



Work Package 7 (WP7) – “The Training”

PROJECT

South-East European Co-operation of Innovation & Finance Agencies (SEE IFA Network)

WP-Leader: LP (AWS) | Austria

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01 Description

WP7 “The Training” focused on the enhancement of individual capacity through a comprehensive set of steps, including

- 7.1 training needs assessment;
- 7.2 train-the-trainer sessions (TTTs);
- 7.3 internships;
- 7.4 study visits;
- 7.5 intensive training courses (ITCs).

At the beginning, the training needs were defined and requirements specified in activity 7.1. In activity 7.2 the detailed train-the-trainer plan for the future teaching of IFA staff and management was developed and trainings with professional experts for specific trainers especially of IPA countries and new member states were conducted. Within activity 7.3 a trainee program including internships for 3 trainees was carried out. In activity 7.4 study tours involving selected management from new IFAs to IFAs in Italy and in Austria were carried out, presenting management practices and tools of comparable agencies and related institutions and systems in old member states. This strengthened the network of IFA-managers. Activity 7.5 entailed training on programmes, patent management and project assessment.

02 Activities

Activity 7.1 – Training Need Assessment

In Activity 7.1 the project partners (PPs) summarised the needs from the country studies and planned project activities and outputs; they specified the training requirements of the project partners and of new IFAs in the region with regard to different types of proposed trainings, and developed a training concept including activities, programs, participants and trainers.

The preconditions for and possibilities of internships of the project partners in Croatia, Serbia and FYROM were discussed on a bilateral basis between the WP-leader AWS and the candidate PPs. A planned internship in Italy had to be cancelled by FINLOMBARDA because of internal organisational reasons, and after some discussions it was then shifted to AWS.

The elaboration of the training needs assessment was carried out taking into account the results from WP3 and a separate needs and topics matrix, which was drafted by AWS and sent to the PPs. The PPs filled in their preferences and additional needs as well as concrete wishes. The IPA country PPs together with the new member states partners were the main target group of the training activities.

Based on the capacity building needs, a training plan including a time plan for all training activities was developed, which specified training activities for the PPs, their stakeholders and new IFAs in the region and included programs and training targets, participants and trainers.

Activity 7.2 – Train-the-Trainers (TTTs)

Within Activity 7.2 the partners developed the training plan and carried out trainings for business trainers, stakeholders and IFA staff members who will have future trainings for IFAs. First the detailed train-the-trainer plan was developed by AWS and the respective PPs, then professional experts for specific trainings especially of IPA countries and in new member states were selected, with the TTTs then being carried out on the premises of the IPA PPs.

The first of three TTTs took place in June 2010 in Skopje/FYROM, the second in Zrenjanin/RS in October 2010, and the third in Varazdin/HR in April 2011. The training plans covered topics, contents and targets, time schedules and trainers; specific regional and EU-related topics were always provided by selected local trainers.

A total of about 50 IFA staff members and business trainers participated in the TTTs.

Activity 7.3 – Internships

Twinning actions were foreseen in activity 7.3. The partners elaborated a concrete trainee program and carried out internships including the organization of labour and mentoring of three trainees. In the long-term, these internships will lead to a better linkage and relationship of trainees and IFAs with each other and to a sustainable network of IFAs in SEE.

The basic framework conditions of and requirements for the internships were assessed by the WP-leader (AWS) (status quo and required skills of potential trainees, possible fields of work, legal requirements, potential costs, internal organisational capacities, etc.) in period 1 (P1). A concrete internship programme was elaborated in P2 according to the requirements and organisational conditions of the involved partner organisations. As it turned out, the originally foreseen twelve months for two of the internships were too long with respect to the organizational possibilities of the PP institutions, therefore they were shortened to eight months (Croatia) and six months (Serbia) respectively.

Three suitable interns were identified in the IPA countries and a concrete internship programme was originally set up for two interns (HR, RS) in Vienna and one intern (FYROM) in Milan. As mentioned above, the Italian internship had to be shifted to AWS because of organizational internal problems experienced by the Italian PP (FINLOMBARDA). AWS preparation work included the legally required documentation and procedures, the internal work plan for the interns in collaboration with the respective (internal) departments of AWS, and the search for suitable accommodations. The first internship in Vienna with the Croatian trainee started in July 2010 and lasted eight months, the second internship with the trainee from Serbia took place from September 2010 until March 2011, and the last internship with the trainee from FYROM took place from August until December 2011.

AWS provided a selection of suitable internships and a training plan. The trainees had to write monthly training reports and a final report which they then presented at the end of their internship. German language courses accompanied the trainings before and during the stay in Vienna.

Activity 7.4 – Study Visits

Within Activity 7.4 the partners carried out study tours involving selected management from new IFAs to IFAs in Italy and in Austria, in order to provide insight into developed management practices and tools of comparable agencies and related institutions and systems in old member states. This strengthened the network of IFA managers.

Preliminary steps included the basic assessment of suitable locations and contents of the study visits in Austria and Italy, to give insight into management practices and tools of developed local SME innovation finance and support agencies.

The first of two study visits was carried out in Vienna in June 2010. It was designed to provide the participants from IFAs in IPA and new EU-member states with a comprehensive insight into the Austrian system of SME innovation support and finance.

The second study visit was organised in Italy in October 2010 by FINLOMBARDA with the support of REGIONE VENETO. While the first part of the study visit focused on innovation support programmes and case studies in Lombardy Region, the second part was held in Veneto Region, to give an overview of regional instruments and good practice examples in Veneto.

Both study visits were restricted to a total of 10 IFA representatives from IPA countries and new member states.

Activity 7.5 – Intensive Training Courses (ITCs)

In Activity 7.5 one ITC in an EU-country was planned for selected management and staff with focus on project assessment and IFA programme development, and another ITC for patent and license management and development. ITCs provided opportunities for discussions of general and specific topics, case studies and best practice models. Relevant contents and data for ICT were investigated by the WP-leader on a preliminary basis, especially with regard to WP4, 5 and 6.

The first ITC on patent and license management (PLM) was prepared and organized by PLM experts of AWS and took place in Vienna in May 2010. It was designed to provide relevant knowledge on intellectual property right (IPR) topics and to provide the theoretical background for the implementation

of a cross-border patent fund (WP5). AWS PLM staff members as well as international PLM managers and experts held the training for altogether 19 staff members of IFAs and stakeholders from the SEE region.

In order to assess the participants' needs for the second ITC on project assessment, a questionnaire was elaborated and distributed to all PPs. It formed the basis for the compilation of the ITC programme. This ITC took place in Vienna from in June 2011 with IFA representatives and their stakeholders from the SEE region.

It was designed to provide relevant knowledge on innovation instruments, good practice on project assessment, program development, risk assessment and financial solutions for IFAs and their target group MSME.

03 Output & Results

Qualitative and quantitative description of the outputs

D.7.1 Training need assessment and activity plan

refer Annexure

- 7.1 TRAINING CONCEPT_ Training need assessment & activity plan

D.7.2 Train-the-trainer sessions (TTTs)

refer Annexures

in Skopje / FYROM (June 2010)

- 7.2.a TTT Skopje, F.Y.R.O.M._ June 2010 (Final Programme)
- 7.2.a TTT Skopje, F.Y.R.O.M._ June 2010 (Participants)

in Zrenjanin / SERBIA (October 2010)

- 7.2.b TTT Zrenjanin, Serbia_ October 2010 (Final Programme)
- 7.2.b TTT Zrenjanin, Serbia_ October 2010 (Participants)

in Varazdin / CROATIA (April 2011)

- 7.2.c TTT Varazdin, Croatia_ April 2011 (Final Programme)
- 7.2.c TTT Varazdin, Croatia_ April 2011 (Participants)
- 7.2.c TTT Varazdin, Croatia_ April 2011 (Short report AZRA, Croatian version)
- 7.2.c TTT Varazdin, Croatia_ April 2011 (Short report AZRA, English version)

D.7.3 Twinning actions and internships

refer Annexures

Jelena Vukesin from CROATIA (July 2010 – February 2011)

- 7.3.a. INTERNSHIP - Jelena Vukesin (Croatia)_ Final Presentation (July10 - February11)
- 7.3.a. INTERNSHIP - Jelena Vukesin (Croatia)_ Trainee Programme (July10 - February11)

Slobodan Vasilijevic from SERBIA (October 2010 – March 2011)

- 7.3.b. INTERNSHIP - Slobodan Vasilijevic (Serbia)_ Final Presentation (October10 - March11)
- 7.3.b. INTERNSHIP - Slobodan Vasilijevic (Serbia)_ Trainee Programme (October10 - March11)

Ljupka Mitrinovska from FYROM (August 2011 – December 2011)

- 7.3.c. INTERNSHIP - Ljupka Mitrinovska (F.Y.R.O.M.)_ Final Presentation (August11 - December11)
- 7.3.c. INTERNSHIP - Ljupka Mitrinovska (F.Y.R.O.M.)_ Trainee Programme (August11 - December11)

D.7.4 Study visits

refer Annexure

in Vienna / AUSTRIA (June 2010)

- 7.4.a. STUDY VISIT Vienna, Austria_ June 2010 (Final Programme)
- 7.4.a. STUDY VISIT Vienna, Austria_ June 2010 (Participants)

in Milan and Venice / ITALY (October 2010)

- 7.4.b. *STUDY VISIT Milan&Venice, Italy_October 2010 (Final Programme)*
- 7.4.b. *STUDY VISIT Milan&Venice, Italy_October 2010 (Participants)*

D.7.5 Intensive training courses (ITCs)

refer Annexure

in Vienna / AUSTRIA (May 2010)

- 7.5.a. *ITC (PATENT&LICENCE MANAGEMENT) Vienna, Austria_May 2010 (Final Programme)*
- 7.5.a. *ITC (PATENT&LICENCE MANAGEMENT) Vienna, Austria_May 2010 (Participants)*

in Vienna / AUSTRIA (June 2011)

- 7.5.b. *ITC (PROJECT ASSESSMENT) Vienna, Austria_June 2011 (Final Programme)*
- 7.5.b. *ITC (PROJECT ASSESSMENT) Vienna, Austria_June 2011 (Participants)*