 (in Brno, 4th December 2018): 8 GPs on Public Private Cooperation on Entrepreneurial Education.
- Semester 4 (in Groningen): 8 GPs on Working methodologies for Entrepreneurial Education.

- Semester 5 (in Zagreb): 8 GPs on Inclusive actions for entrepreneurial education addressed to disfavoured groups , targeting young people in marginalised areas, immigrants, high intellectual coefficient students

It is estimated that the duration of such Seminars should be of around half-day (around 4-5 hours), where the 8 GPs should be presented and discussed. In order to avoid too long sessions and to make sure that the seminars are dynamic and interactive, it is proposed to split the 8 GPs into 2 groups according to their characteristics (“clusters of GPs”) and the final nr. of GPs that will be presented². Initially, and based on the planned total of 8 GPs, the format could be as follows:

First round (2 hours)

- a) Cluster 1 of GPs - First round of presentations (60')
 - o +-15 minutes/GP. Following the attached Powerpoint template (*Annexe 3*)
 - b) The participants would be distributed into small groups of 4-5 people to discuss and exchange opinions about each GP, briefly comment them and rate them according to the attached “GP Peer Assessment” (*See Annexe 2. One assessment per group/GP and 1 general rate per participant*). Again, spending +- 10 min. per GP. (40')
 - c) Presentation of the GP Peer Assessment (20' / around 5 min. per GP)
- *Coffee break (30 min)*

Second round (same format – 2 hours)

- d) Cluster 2 of GPs – Second round of presentations (60')
 - o +-15 minutes/GP. Initially, following the attached Powerpoint template (*Annexe 3*)
- e) The participants would be distributed into small groups of 4-5 people to discuss and exchange opinions about each GP, briefly comment them and rate them according to the attached “GP Peer Assessment” (*See Annexe 2. One assessment per group/GP and 1 general rate per participant*). Again, spending +- 10 min. per GP. (40').
- f) Presentation of the last round of GP Peer Assessment (20' / around 5 min. per GP)

Conclusions (30 min.)

- g) *First conclusions, initial ranking and internal evaluation of the methods used (+-30')*

In order to be able to organise the animation of the Seminar properly from both, a contents and a logistical perspectives, it will be compulsory to know at least 10 working days in advance the intention of each partner (name of the GP and just a few lines about the topic/general

² It is important to remind that the partnership is formed by 10 partners. Therefore, if all 10 partners propose to submit one GP, the final nr. could be increased.



description). That means, for example, in the case of the first Seminar (Brno, 4th December 2018), partners have to inform the organisers of the Seminar by Monday 19th November 2018.

4 Analysis and ranking at partner's stakeholder groups

According to the Interreg Europe methodology and guidelines, each partner should create a stakeholders group at regional level. It is important to remind that, among the members of the stakeholders group, there can (should) be organisations not only that can analyse the GPs, but also in some cases that can adopt or bring GPs (in this last case, they can contribute to the previous identification and description, and even be invited to present the GP themselves at the different Seminars or Workshops).

In any case, the different GPs identified within the project life should be transmitted to the local/regional stakeholders, in order to offer them the possibility to gain experience and knowledge.

Each partner should identify the best way to organise and transmit such kind of information, but has to be aware that it might be a “tricky task”: You will have to present Good Practices that you do not know in depth and have been developed by other organisations from other countries. For that reason, it is very important to obtain relevant data through the previous documents, especially the extended GP Reports and Powerpoint Presentations.

Language might also be a barrier, since most of the homogeneous information will be collected in English, and additional documentation (Annexes to each extended GP Report) might be in other national languages. In that sense, depending on each partner internal resources availability for the project, it would be strongly recommended to translate i.e. the Powerpoint presentations into your local language if needed.

The structure and length of the Stakeholders Meetings might vary depending on each partner area, from a Coffee Meetings, to more traditional presentations. In any case, they should be interactive and offer the opportunity of the stakeholders to express and position themselves towards the GPs, and, at least, to rate the GPs according to their potential of transferability in the regions.

For such purpose, as a proposed tool, a similar Assessment template to the one for the Seminars can be used (*see Annexe 6*)

5 Discussion in detail at interregional workshops

Finally, according to the project methodology, the GPs considered as the most relevant ones, on the basis of the previous ranking (from the Seminars and from the Stakeholders) should be discussed more in depth throughout 3 Workshops. They could be considered, internally, as the Best Practices (BPs).

Initially, at least 9 BPs should be presented as follows:

1st) Semester 3 (in Jelgava): 3 BPs



- 2nd) Semester 4 (in Exeter): 3 BPs
- 3rd) Semester 6 (Bari): 3 BPs

While the format should be agreed by the partners, and in particular depending on the profiles of the participants to the Workshops, it is important to remind that, again and to get a first-hand knowledge, the BP could be presented by their “owners/promoters”, especially when these ones are members of a regional stakeholders group. This would allow to organise e.g. Question and Answers sessions.

The present document pretends to be a “living” one. It might be completed and readapted within the project implementation, according to the needs, progress, results and difficulties of the partner. In particular, as stated, as specific proposal towards the organisation of the Workshops will be prepared on due time.

List of Annexes

1. E-Cool Extended Good Practice Report Template (Word document)
2. E-Cool GP Assessment Template for Seminars (Word document)
3. E-Cool GP Presentation Template for Seminars and Stakeholders (Powerpoint)
4. Interreg Europe Good Practice Template (Word document)
5. E-Cool Good Practices Guidelines_IE_Platform (Acrobat .pdf document, instructions towards how to upload the information about the GP in the Interreg Europe online platform)
6. E-Cool GP Assessment Template for Stakeholders (Word document)