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WISEs4Youth

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D 7.1 – FINAL TOOLKIT

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1. INTRODUCTION

The general objective of the WISEs4Youth project is to develop training and mobility activities for social entrepreneurial skills development targeting potential young social entrepreneurs in Western Balkans. In two years of its implementation, the project organized activities such as study visits, peer-to-peer events, training, a final toolkit, and a sustainability roadmap for the beneficiaries.

Toolkit is one of the main results of the project which represents a compendium of lessons learned to improve the sustainability of project results also after the end of the project implementation period. It serves not only for the project sustainability but also as a pilot experience that can motivate different stakeholders and drive similar actions for different topics, in other EU countries and in the close neighbourhood.

The Toolkit includes a brief description of each work package, project results and recommendations from all partners. Based on the inputs and recommendations of project partners for each respective WP, the Toolkit is developed as a tool of project results for the sustainability and replicability of social economy entrepreneurship among youth in the Western Balkans and EU.

The goal is to present recommendations and insights derived from the practical execution of project tasks within each Work Package. This includes sharing successful strategies, produced tools, and methodologies employed during implementation to achieve successful outcomes.

The intention is to secure the longevity of project outcomes by empowering young potential future social entrepreneurs and other potential stakeholders in social economy entrepreneurship to replicate, adopt, or change, and apply the tools, strategies, and recommendations from this project. This approach facilitates the formulation, development, and execution of prosperous projects by other potential external to the project stakeholders and within a wider framework.

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2. METHODOLOGY

The Toolkit was prepared with the collaborative efforts of the consortium partners of the WISES4Youth project contributing through Work Package (WP) Reports. Each WP Report, orchestrated by respective partners, follows a structured approach prepared by Partners Albania. It begins with an overview, detailing the lead partner, WP aims, implementation period, key activities, and anticipated outcomes. Subsequently, the tools, methodologies, and strategies section elucidates the methodologies employed, tools used, and strategic approaches adopted for the implementation of each respective WP. In-depth insights into the functionality, application, and sources influencing these choices are provided. The final section delves into key findings and recommendations, emphasizing discoveries during implementation, achievements, lessons learned, cultural considerations, and specific recommendations for stakeholders and policymakers. This methodology ensures a comprehensive and enriched Toolkit, fostering successful youth social entrepreneurship initiatives.

3. TOOLKIT

3.1. Work Package 1 (WP1): Project Management and Coordination

WP1 Lead Partner: European Network of Social Integration Enterprises – ENSIE, Belgium

Period of Implementation: Month 1 - Month 24 (April 2022 - March 2024)

Overview of the WP1

The WP1 focuses on ensuring an effective implementation of project management, coordination and monitoring activities. It involves project partners' meetings organisation and management (kick-off meeting, online, transnational and in-person meetings). It also includes the monitoring and reporting tasks as well as regular follow-up about the project implementation, the deliverables development, and the overall administrative and financial needs and requirements.

The key activities involve the organization of in-person and online meetings to follow-up the effective and timely implementation of the project. They also consist of the coordination of project partners to ensure the timely and quality deliverables and events organization.

Among the **main deliverables and results**, the WP provided the project management plan and the organization of the kick-off meeting session. It also managed the organization of transnational project meetings, the organization of the final conference of the project and the final report. All deliverables contributed to showcase the monitoring of the entire process of the project's implementation to ensure its quality and expected impact.

Tools, Methodologies and Strategies

Being the coordinator of the project implies the management of WP implementation, the relation with the EU bodies, the management of the budget and coordination of meetings with partners. For each activity, different tools and methodologies were applied to effectively implement the project. Usually, projects involve partners from different countries, it is important that the outcomes and deliverables are used by beneficiaries and are accessible. Thus, their translation in national languages is important. Below is the description of tools and methods used to perform quality work when it is about project management and coordination. The following inputs are provided based on the key deliverables of the WP1 of the project.

1. Project management plan

A quality project management plan (PMP) is an important tool for project management in general as it sets the groundwork for the entire project. It should firstly present the project itself and its duration, its scope and objectives as well as the consortium composition. Indeed, it provides a clear understanding of what the project aims to achieve, sets the direction for the project team and ensures everyone is working towards the same goal. In addition, it allows better resource allocation and helps to identify the resources needed to accomplish the project goals, whether it's human resources, budget, or materials.

Moreover, it is important to define project partners' responsibilities and roles as it fosters a sense of ownership, accountability, and collaboration among project partners, which are essential for the successful execution of any project. In addition, the point of risk management is crucial because it enables proactive identification, assessment, and mitigation of potential threats to the project's success.

Finally, another element is the provision of an internal communication plan for the project which should also be included in the PMP. It ensures that communication is clear, timely, and tailored to the needs of partners.

2. Kick-off meeting

Organizing a kick-off meeting of a project serves as a critical starting point for any project, laying the groundwork for effective project management, communication, collaboration, and success. This meeting provides an opportunity to align all partners on the scope, objectives and expectations ensuring that everyone has a clear idea of what needs to be achieved. It clarifies the roles and responsibilities of partners ensuring that everyone understands their contribution to the project and promoting accountability. In addition, it discusses project timelines, deliverables, milestones etc., reducing the likelihood of misunderstandings or conflicts later on. Finally, it encourages collaboration and idea sharing enabling participants to contribute their expertise, insights and perspectives to the project planning process.

To successfully run a kick-off meeting, several tools and methodologies are used as:

- The use of an agenda outlining the topics to be discussed and sending of this agenda to partners in advance ensuring that they have the opportunity to add additional points to it if they wish so.

- Icebreakers activities (for instance in the breakout rooms during a virtual session) to foster engagement of partners especially if they are meeting for the first time.

- The use of visuals as Power Point slides to illustrate key points. It helps to clarify complex information and keep participants engaged.

- The use of comfortable IT tools for the meeting (Teams, Zoom, Webex etc.).

- Elaborate a feedback mechanism to gather input and suggestions from partners regarding the kickoff meeting format, content, and effectiveness. Continuous improvement is essential for optimizing future meetings and project outcomes.

3. Transnational partners meetings

When conducting transnational partner meetings within the framework of projects, it is essential to employ tools and methodologies that facilitate efficient communication, collaboration, and project management across different geographical locations. Here are some tools and methodologies to consider and their rationales:

- Video conferencing tools (e.g., Zoom, Microsoft Teams, etc.): These tools enable face-to-face communication, fostering a sense of connection and engagement among participants despite being geographically dispersed. Video conferencing allows for real-time discussions, presentations, and brainstorming sessions, enhancing collaboration and decision-making.

- Project management platforms (as Teams, Share box, Google drive, Drop box etc.) which allow files sharing among partners are important as they allow access to partners to files and to collaborate on project deliverables simultaneously.

- When it comes to the in-person project partners meetings, it is crucial to collaborate with the host partner to ensure having a room for the meeting, technical equipment etc. Using mailing tools are essential to convey information on the meeting and the provision of meetings’ tools (agenda, registration link etc.).

- Similar to the online meetings, visual presentations and feedback mechanisms are essential as well for the reasons mentioned above.

4. Final conference

Organizing a successful final conference for a project requires careful planning, coordination, and effective communication. The tools and methodologies differ from an in-person conference, online one or a hybrid one. Within the framework of the WISEs4Youth project, the final conference's format is hybrid thus the tools and methodologies are provided for this format.

- First of all, it is important to agree on a date that will suit all partners. A Doodle or a meeting can take place to schedule the day and timing of the conference.

- When choosing a meeting room, it is preferable to consult catalogs of eco-socio responsible buildings and to check if all technical equipment as well as support could be provided. You should also keep in mind the provision of catering during the event (coffee breaks, lunch breaks etc.).

- As next step, it is important to find and take contact with relevant speakers for the conference and establish an agenda/concept note. The contact takes place usually by email or phone and the for the agenda's drafting, Microsoft Word is usually used.

- For a smooth organisation, providing speakers with the context, an agenda and information on the session is important. For that purpose, leading of face-to-face meetings with speakers prior the event (via Teams, Zoom, phone calls, Webex etc.) is crucial to clarify the expectations from their interventions and answer their potential questions. Guidelines can be also provided to support speakers in their preparation.

- It is important to create a registration link to manage the number of participants by using online platforms as Google Forms, Survey Monkey etc.

- An online link should be created to host the event online for virtual participants though software as Zoom, Teams, Webex etc.

- In terms of the dissemination of the event, it is important to create a dissemination leaflet (via Canva, Word etc.) and to share it on social media (LinkedIn, Facebook, X, Instagram etc.), on the project partners' respective websites and other relevant channels.

- Promotional material can be also produced to disseminate the project (tote-bags, mugs, pen, project's brochure etc). It is important to place the order in advance to ensure it is delivered on time.

- During the conference itself, it is relevant to use interactive tools with participants to ensure their attention. Among tools, the Mentimeter, the Jamboard, Slido etc. can be used.

- The use of Power Point presentations is also welcomed during the session as the audience usually easily follows a session with visual support and in addition, participants usually wish to receive the presentations after the session.

- Finally, from the practical side, it is important to produce presence lists to be signed by attendees as well as evaluation forms to have feedback from the event and being able to improve such sessions in the future.

- To conclude, after the session it is important to draft a summary from the final conference and disseminate it online (on social media and project's websites) or via newsletters, analyze evaluation forms and follow-up with speakers to thank them for their intervention.

5. Final report

Creating a final report for a project involves synthesizing and presenting key findings, outcomes, and recommendations in a comprehensive document. Here are methodologies and tools to consider for crafting an effective final report:

- Use a structured framework or template to organize the final report. This may include sections such as Executive Summary, Introduction, Objectives, Methodology, Findings, Conclusions, Recommendations, and Appendices. A structured format helps readers navigate the report and understand its contents.

- Use data collection and analysis tools to gather and analyze project data, such as surveys, interviews, minutes, and document reviews. Tools like SurveyMonkey, Google Forms, or Microsoft Excel facilitate data collection, organization, and analysis, enabling evidence-based conclusions and recommendations.

- Use document collaboration platforms such as Google Drive, Microsoft SharePoint, or Dropbox Paper to facilitate collaborative authoring and editing of the final report.

- Employ writing and editing tools to ensure clarity, consistency, and professionalism in the final report. This may include word processing software like Microsoft Word, grammar and style checkers like Grammarly.

- Engage key stakeholders in the review and validation of the final report to ensure accuracy, relevance, and alignment with project objectives. Solicit feedback from project partners to enhance the quality and credibility of the report.

Key Findings and Recommendations

Key findings from the implementation process and recommendations for quality implementation of tasks:

- Project partners cohesion impacts the project's implementation quality. It is important to support partners in their implementation phase, coordinate meetings and communication among partners to ensure timely and quality delivery of the project's outcomes.

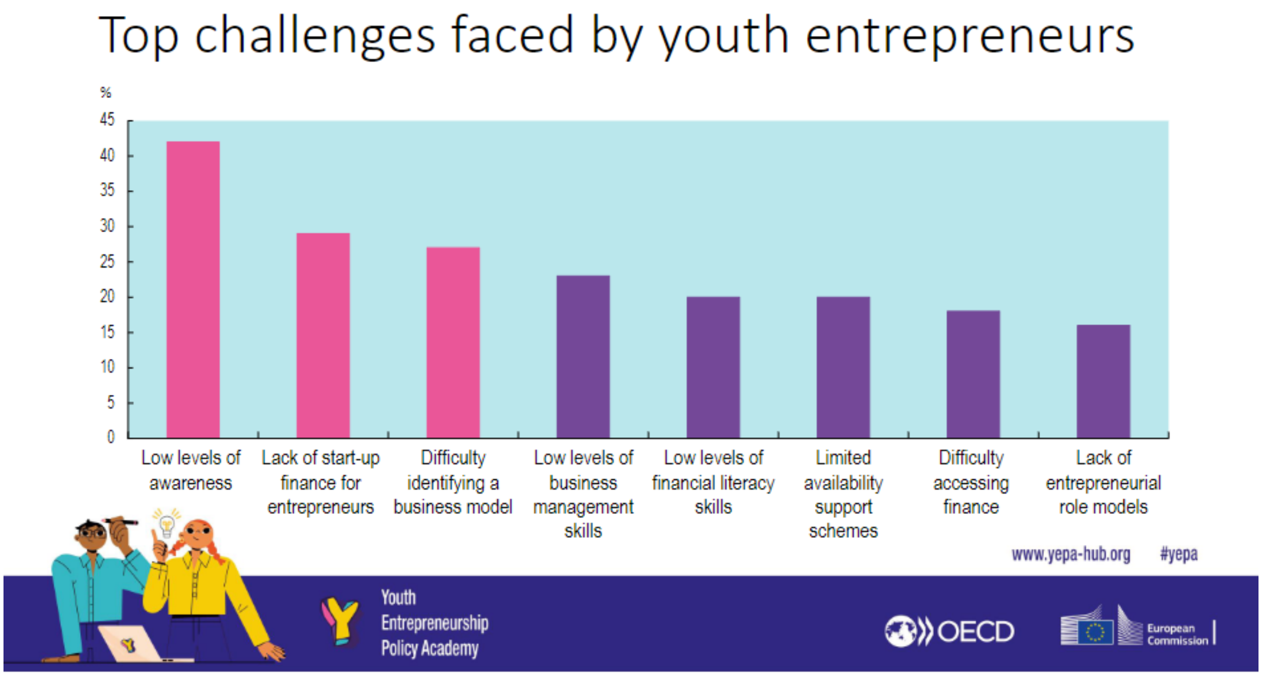
- Make use of IT available tools to smooth the collaboration and ensure quality implementation of the project. Indeed, project meetings were an essential method to overcome complications and ensure a good understanding of steps to follow by each partner for the quality implementation of the project.

- Flexibility, availability and responsiveness of partners is crucial for timely implementation of tasks.

Policy recommendations to support youth social entrepreneurship:

According to the Youth Entrepreneurship Policy Academy[1] participants' survey led in 2023, the main challenges faced by young social entrepreneurs are as displayed below in the figure:

[1] The Youth Entrepreneurship Policy Academy (YEPA) is a policy-learning network of 150 participants, including policymakers, youth entrepreneurship networks and organisations, social entrepreneurship networks, programme managers and researchers. The YEPA aims to strengthen youth entrepreneurship policies and programmes by raising knowledge about the barriers faced by young people in entrepreneurship and facilitating exchanges between policy makers, young entrepreneurs and experts on "what works" in youth entrepreneurship policy.



In order to tackle these challenges, it is important to provide young entrepreneurs with a mix of financial instruments, develop capacity building activities to start and run social enterprises, establish legal forms, statutes and labels in particular for social enterprises, work on impact measurement, support them in developing business skills and provide action plans/strategy for social entrepreneurship.

It is indeed crucial to integrate entrepreneurship education into formal school curriculums from an early age, teaching students about business planning, financial literacy, problem-solving, and social impact.

Moreover, it is crucial to encourage partnerships between youth social enterprises and larger corporations, government agencies, and NGOs to create opportunities for collaboration, innovation, and mutual benefit.

In addition, it is important to develop standardized impact measurement frameworks and tools tailored to youth social enterprises, enabling them to track, assess, and communicate their social and environmental impact effectively. Finally, Member States should develop /update their national strategies for the social economy development and support as recommended in the Social Economy Action Plan as well as implement as soon as possible the Council Recommendations on developing social economy framework conditions

3.2. Work Package 2 (WP2): Training Modules Concept

WP2 Lead Partner: ACT Group – AG, Croatia

Period of Implementation: Month 3 - Month 8 (June 2022 - September 2022)

Overview of the WP2

The aim of the WP2 was to develop a Curricula for training materials (theoretical and practical part) and define the training content aiming at the empowerment of the representatives of the W4Y project partners, so that they can subsequently be the trainers for the young people in their countries. The curricula were prepared for two main themes:

1. Social enterprises/WISEs Management;

2. SIMM (Social impact measurement and management).

Through the piloting of the mentioned curricula in subsequent WISEs4Youth work packages, project partners' representatives adopted the knowledge which they had to transfer to direct users (targeting young representatives of WISEs) in their countries. This knowledge, tailored for young representatives of WISEs, aimed to enhance their readiness and preparedness to act as facilitators and advocates within WISE enterprises in their local contexts.

Key activities included the development of training modules and the coordination of module development with partners.

WP2 produced **three main deliverables**; a Curriculum (for training of partners) on Social Enterprises and WISEs Management which was developed with the support of the Slovenian partner SENT, a Curriculum for Impact Management and Measurement, and a Report on training modules development. All deliverables were prepared in English language and are accessible through online tools, ensuring that both project partners and the intended audience, particularly young people, can easily utilize them.

All the deliverables were prepared in English and are available through online tools for the partners and young people to use.

The main results of the WP2 are the development of two curricula along with corresponding training materials that were used for pilot testing during the training activities as part of the WP4, in each of the partner countries. Additionally, while collaboratively crafting the curricula, partners enhanced their understanding of both the creation process and the specific topics covered in the curricula.

Tools, Methodologies and Strategies

In order to develop the Curricula (and all accompanying materials) following **co-creation process** can be used for preparing relevant curricula programs:

- Drafting the approach and the first Curricula structure involving the responsible partners
- Sharing the Curricula Structure and Content draft with lead partner and involved partners
- Updating the Curricula (structure and the content) based on the first feedback of the lead partner
- Presenting and sharing the Curricula to all partners for reviewing/commenting / feedback
- Finalizing the Curricula and the materials and submitting the Curricula within the specified timeline and in the agreed platforms
- After the finalization and submission of the Curricula, preparation of a Report on training modules development is an important element to better understand the followed process.

During the co-creation process, following key activities/meetings can be useful:

- Participation in the online Kick-off Meeting of the project**,** where all partners are present, provides a comprehensive overview of the entire project. This engagement allows for a better understanding of the project's context, specific components, and Work Packages (WPs). Within this session, an in-depth presentation of the entire project is delivered, with a particular emphasis on your leading WP, ensuring that all participating partners are well-informed.
  Moreover, this meeting serves as a platform for meaningful discussions aimed at establishing clear deadlines for project deliverables. It creates an opportunity to address potential issues or questions related to each WP, fostering a collaborative environment for problem-solving. Additionally, the meeting offers a strategic space to reach agreements on subsequent steps and the preparation phase for

developing documents, in this case the curricula's, or tasks within the WPs that you lead.

- Conducting initial online meetings between the designated lead partners responsible for WP implementation is imperative in initiating focused discussions on the approach for drafting curricula or any pertinent document. The aim of these sessions is to refine and synchronize the understanding of both partners regarding the overall process and approach to the respective Work Package (WP).

- Engaging in online meetings between the accountable partners and the lead partner holds significance in discussing the structure and content of curricula, assessing their alignment with the proposal descriptions. It is crucial to delineate specific actions and concrete steps for crafting the initial draft and establish deadlines for subsequent developmental phases.

- Conducting online meetings between the accountable partners and leading partner to check the progress of work becomes essential for continuous tracking and assessment of the developed products. In a collaborative effort, partners participate in a thorough review to identify necessary additions and enhancements to the drafted Curricula. Furthermore, this session provides an opportunity to mutually agree upon deadlines for the completion of full versions, ready for presentation and feedback from other project partners.

- A final online meeting involving all partners of the project is crucial for a comprehensive presentation of the prepared curricula. Each involved partner in the preparation of the curricula shares insights into their respective work and contributions. This meeting is also designated for discussions regarding potential issues or questions about the curricula, with the aim of collecting initial feedback from all participating partners.

- A considerate timeframe should be allocated to the project partners to review and provide feedback for the Curricula final versions of the Curricula. Following consideration and reflection of their insights, the finalized curricula can subsequently be submitted.

It is important to say that the creation of the Curricula should took place in a co-creative process, the lead partners create the basic structure and content draft, while the other partners get involved by providing feedback, commenting and making suggestions for additions/changes.

In the process of developing the Curricula, can be relied primarily on the knowledge and previous experience of the project partners resulting from similar activities in the development of educational materials and Curricula. In addition, external thematic sources (primarily available on the Internet) are used to prepare the content.

Coordination and communication around the creation of the Curriculum should take place in an online environment - via e-mail, online meetings and collaboration tools (Office 365, MS SharePoint…).

Such an agreed division of roles (lead partners - setting up the structure and basic content, other partners - review and commenting/suggestions) and use of online environment (digital tools) help to be operational and to carry out activities within the given, project-defined deadlines.

Key Findings and Recommendations

Find below some of the key findings, and learning points gathered/confirmed through the curricula development and WP2 implementation to follow or replicate for successful realization of tasks of similar nature:

- have a good topic analytical background that will enable you to better identify the main goal of your Curricula, target groups of users and their needs and challenges. This is very important because there is a growing tendency for education/trainings to be targeted/specific, shorter, with lots of examples from practice;

- it is very important that you clearly define who is the target group for which the curriculum is intended (who are the educators as well as the end users - participants of educations and trainings). This will help you to focus on specific content (especially in topics that are as broad as WISE management etc.), or define different levels of content complexity (e.g. basic, advanced, etc.). This can also help you to more clearly select and potential participants of the trainings or adjust the training according to the needs of the users;

- for the sake of practicality and operability of such Curricula development processes (materials, publications, etc.), it is practical for the core (expert) team to prepare the structure and at least the first version of the content/material, which are then subject to comments and changes by all/other partners representatives;

- define the clear and concrete milestones, deadlines and roles (especially taking into account specific expertise);

- the process shouldn't take too long - use a lean approach, build the first viable version of Curricula and materials and test as early as possible;

- topics should be approached theoretically (clear and concise, not too long lectures/presentations) and practically (a lot of good examples, practical exercises, group work, personal reflections, knowledge/experience sharing, learning points highlighting…). Practical should be on par or even bigger than theoretical;

- in addition to the Curricula, materials/manuals should be developed that sufficiently explain to the future trainers how to approach training methodologically and substantively based on the developed Curricula. Materials/manuals should also contain a list of literature/sources that can deepen knowledge on the given topic;

- also define ways to check whether the desired learning outcomes have been achieved (qualitative and quantitative approach);

- the use of digital technologies also contributes to operability and practicality;

- use parallel forward-thinking approach - develop the Curricula and materials in such a way that you always have in your head the training that will be conducted based on that Curricula, that will force you to focus and think about practical things;

- review, update methodologically and content wise your Curricula after pilot testing;

- it is necessary to leave some space for the specifics of each country and localization.

Recommendations towards policy makers on what support measures are needed to support (youth) social entrepreneurship:

- provide education on social entrepreneurship/WISEs (workshops, trainings, mentorships, study visits);

- map and regularly update the unique base of social entrepreneurship actors at national levels;

- provide funds for continuous research on social entrepreneurship and WISEs;

- strengthen the cooperation of various stakeholders in the field of social entrepreneurship/WISEs;

- actively work on the legislative framework related to social entrepreneurship/WISEs at national levels;

- define the institutional bearer of the development of social entrepreneurship at the national level;

- implement the topic of social entrepreneurship in local/regional strategies and programs;

- open tenders for the popularization of social entrepreneurship with a special emphasis on the private and public sector with which social enterprises do business, with clear criteria for the allocation of funds;

- create a specialized financial instrument for social enterprises, e.g. a fund for co-financing projects from EU funds, a fund for co-financing new employment in social enterprises;

- educate public contracting authorities about socially responsible procurement, create tools for effective implementation, open and bring public procurement processes closer to actors of social entrepreneurship;

- improve marketing, cross-selling and greater visibility of social enterprises through fairs, events and the like;

- continuously work on the promotion of sustainable public procurement;
- establish specialized one-stop-shops for the development of social entrepreneurship, support centers for the development of social entrepreneurship/WISEs;

- develop the off-line and on-line support, incubation and acceleration programs to support existing social enterprises/WISEs that have potential for growth and development;

- develop and finance a mentoring scheme for social enterprises;

- incorporate social impact measurement into the processes of public procurement, financing/tenders etc.

3.3. Work Package 3 (WP3): Study Visits for Mobility Exchanges

WP3 Lead Partner: Association of Citizens Initiative for Development and Cooperation – IDC, Serbia

Period of the Implementation: Month 10 – Month 14 (June 2023 – December 2023)

Overview of the WP3

The WP3 aimed to promote mobility of young potential future social entrepreneurs as well as to complement the training they received with practical examples of successful WISEs.

The main activities of this WP consist in 5 study visits organised in project partners' respective countries following this order: Albania, Serbia, Croatia, North Macedonia, and Slovenia. Moreover, the partners took the opportunity to have a project meeting during the stay and exchange on further implementation of the project. In addition, in order to ensure an efficient implementation of the study visits, IDC developed a study visits plan which includes a brief description of each visit based on the inputs from all partners. Finally, the feedback questionnaire was created and reviewed by partners. The same questionnaire was used for each study visit.

The Study visits resulted in a total of 63 participants from 5 partners countries attended the study visits among which 54 were young people and 9 representatives of the partners' staff members. Among 54 young participants, some same participants attended study visits in several partners' countries and mostly same partners staff members attended each study visit. In addition, all partners committed to respect the gender balance of participants to study visits. Indeed, among 63 participants, 30 were men and 33 women. Overall, 83 evaluation forms were collected from all study visits.

A final report on the study visits and a WB social economy all start compound presenting the enterprises visited within the project, as a portfolio of best practices in terms of content of the training modules, were prepared within this WP.

Tools, Methodologies and Strategies

Find below the tools, strategies and methods to use when organizing study visits. The insights provided are based on the implementation of the WP3.

Use of the agenda encompassing itinerary details, precise timings, meeting location, designated break periods, and detailed visit schedules with the exact location for each of the places. The agenda serves as a roadmap, ensuring seamless coordination and maximizing the efficiency of the study visit experiences.

Travel Guide and study visit plans to provide to the participants essential information and resources to ensure a smooth and successful trip. It includes information about the aim of the study visits, itinerary details, including dates, times, locations, planned activities, meetings and site visits. Also, it includes accommodation information, transportation details, planned meetings and event details, emergency contacts, cultural and practical information, maps and direction to locations such as venues, hotels, restaurants and attractions.

Use of presence lists, to track attendance, maintain records, and facilitate communication with participants before, during and after an event.

Use of feedback questionnaires for the evaluation of the study visits. Google forms or Survey Monkey, or normal printed questionnaire sheets are some of the survey tools to use to gather feedback from the participants after the study visits. This allows organizers to assess participant's expectations, preferences, and overall satisfaction, helping improve future study visit arrangements.

Use communication platforms like email, messaging apps, or project management tools to facilitate communication among participants, organizers, and stakeholders involved in the study visit.

Utilize list of registration for the participants before the study visit, using Excel can be useful ore even online platform tools such teams etc. Having this information beforehand is imperative, as it allows for the gathering of essential details such as the number of participants, accommodation arrangements, email addresses, and contact information.

These details are crucial for making arrangements and organizing travel logistics effectively, ensuring smooth coordination and execution of the study visits.

Use cloud-based storage services like Google Drive, Microsoft OneDrive or Teams to share essential documents, itineraries, maps, travel guides, agenda and other relevant information with participants. This ensures everyone has access to the necessary resources and can refer to them as needed during the visit.

Key Findings and Recommendations

Based on the feedback gathered from satisfaction questionnaires, it is evident that young participants appreciate mobility and practical knowledge earned during the experience of the study visits. Participant feedback underscores the visits' role in stimulating inspiration and actionable learning, facilitating the exchange of knowledge and generates initiative, as evidenced by numerous participants' expressed intentions to initiate, or expand social ventures.

The WISEs4Youth project's study visits have significantly contributed to advancing comprehension of social entrepreneurship, demonstrating its multifaceted nature and potential to effectuate societal benefits. Therefore, it's imperative to conduct more activities of this nature to further bolster support for young individuals.

Pay attention to the robust logistics planning and arrangements to amplify the efficacy and continuity of the educational experience.

Select successful and best practices of social enterprises for the study visits, ensuring diversity across sectors and services offered. This approach provides a wide range of examples to explore, fostering a divers and inclusive learning environment during the visits.

Facilitate precise communication and structured dialogue between participants and social entrepreneurs is paramount in fostering a comprehensive understanding, addressing inquires effectively, and facilitating potential collaborations and partnerships.

3.4. Work Package 4 (WP4): Training Implementation

WP4 Lead Partner: The Slovenian Association for Mental Health – ŠENT, Slovenia

Period of the Implementation: Month 10 – Month 14 (January 2023 – March 2023)

Overview of the WP4

WP4 aimed to implement structured training activities involving partners and young potential entrepreneurs, through the empirical application of training modules. This specific objective was implemented in all the project countries in order also to collect information concerning the national background ecosystem of WISEs and social enterprises. Each country had at least 5 young potential social entrepreneurs participating in the training. 5 training courses were conducted in total, one in each of the consortium partner's countries.

There were **two primary tasks**, the first one was related to a one-week training session for partners or training for trainers on the topic of social economy and social impact. The training was organized in Slovenia by ŠENT the leader of the WP4. It provided partners with the necessary skills and knowledge to administer both training modules in their respective countries to the target group itself. The second task was a 5-day training session in each of the respective countries of the relevant partners. It included both modules, namely "Impact management with attention among others to vulnerable groups" and "Social enterprises and WISEs management". A satisfaction questionnaire was completed by the participants in the training sessions, and a training report was prepared by each partner for the trainings delivered in their respective countries. These reports were consolidated into a final report, combining the overall results and providing an overview of the overall training quality and participant satisfaction across all sessions.

Tools, Methodologies and Strategies

Outlined below are the tools and methodologies utilized to effectively carry out training activities within the projects. These insights are derived from the key deliverables of the WP4.

Take in consideration and utilize the expertise of consortium partners when designing and planning the training sessions. This involves identifying their specialized knowledge and skills to tailor the content and delivery methods accordingly, ensuring the sessions are informative and engaging for participants.

Assessing the curriculum content for the training and allocating sufficient time for participants to comprehend the topics thoroughly is essential. Providing ample time for discussion, clarification, and practical application during the training sessions allows the participants to clearly understand the curricula.

Delineate the roles of various trainers based on their expertise to cover different topics within the curricula. Assign trainers with specialized knowledge and skills to lead sessions on specific topics, ensuring that participants receive comprehensive and insightful instruction tailored to each subject area.

Evaluate the training daily, in the beginning of each day and at the end of the training to get the feedback and evaluations of the participants, and use them to further refine the curriculum, training instructions and materials according to the participants needs and expectations.

Participants attending the train the trainer session came from diverse backgrounds and were able to offer insight into the participants.

Encourage participants from diverse backgrounds to share their insights during the training sessions. This inclusivity fosters a collaborative learning environment where individuals can contribute their unique perspectives, experiences, and expertise to enrich discussions and enhance the overall learning experience.

After the training , provide to the participants all the appropriate materials and expertise for both for training for trainers and training for young people

Following the training, ensure that participants receive all necessary materials and expertise. This includes providing comprehensive resources, such as manuals, handbooks, and supplementary materials, as well as ongoing support and guidance from experienced trainers to facilitate effective implementation of the training content.

Evaluate the training formally through attendance sheets, satisfaction reports, and prepare final reports and evaluation questionnaires.

Combine the trainings with study visits, which during the implementation of the WISEs4Youth have proved to significantly prepare better the young people to work in and/or establish WISEs and Social Enterprises.

Assess the methodology and curriculum employed during the trainings to ensure their relevance and alignment with EU standards. However, it is imperative to review the curricula to ensure they conform to national frameworks. Certain topics and materials, such as aspects of management, legal frameworks etc. may vary significantly and require adaptation to address specific national contexts effectively.

Illustrate the curricula with practical examples to facilitate participants' comprehension of the information. This involves incorporating real-world scenarios, case studies, and hands-on activities that demonstrate how theoretical concepts can be applied in practical situations.

Key Findings and Recommendations

In general, there are a few conclusions that can be applied to any future trainings in any EU context:

- Based on the evaluation reports from the pilot courses, it's essential to tailor training programs to suit the specific needs and preferences of participants in each country. This involves focusing more on practical exercises and real-life examples, as well as expanding modules on well-received topics like finance and social entrepreneurship.

- Incorporating interactive elements into the training, where participants can share and discuss their ideas, can enhance engagement and understanding.

- Additionally, gathering detailed feedback from participants is crucial for continuously improving the training content and delivery methods.

- Emphasize practical learning with hands-on activities, case studies, and real-world applications. Integrate ample examples, exercises, and tasks to reinforce theoretical concepts and facilitate active learning. Ensure theoretical concepts are contextualized with relevant examples to demonstrate practical relevance and applicability.

- Ensure adequate course quality and maintain the current level of course quality, ensuring that the content is relevant, accurate, and engaging for participants.

- Consider offering the training in modular format to accommodate varying participant interests and preferences. This allows individuals to focus on specific areas of interest and participate in modules relevant to their needs.

The training provides young entrepreneurs with all the necessary knowledge to start their own social enterprise and minimize the risk they'll face when starting their careers. However, it is not comprehensive enough to be an alternative to any formal education framework but will definitely allow individuals who can access other relevant services to have a better chance of success.

Youth entrepreneurship financing schemes, information points, advisory bodies, pro-bono legal advice, and other support measures should be provided to facilitate the success of young entrepreneurs in starting their own social enterprises. Encourage investment in WISEs as an important and socially significant market for younger individuals.

Ensure active participant involvement during training sessions by incorporating interactive elements and engaging activities that encourage participation and collaboration. Top of Form

Develop evaluation questionnaires to assess the effectiveness of the training, incorporating both closed and open-ended questions to gather comprehensive feedback. Translating the surveys into the participants' native language can enhance feedback accuracy and comprehension.

Ensure that course materials are straightforward and avoid overloading participants with intensive content. This promotes accessibility and enhances the overall learning experience for attendees.

Incorporate practical and essential subjects like finance, social impact management and measurement, and marketing into the training. Incorporating non-traditional, and advanced subjects of interest ensures participants receive comprehensive and relevant learning experiences.

While preparing the training sessions, it is essential to clearly define the objectives of the training, the agenda and other pertinent details, establishing clarity and alignment among participants goals.

Encourage active participation and collaboration among the participants in the trainings. Interactivity in the training is essential, where participants shared and discussed their ideas and practical work with each other and with the trainers.

3.5. Work Package 5 (WP5): Peer Learning Events

WP5 Lead Partner: Association Community Development Institute – CDI, North Macedonia

Period of the Implementation: Planned for M10 -M14, implemented (March 2023 – May 2023)

Overview of the WP5

The aim of WP5 Peer Learning Events was to strengthen the creation of regional WISEs and social enterprises networks in the region, promote the social impact of these business and achieving among others common growth and inclusion of young people, also support the social and ethnic dialogue between the different countries.

Whitin this WP, the **key activities** were **Preparation of peer-learning event** for strengthening practice when cross-learning around a particular area among a specific target group on the selected topics. And, the second activity consisted in the **Implementation of peer-learning event** based on previously developed methodology.

The main deliverables within this WP was the development of the **Guide for Peer-to-Peer learning** – 21 page document in English language, intended for those who are involved in organizing project-level or country-level training or workshops with an overall goal of sharing learning and the **Evaluation Report** of the Peer learning online event organized within this project – 15 page document in English language intended to help improve such events though gathering experiences and suggestions from the participants.

Tools, Methodologies and Strategies

The following elucidates the methodologies and tools utilized to execute fruitful peer-to-peer learning endeavors, drawing from the key activities and deliverables of WP5 within the WISEs4Youth project.

1. Developing a Peer-to-Peer Learning Guide

The purpose of the guide is to support the future planning and organization of similar events in other countries or contexts. This guide details some of the decision-making and planning to ultimately result in successful peer-learning events. The guide serves as a comprehensive resource outlining the objectives, format and expected outcomes of the peer learning event. This guide details the Peer learning principals, scope and goals, tips on how to access the need of organizing such an event, the preparation process, methodologies for facilitation, length and overall evaluation. The need for the preparation of guides arises from the recognition of the importance of sharing best practices and enabling cross-learning between countries.

Here are some tools and methodologies to consider:

Collaborative brainstorming sessions between project partners to define objectives, formats and expected outcomes. It is crucial that the final document produced by the WP leader undergoes evaluation and approval by all partners involved.

Sharing the working version of the document via collaboration platform – Teams where real-time editing and commenting is facilitated, ensuring effective input from all partners.

Extended experience of the partners in organizing such events and consulting with relevant stakeholders are one of the main resources to be used.

2. Mapping Stakeholders and Speakers

Mapping stakeholders and speakers involves identifying and categorizing individuals, organizations, or entities who have a vested interest or expertise relevant to the subject matter of the event or project. This ensures a diverse range of perspectives and expertise represented at the event. Below are methodologies and approaches to contemplate effective stakeholder and speaker mapping.

When organizing peer to peer learning sessions involving peers from various countries, collaboration with consortium partners is vital to identify the most pertinent stakeholders to involve in the event. Accessibility to government institutions, non-governmental organizations and other stakeholders is essential.

Recognizing the need to engage key stakeholders and early involvement of stakeholders and inviting them as speakers provides diverse perspectives and enriched the learning experience.

Direct contact with stakeholders based on relevance and potential contribution.

3.Selection of relevant topics for the event

The selection of relevant topics for a peer-to-peer learning event involves a thoughtful and systematic approach that considers audience needs, current trends, expertise, diversity, learning objectives, and feasibility. Here are some tools and methodologies to consider:

Selection of the topics through consultation with representatives of social enterprises, government institutions and the project team. This includes identifying pressing issues and determining effective solutions.

Brainstorming sessions, direct consultations, online meetings, data collection, and topic prioritization are valuable tools for identifying relevant topics. These methods enable gathering input, collaborating remotely, and systematically evaluating potential topics to ensure alignment with the event's objectives.

Involvement of relevant stakeholders ensures alignment with audience needs, increasing the relevance and impact of the discussion.

Take into consideration previous research and consultations highlighting the importance of addressing urgent issues. Including analysis of the literature on the specified topic (social entrepreneurship and WISEs in our case), challenges and best practices as well as sharing best practices from experience of the potential speakers and participants.

4. Selection of participants through an open and transparent process

Selection of participants through an open and transparent process involves establishing clear criteria, publicly announcing opportunities, ensuring equal opportunity, conducting transparent evaluations, and providing feedback to applicants. This approach promotes fairness, inclusivity, and accountability in participant selection. An open and transparent selection process was ensures the participation of individuals with relevant knowledge and experience. Below some of the methods, tools and approach for open and transparent processes in the selection of participants:

Recognizing the need for transparency and designing an open and transparent selection process, using questionnaires to assess candidate suitability.

Online survey platform (Google Form) can be used to collect and evaluate participant applications. Develop questionnaires to assess candidates based on their expertise and suitability for the event.

Structured selection ensures a diverse and qualified group of participants, encouraging rich discussions and knowledge exchange.

5.The Peer Learning Event

Peer learning events are collaborative gatherings where participants share knowledge, skills, and experiences with one another. They typically involve informal discussions, workshops, group activities, networking opportunities, and feedback sessions to facilitate learning and skill development in a supportive environment. Implementation of the peer learning event based on the developed methodology and prepared guides is crucial for successful event, below there are more tools and methods to effectively carry out such activities:

Utilize guides for peer learning and adapt them to suit the present circumstances is essential for maximizing the learning experience. It involves customizing the content and methods outlined in the guides to fit the specific needs and challenges of the current situation, ensuring relevance and effectiveness.

Consultation with the project team is essential for event success, including sharing ideas and feedback to ensure alignment on objectives and strategies and foster a collaborative decision -making and coordination.

Preparing and sharing in time with the speakers and participants all the relevant materials, such as the description of the event, the agenda, priority topics to be discussed etc.

Create resource libraries or online repositories where participants can access relevant materials, articles, videos, and tools before, during, and after the event to supplement their learning experience.

Selection of the right form or platform for the event, for example the organization of the event through Online platform – such as ZOOM, allows the flexibility for participation especially for events that include different countries.

Close collaboration with the project team and speakers in the event.

Designate time for networking sessions, breakout rooms, or virtual coffee breaks where participants can connect, share experiences, and build relationships with one another.

Assign skilled facilitators to guide group discussions, moderate sessions, and ensure that conversations stay focused, productive, and inclusive.

Establish feedback mechanisms such as surveys, polls, or focus groups to gather input from participants on their learning preferences, interests, and satisfaction with the event.

Following the structure and the topic of the Peer Learning organized in the framework of the WISEs4Youth project, find below the details:

The Event was structured in 3 main sessions:

- **Panel discussion** with 7 speakers and panellists from 5 different countries who are experts in their fields and have hands-on experience in working on social entrepreneurship and related support measures.

* Topic: role of WISEs in the local and national economy

- **Breakout room session** where the participants were divided into 3 groups and had an opportunity to discuss about the challenges faced by WISEs in terms of growth and development, give their recommendations and possibilities of establishing sustainable partnerships with other stakeholders.

* Topics for discussion: What are some of the challenges facing WISEs in terms of growth and development? How can those challenges be addressed? How can WISEs establish sustainable partnerships with other stakeholders?

- **Sharing results** from the session of break out rooms and further discussions.

6. Evaluation

The evaluation of the peer learning event includes the assessment of the event effectiveness, participant satisfaction and achievement of learning objectives. It is important as it provides valuable insights into the event's impact, identifies areas for improvement and informs future planning and decision making.

For the evaluation of this event within the WISEs4Youth project two types of evaluation forms were used which could be considered for evaluation:

1. A combined (Multiple-choice and open-ended) online questionnaire

The online evaluation questionnaire was prepared to gather feedback from participants regarding the effectiveness of the event, relevance of content and overall experience. This allowed for continuous improvement of future peer learning events.

* The questionnaire was structured as follows:

- 2 Questions on participants' details: which country they are from and which sector they represent.

- 5 Multiple-choice questions :How do you evaluate the meeting in terms of the quality of preparation and organization? The structure and content of the meeting (e.g. objectives, activities, responsibilities, etc.) was: The interaction between stakeholders within the meeting was: Do you feel that we achieved the goals outlined in the meeting agenda? How much will the knowledge that you learned during the meeting be helpful for your daily work routine?

- 4 open-**ended** questions: My own contribution to a successful meeting was Which part of the meeting did you find particularly important and motivating, personally and professionally? Did the session match your expectations? What worked particularly well during the meeting? In your opinion, what can be improved/ any comments? How else could our meetings support your professional development and growth?

2. Conducting Individual interviews

The interviews were led according to the questions from the online questionnaire with a greater focus on the overall experience before and during the event as well as comments/recommendations for improvement. The aim was to gain deeper insight into their experiences, challenges faced and suggestions for improvement. These interviews provided qualitative data to complement the quantitative feedback collected through the evaluation questionnaire.

Key Findings and Recommendations

- *Key findings form the implementation process.*

The successful implementation of the project was marked by effective collaboration, as collaborative brainstorming sessions led to the development of a comprehensive peer-to-peer learning guide, ensuring alignment of goals and outcomes among project partners.

Stakeholder engagement plays a key role, with stakeholders being mapped and invited as speakers, enriching the learning experience by providing different perspectives and expertise.

In addition, the relevance of the topics was ensured through consultation with stakeholders, who aligned the discussions with the needs of the audience, increasing their impact.

Transparent participant selection processes yielded a diverse and qualified pool, encouraging rich discussions and knowledge exchange.

Ultimately, the successful execution of the event was attributed to close collaboration with the project team and adherence to the developed guide, enabling a smooth online peer learning experience.

- *Achievements, challenges and lessons learned*

The project achievements include the development of a comprehensive Peer-to-Peer Learning Guide, which serves as a valuable roadmap for organizing similar events, along with successful stakeholder and speaker mapping, ensuring diverse representation. In addition, the selection of relevant topics based on stakeholder consultation has effectively addressed current issues facing WISE. The transparent participant selection process yielded a diverse and engaged pool of participants, which contributed to rich discussions. Furthermore, the successful execution of an online peer learning event garnered active participation and positive feedback from attendees. Challenges encountered included ensuring active stakeholder engagement, adapting methodologies to different cultural contexts and managing the logistical hurdles associated with organizing online events. Lessons learned emphasized the importance of early stakeholder involvement, flexibility in methodology adaptation, effective communication between partners and continuous improvement through integration with feedback on future events and project results.

- *Cultural considerations and adaptations*

In considering cultural factors, it is essential to respect diversity and sensitivity to local customs and traditions, while understanding the different communication styles and preferences in different cultures. Adaptations should include adapting content and approaches to align with local cultural norms and values, ensuring relevance and inclusiveness. In addition, the provision of language translations and localized materials is crucial for improving accessibility and promoting inclusivity in different cultural contexts.

- *Recommendations and conclusion*

For social economy stakeholders and WISEs, it is imperative to prioritize engagement and collaboration throughout the project lifecycle and developing the tools, adapting methodologies and tools to the local context to ensure inclusiveness and relevance.

Emphasizing transparency in participant selection processes encourages diverse and engaged participation, while continuous feedback collection enables iterative improvements for increased project effectiveness and organizing effective peer learning events.

In the meantime, policy makers should promote and invest in supporting youth social entrepreneurship (WISEs) through targeted policy measures and funding opportunities, promoting cross-stakeholder learning and collaboration through initiatives such as peer learning events and knowledge sharing platforms.

In addition, it is essential to prioritize the development of comprehensive guides and resources for building capacity among young social entrepreneurs, along with addressing regulatory barriers and providing access to mentoring and networking opportunities.

In conclusion, the successful implementation of the key activities within the WP5 provided valuable insights, emphasizing the need for ongoing stakeholder engagement, cultural adaptation and policy support for the sustainable promotion of social entrepreneurship in the respective countries.

3.6. Work Package 6 (WP6): Dissemination and Communication

WP6 Lead Partner: European Network of Social Integration Enterprises – ENSIE, Belgium

Period of Implementation: Month 1 - Month 24 (April 2022 - March 2024)

Overview of the WP6

The primary objective of WP6 is to ensure an effective internal and external communication within the framework of the project and after its end. For this purpose, communication tools such as the communication manual, the communication and dissemination plan are provided to partners.

Key activities to achieve the objectives within this WP included coordination of the communication and dissemination of the project's activities and outcomes as well as the internal and external communication of and with partners.

As part of this WP communication and dissemination tools such were provided, such as:

- The communication manual including visuals and communication materials of the project, e.g. logo, and information concerning different social media pages.
- A comprehensive Communication and Dissemination Plan which describes the communication strategy proper to the project, by including measurable and realistic

objectives, a timeline and a planning for the activities foreseen. In addition, it specifies the target audiences for communication and dissemination activities and both internal and external communication tools.

The main deliverables of the WP6 consist in providing partners with a dissemination and communication plan as well as a final report on communication and dissemination activities that were led during the whole project and after it ends.

Tools, Methodologies and Strategies

Below the description of tools and methods used to perform quality work while leading the dissemination and communication activities of the project. The following inputs are provided based on the key deliverables of the WP6 of the project.

As an important step for the project's visibility is the creation of **dedicated webpages for the project** on partners' respective websites to keep the audience regularly informed about the deliverables produced and activities led within the framework of the project.

In addition, it is important to always remind partners to publish and keep the potential audience informed about project's results on their respective social media channels to amplify the impact and increase visibility of the project.

Another important step is the provision of all project partners with necessary tools to ensure continuous quality communication and dissemination of the project. This concerns the internal communication among partners and the external one supporting them to share the outcomes of the project itself and broaden their outreach. Among relevant tools there is the **Communication and dissemination plan**. Indeed, this document sets out dissemination goals, identifies target audiences and defines relevant communication channels, dissemination activities and tools. It also indicates the objectives, activities, and procedures related to internal and external communications in the framework of the project. As effective and efficient communication is vital for the successful project implementation, this document provides a clear and coherent lay out of the necessary steps and approaches in communicating project results and achievements, as well as in disseminating key messages and relevant output. Moreover, it helps ensuring effective means of measuring and managing impact and communicating it effectively.

The **internal communication** infrastructure is set up to facilitate the free flow of information. It is intended to ensure a constant and effective exchange and share of information among partners, essentially the regular, up-to-date exchange of information not only about project activities and tasks, but also of all relevant developments in the partnership, within the laws and policies, the social environment, at the EU level and at the level of individual partner countries. Electronic mails are the main internal communication mean used within the WISEs4Youth project, in particular to advise partners on the availability of new information, circulate agendas of meetings and events relative to the project, and control access to repository box folders etc.

The **contact list** of all partners should also be available on an open platform such as Teams. For virtual meetings, Teams channel was chosen as the most common tool to be used for all meetings, bilateral and multilateral.

The external communication takes place through the projects and the partners' webpages and social media channels as well as with the help of events and publications. The power and influence of online platforms will be used to maintain outreach to stakeholders and target groups. Naturally, it requires relevant growing content to populate the platforms, which should be fed from the project-related information pool and all the work performed by all partners over the project period. In this framework, it is important to develop a **visual identity and material** and share it with all partners. Among shared materials there are the logo which should be used across all internal and external communication activities to increase recognition of the project and to ensure that the project has a consistent visual identity. Templates for communication materials, including Word document, Power Point and other materials should also be developed and used over the course of the project to provide a consistent visual style across communication materials. Within the context of the WISEs4Youth project, it is relevant to mention that all partners had to acknowledge the grant support received under the Erasmus+ Programme in any document disseminated or published, in any product or material produced with the grant support, and in any statement or interviews given, in accordance with the visual identity guidelines provided by the European Commission.

Social media accounts (on LinkedIn, Facebook and Twitter) dedicated to the project need to be created where publications on project's achievements and results should be made.

Communication and dissemination timeline for projects publications of deliverables and on activities should be provided as well to all partners from the beginning of the project.

The project hashtag must be decided and used in every project communication along with other relevant hashtags depending on the context.

In order to facilitate partners in preparing materials for communication activities, a **project's image database** can be created in the project's open platform as Teams. This database should contain logos and images related to the project and EU visual identities, photos, and other images collated during the project.

In order to monitor the effectiveness of external communication activities of project partners, an **Excel tool can be created for reporting** and shared with partners. This tool allows to monitor partners communication and dissemination activity through their regular reporting on:

- Websites: title of the publication, date, short description, link and number of viewers.
- Social media posts: date, type of social media, short description/title, number of impressions, number of engagements and link.
- External publications (if any): date, title, short description, context and link.
- External events (if any): date, type of event, title, location, organizer, short description and link.
- Contact with local authority: name of the authority, type of contact, date, …

In order to assess if the Communication and Dissemination Plan is creating an impact on the national networks, it is necessary to identify the main **key performance indicators** (KPIs) to help gauge the success of it. Tracking those indicators individually can reveal what parts of the overall strategy are working, and what parts are not.

To be in line with the **EU Regulations**, it is important to ensure that all the events organised in the framework of the project are in line with the General Data Protection Regulation (Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC). This is relevant mainly when the project partners are organising events and taking pictures and videos of the participants.

Key Findings and Recommendations

- *Key findings from implementation process*

When partners receive necessary tools and right guidance from the beginning of the project, the communication and dissemination (C&D) implementation process is relevant and effective.

It is important to remind partners of the available C&D tools and the timeline to publish publications.

Coordination of processes (respect of the timeline for publications, work on deliverables etc.) through regular exchanges is crucial to ensure effective implementation and communication between partners.

Availability and active engagement of partners are crucial to establish a confident relationship and implement properly the project.

- *Cultural considerations or adaptations*

When a project involves partners from different countries, it is important that the project outcomes reach the target audience meaning that the outcomes of the project are translated and made accessible to the public. In this context, the relevance of respective partners' websites and social media is taking place as publications are in local languages which allows to reach the target audience and spread the visibility of the project.

- *Recommendations*

Based on the provided description of tools and methods used for communication and dissemination within the project, here are some recommendations:

- Regular updates on partners' communication channels : Ensure that dedicated webpages/social media channels for the project are regularly updated to keep the audience informed about project deliverables and activities. Encourage partners to maintain consistency in updating these pages.

- Ensure all partners are equipped with a comprehensive communication and dissemination plan that outlines goals, target audiences, channels, activities, and tools.

- Internal Communication Infrastructure: Facilitate effective internal communication among partners using tools such as email and collaboration platforms like Teams. Encourage regular updates, information sharing, and collaboration on project tasks.

- Develop a visual identity for the project and provide partners with templates for communication materials to ensure consistency across all communication channels. Ensure partners adhere to guidelines for acknowledging grant support from the European Commission.

- Provide partners with a clear timeline for publishing project deliverables and activities from the beginning of the project. Encourage adherence to this timeline to maintain momentum and engagement.

- Develop tools, such as an Excel tool, to monitor partners' communication and dissemination activities. Regularly collect data on website updates, social media posts, external publications, events, and contact with local authorities to assess effectiveness and make informed decisions. It will also help in feeding the project's reports with quantitative data.

3.7. Work Package 7 (WP7): Toolkit, Final Recommendation and Sustainability

WP7 Lead Partner: Partners Albania for Change and Development – PA, Albania

Period of Implementation: Month 22- Month 24 (January 2024- March 2024)

Overview of the WP7

The WP7 has the purpose to guarantee a long-term deliverable and tool of project results for the project sustainability and replicability, that will drive the development of specific recommendation serving non only for project sustainability but also as a pilot experience that can drive similar actions for different topics in WB and other EU countries and in the close neighborhood.

The key activities of the WP involve crafting a comprehensive preparation plan for the Toolkit, outlining its methodology and structure. Additionally, it involves coordination among partners to receive their contributions in time and to prepare the final toolkit to be in line with the reports and the recommendations prepared by the partners. Another key activity is the collection of the best practices in WB6 and EU to be tacked as models of replication, and the development of the Sustainability Roadmap of Social Entrepreneurship among youth that will be used for future ecosystem approach towards Social Entrepreneurship.

The main results of this WP are a Toolkit with project results and recommendations and a Sustainability Roadmap of Social entrepreneurship among youth.

Tools, Methodologies and Strategies

Below is the description of the tools and methods used to perform quality work when preparing a Toolkit and Sustainability Roadmap. The insights are derived during the implementation of the WP7 of the WISEs4Youth project.

1. Toolkit with Project Results and Recommendations

A toolkit is a collection of resources, materials, guidelines, and tools designed to assist individuals, organizations, or communities in achieving specific goals, solving problems, or addressing challenges. Toolkits are typically created to provide practical support, guidance, and resources on a particular topic or subject area. The contents of a toolkit can vary depending on its purpose and target audience, but they often include guidelines, instructions, templates and formats, examples, training materials, practical tools, tips and recommendations.

To successfully prepare a toolkit, several tools and methodologies are used:

Define clear objectives and goals for the toolkit based on the identified needs and desired outcomes. These objectives will guide the content development and structure of the toolkit. Brainstorming sessions, virtual meetings and online collaboration platforms such as Miro, Lucidchart, or Google Jamboard for visual brainstorming and organizing ideas can be among the useful tools to use.

According to the selected approach for the preparation of the Toolkit, you might engage key stakeholders such as project partners, experts, policy makers and community members to provide their insights and feedback for the toolkit, to enhance the practicality of the Toolkit, through platforms like Google Drive, Microsoft SharePoint, Teams, Overleaf, Google Docs,etc.

Provide detailed structure and methodology of the toolkit, ensuring it is comprehensive and easy to follow. Share the plan and clarify the role of the contributors as necessary, if that is the case. Tools like Microsoft Word, Google Docs, or Notion allow for the creation of structured documents with headings, subheadings, and bullet points to outline the toolkit's content and methodology.

Collect and provide all the necessary materials and tools, according to the objectives and purpose of the toolkit.

Dedicate time to carefully read and review the contributions and to adapt the information provided into the form and the structure intended for the Toolkit.

Utilize tools for creating and organizing content, such as word processing software (e.g., Microsoft Word, Google Docs), presentation software (e.g., Microsoft PowerPoint, Prezi), and spreadsheet software (e.g., Microsoft Excel, Google Sheets).

Implement version control systems like Git or Subversion to manage document revisions and track changes made by different contributors. This ensures that the most up-to-date version of the Toolkit is always accessible.

Engage partners to provide feedback on the final toolkit to ensure alignment and further improvement. Use of shared platforms such as google forms, teams etc

Use design software to create visually appealing layouts, graphics, and illustrations for the toolkit. Common design tools include Adobe Creative Suite (e.g., Adobe InDesign, Illustrator, Photoshop) and Canva.

Ensure the widespread distribution of the toolkit among relevant stakeholders and users, enabling them to access and utilize its resources effectively. This dissemination process should be conducted through various channels; webinars, workshops, websites, email platforms like MailChimp, social media platforms such as Facebook, Instagram, LinkedIn etc. to reach a broad audience and maximize its impact.

2. Sustainability Roadmap of Social Entrepreneurship among Youth

A Sustainability Roadmap of Social Entrepreneurship among Youth is a strategic plan designed to support and promote sustainable social entrepreneurship initiatives led by young people. It outlines the steps and strategies needed to build and sustain social enterprises that address social, environmental, and economic challenges while empowering youth. It serves as a guiding framework to foster the growth and sustainability of youth-led social ventures, ensuring they have a positive impact on their communities and the world.

Taking in consideration the process for preparing the Sustainability Roadmap within the WISEs4Youth, below some tools and methodologies to follow:

Develop a robust methodology, incorporating research findings, best practices and actual knowledge and insights form the experience of successful and sustainable actors. Utilize tools like Zotero, Mendeley, or EndNote to organize and manage research literature. Tools like Microsoft Excel or Google Sheets can be used to organize and analyze best practices data, identifying common patterns and strategies for success.

Prepare targeted questionnaires that are tailored to the objectives and informational needs of the roadmaps. Ensure that the questions are clear, focused and aligned with the outcomes. For the preparation of the questionnaires, use various survey and data collection online platforms such as: google forms, SurveyMonkey, Typeform, SurveyGizmo, Microsoft forms etc.

In multinational settings and involvement of stakeholders from different countries, it is crucial to collaborate and coordinate with the local partners to identify and disseminate the questionnaires to gather best practices and diverse perspectives and insights. To select the contacts, you can rely on the established contacts from previous collaborations, analysis of your internal databases or through exploring online directories and databases that list social enterprises in your country.

Regularly monitor the results obtained from the questionnaires and notify partners and stakeholders for any missing information or gaps. Use email, messaging apps (e.g., Slack, Microsoft Teams), or project management platforms to communicate with partners and stakeholders about the survey results.

Use a combination of quantitative and qualitative analysis to examine numerical response and interpret open ended responses and comments of the questionnaires. Employ text analysis tools such as NVivo, or MAXQDA to analyze open-ended responses and comments qualitatively.

Tap into the expertise of project partners and conduct thorough research on existing materials and literature related to social entrepreneurship. This collective knowledge will enrich the roadmap's content and effectiveness.

Clearly identify the steps of the roadmap, integrating theoretical knowledge with practical insights from successful sustainable WISEs/Social enterprises.

Identify and analyze best practices and success stories in sustainability from relevant sectors and industries. These can serve as models for replication and inspiration in the roadmap.

Disseminate and effectively communicate the sustainability roadmap to stakeholders, to raise awareness, and garner support for its implementation.

Key Findings and Recommendations

- *Key findings, and recommendations*

If you depend on third parties feedback and contribution for the preparation of your documents, it is crucial to maintain consistent communication with third-party stakeholders and supporting partners to ensure timely feedback and contributions. Utilize various communication channels such as emails, meetings, and collaborative platforms to facilitate effective information exchange.

Carefully analyze the feedback received from stakeholders and partners and incorporate relevant insights into the documents being prepared. Ensure that adjustments are made coherently and accurately to enhance the quality and effectiveness of the final deliverables.

Time management, coordinate time and tasks to deliver the deliverables in time.

Collaboration and support from partners are necessary for the successful implementation of the tasks within the WP.

- *General policy recommendations to support youth social entrepreneurship*

Policy and regulatory support it is needed, decision-makers must adapt policies to support social entrepreneurship by simplifying business registration, offering tax incentives, and creating favourable regulatory frameworks.

Promote entrepreneurship through awareness campaigns and educational programs, showcasing success stories, and providing training in business planning, impact measurement, and sustainable practices.

Foster a collaborative ecosystem with incubators, co-working spaces, and innovation hubs to facilitate networking and collaboration among young social entrepreneurs. Encourage partnerships between educational institutions, private sector entities, NGOs, and government agencies.

Establish comprehensive financial support systems, including grants and awareness of funding opportunities like crowdfunding. Encourage financial independence through sustainable economic activities.

Create a dedicated fund to enhance the capabilities of young social entrepreneurs, facilitating capacity-building initiatives and knowledge exchange.

Promote the integration of social entrepreneurship topics in education system at all levels, designing tailored curricula and training programs. Develop a centralized hub for information and resources.

Establish contact points and communication channels with professionals and industry experts to assist young entrepreneurs in navigating bureaucratic processes and regulatory complexities.

Implement programs to enhance financial knowledge and management skills among young social entrepreneurs, empowering them to effectively manage and navigate the financial aspects of business ownership.

Establish a tailored support program aimed at nurturing the long-term sustainability of young social entrepreneurs and their enterprises. This program should include ongoing mentorship, capacity-building initiatives, and access to financial resources specifically designed to address the evolving needs of young entrepreneurs as they navigate the challenges of scaling their enterprises. Additionally, foster peer learning and networking opportunities to facilitate knowledge exchange and collaboration among young social entrepreneurs, enabling them to learn from each other's experiences and collectively overcome barriers to long-term success.

4. CONCLUSIONS

The toolkit aims to empower and equip young entrepreneurs, with the necessary information, resources, tools, methodologies and approaches to design and implement projects similar to WISEs4Youth, which focus on fostering social entrepreneurship, enhancing the development of enterprises among young individuals. The goal is to ensure the longevity of the project outcomes by empowering young potential social entrepreneurs and other potential stakeholders in social economy to replicate adopt, or change and apply the tools, strategies, and recommendations from this project. By leveraging grants and implementing impactful projects, young people have the opportunity to enhance their enterprises while simultaneously contributing to fostering entrepreneurship and engaging other youth in WISEs and social Enterprises.

The toolkit, through a structured approach, for each of the 7 work packages of the WISEs4Youth project, provides an overview of the WPs, detailing their objectives, main activities, and deliverables. It also presents the tools, methodologies and approaches followed by partners for effective implementation of the tasks for each WP. Moreover, it offers recommendations for social entrepreneurs and stakeholders to execute similar activities and work packages, fostering youth entrepreneurship. Recommendations for policy makers are included to support and advance social entrepreneurship among youth.

The composition of work packages within a project may vary depending on its objectives and target issues. However, this toolkit offers essential information, tools, and methodologies required for implementing tasks across different project work packages, particularly focusing on empowering youth in social entrepreneurship.

The tools provided for WP1 and WP6 are universally applicable and serve as valuable resources to utilize for successful implementation of projects. Additionally, through the recommendations and the tools presented in other work packages, the toolkit encompasses information to support social entrepreneurs and relevant actors to carry activities such as curriculum design, training delivery, study visits, peer to peer learning and document development.

The toolkit also incorporates all the prepared materials and tools in the frame of WISEs4Youth. These resources will be accessible online and serve as the main template tools for young potential social entrepreneurs and actors to utilize and replicate in their future endeavors.

Finally, through this toolkit, we aim to sustain WISEs4Youth project results, serving as pilot experience to motivate and empower different stakeholders to drive similar actions, enhancing social economy entrepreneurship among youth in WB and EU.

5. ANNEX

Within this section of the Toolkit, it is provided a compilation of all the tangible outcomes, resources, templates and tools prepared under the WISEs4Youth initiative, for each respective Work Package (WP). This comprehensive compendium can serve as a resource of guidance and reference, primed for utilization as per requirement.

Please access the compilation of materials listed below via the provided link or scan the QR code.

CONTENTS

1. Curriculum for training of partners on Social enterprises and WISEs management

2. Curriculum for impact management and measurement

3. Report on training modules development

4. Final report on training

5. WB social economy all-stars compound

6. Guide for peer-to-peer learning

7. Dissemination and communication plan

Templates:

- Agenda
- Minutes
- Signature list
- Evaluation form
- Deliverables
- Letterhead
- Communication and dissemination reporting (Excel)

8. Sustainability Roadmap of Social Entrepreneurship among Youth