



TRANSNATIONAL TRAINING EVENT
SHORT-TERM JOINT STAFF TRAINING
(1ST ONLINE PART)
and
SECOND ONLINE TRANSNATIONAL PARTNER MEETING
MINUTES

C1 Short-term joint staff training event

Date: 21-22 April 2020

Second transnational partner meeting

Date: 24 April 2020

Venue: Online

Main organisers:

Budapest Business School

Babes-Bolyai University



BGE



**Universitatea
BABEŞ-BOLYAI**

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Participants of the training event (21-22 April)

University Babes-Bolyai (UBB), RO (P3) – Host partner

- Adriana TIRON-TUDOR
- Gianluca ZANELATO
- Teodora FARCAS
- Melinda FÜLÖP
- Adrian GROSANU
- Ioana SUCIU
- Andreea CIRSTEA
- Cristina PALFI

Budapest Business School (BBS), HU (P0) – Coordinator

- Andrea SZIRMAI
- Barbara KARDOS
- Zsuzsanna GYŐRI
- Judit SÁGI
- Miklós FELLEGI
- Miklós LOSONCZ
- László VARGA

Leeds Beckett University (LBU), UK (P1)

- Brian JONES
- Fiona ROBERTSON
- Albana RASHA

Hochschule Rhein-Waal (HSRW), DE (P2)

- Philipp SCHORN

Wroclaw University of Economics (UEW), PL (P4)

- Joanna DYCZKOWSKA
- Tomasz DYCZKOWSKI

University of Udine (UDSU), IT (P5)

- Luca BRUSATI
- Mario IANNIELLO
- Fabrizio ZUCCA
- Silvia IACUZZI

MAC-Team aisbl (MAC), BE (P6)

- Pascal ECHARDOUR (partly)

EFAA – European Federation of Accountants and Auditors for SMEs (EFAA), BE (P7)

- Paul THOMPSON

BUSINESSHUNGARY – Conf. of Hungarian Employers & Industrialists (MGYOSZ), HU (P8)

- Gabriella TOMCSIK

External Expert:

Piotr PYZIAK



Participants of the partner meeting (24 April)

University Babes-Bolyai (UBB), RO (P3) – Host partner

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- Gabriella TOMCSIK



AGENDA

DAY 1 – 21 April 2020, Tuesday

Morning session

Timing	Programme	Lead/responsible
09:15	Warm-up, coffee	
09:30	Overview – objectives, expected results and agenda of the online training programme – experience exchange / learning from each other	Andrea SZIRMAI, BBS, P0
09:45	National reports – 20 minutes / country	UK, Germany, Italy, Poland, Romania and Hungary by the representatives of LBU, HSRW, UDSU, UBB, WUEB and BBS
11:45	Discussion, synthesis and recommendation for the comparative report development	moderated by Andrea SZIRMAI, BBS, P0 and Fiona ROBERTSON, LBU, P1
12:15	Coffee break	
12:30	Discussion, synthesis and recommendation for the comparative report development	moderated by Andrea SZIRMAI, BBS, P0 and Fiona ROBERTSON, LBU, P1
13:00	End of the Day	



DAY 2 – 22 April 2020, Wednesday

Afternoon session

Timing	Programme	Lead/responsible
12:00	Introduction to and overview of the capitals concept Quantitative indicators, metrics on the uses of and effects on the capitals by the companies	Fiona ROBERTSON, Albana RASHA and Brian JONES, LBU, P1
12:30	Limitations of the quantitative aspect and the role of narratives in reporting Interdependencies, trade-offs between capitals at the company level	Fiona ROBERTSON, Albana RASHA and Brian JONES, LBU, P1
13:00	Discussion, synthesis and recommendation for the comparative report development	moderated by Andrea SZIRMAI, BBS, P0 and Fiona ROBERTSON, LBU, P1
13:30	Coffee break	
13:45	IR for SMEs – Stakeholder analysis	Fiona ROBERTSON, Albana RASHA and Brian JONES, LBU, P1
14:00	IR for SMEs – Materiality analysis	Andrea SZIRMAI – BBS, P0
14:15	6 Capital reports – 10 minutes / capital	Natural, Intellectual, Human, Social and Relationship, Manufactured and Financial capital by the representatives of LBU, HSRW, UDSU, UBB, WUEB and BBS
15:15	Discussion, synthesis and recommendation for the comparative report development	moderated by Andrea SZIRMAI, BBS, P0 and Fiona ROBERTSON, LBU, P1
15:45	Coffee break	
16:00	IR Landscape An Overview of ESG and NFI Frameworks, Standards & Regulation	Paul THOMPSON, EFAA, P7
16:45	Wrap-up, open issues	
17:00	End of the online training (Part 1)	



DAY 3 – 24 April 2020, Friday

Afternoon session

Timing	Programme	Lead/responsible
12:00	Warm-up, coffee	
12:15	Discussion, synthesis and recommendation for the next steps regarding the 6C reports	moderated by Andrea SZIRMAI, BBS, P0
12:45	Work packages in details WP6 – Dissemination, exploitation and sustainability – website, dissemination activities and materials	Luca BRUSATI, UDSU
13:15	Work packages in details WP7 – Quality Management – evaluation and planning	Pascal ECHARDOUR, MAC-Team
13:45	Coffee break	
14:00	Work packages in details WP1 – General Project Management – administration, finances, Progress Report	László VARGA, BBS
14:30	WP1 – Action planning Next (web-) meeting To Do List	Andrea SZIRMAI and László VARGA, BBS
14:45	Wrap-up, open questions	
15:00	End of the meeting	



STREAMS of the training event

21 April 2020

UK National report – Brian Jones:

<https://web.microsoftstream.com/video/ae58177e-9ac7-4c61-8d3e-9d0ec18bc6c8>

Other 5 National reports:

Germany – Philipp Schorn

Italy – Luca Brusati

Poland – Joanna Dyczkowska

Romania – Adriana Tiron Tudor

Hungary – Miklós Losoncz

<https://web.microsoftstream.com/video/fb7eb718-77e4-4890-bc7a-1fd7ebc1fcf9>

22 April 2020

Integrated Thinking, Integrated Reporting - Value Creation, SME's and The Six Capitals
Concept – Fiona Robertson:

<https://web.microsoftstream.com/video/11117dfd-5cf2-478c-85ac-6f3d94942646>

IR for SMEs – Stakeholder analysis – Albana Rasha and Joanna Dyczkowska and
Materiality in IR – Andrea Szirmai:

<https://web.microsoftstream.com/video/65ab0961-b19b-414d-90d7-310507b7bea3>

6 Capital Reports:

Natural capital – Italy – Luca Brusati

Financial capital – Germany – Philipp Schorn

Intellectual capital – Romania – Gianluca Zanellato

Manufactured capital – Hungary – Barbara Kardos

Human capital – UK – Brian Jones

Social and relationship capital – Poland – Joanna Dyczkowska

<https://web.microsoftstream.com/video/796468d7-1a05-417a-95b5-78917cd54d44>

IR Landscape – Piotr Pyziak and Paul Thompson:

<https://web.microsoftstream.com/video/bc9393d3-5e5c-49a4-8ccc-1692d2fcda8e>

STREAM of the partner meeting

24 April 2020

<https://web.microsoftstream.com/video/e5fc8eff-e6b4-4b62-9d37-e81d74c648f9>



MINUTES TRAINING EVENT

SESSION 1

The transnational training event – as a first online part of the whole training programme (experience exchange / learning from each other) – started with the an overview by Andrea Szirmai on behalf of the coordinator Budapest Business School. She summarised the objectives, expected results and the agenda of the three half-day sessions.

More than 20 representatives of the partners were present at the training event session. The participants talked very shortly about their current situation – on institutional and country level as well.

The used platform for the session were Microsoft Teams, which worked well, only one small technical raised. The coordinator BBS recorded the presentations and the discussion for those project members who were not able to participate.

National Report presentations

10 minutes long presentations were planned originally for the national report, but this time-frame was not enough for the partners' representatives, the presentation were about 20-25 minutes long together with Q&A (questions and answer) sessions.

Presenters of the national reports:

- The UK National report – Brian Jones
- German National report – Philipp Schorn
- Italian National report – Luca Brusati
- Polish National report – Joanna Dyczkowska
- Romanian National report – Adriana Tiron Tudor
- Hungarian National report – Miklós Losoncz

The most important findings of the national reports:

Mainly large and listed entities prepare non-financial reports or detail it in the financial statements. It is not typical that SMEs would prepare reports about their non-financial data.

If we recommend any of IR content and structure we have to focus on:

- why the IR can be useful for the stakeholders of SMEs, including owners, managers as well
- not to make the document too complex as SMEs will not have interest, time, capacity and knowledge to prepare it and it will be very costly
- stakeholders and their needs and how they can use IR to create value



- materiality for relevant issues and industries
- set KPIs for measurement
- our recommendation could be to combine the financial and non-financial information in one report for SMEs

After the presentations of the national reports there was a discussion on the comparative report development.

Two possible ways of the comparison were discussed. LBU team suggested short summaries of the national reports based on questions focusing the most important elements. BBS team has another idea – using excel sheets for the collection of the necessary data and information to the comparison.

Finally partners agreed that both versions should be used, and LBU and BBS teams were asked to work out the questions and the tables for starting the comparison.

Luca Brusati and the University of Udine team are asked to complete the draft version of the report as soon as possible – it is the only national report that is still missing.

SESSION 2

The second session started with the presentation of Fiona Robertson on behalf of the Leeds Beckett University (leader of WP2 and the development of IO1 IR Framework for SMEs) about Integrated Thinking, Integrated Reporting, focusing on Value Creation, SME's and The Six Capitals Concept.

Albana Rasha (LBU) and Andrea Szirmai (BBS) followed it with two shorter presentations on Stakeholder analysis and the Materiality in IR. Joanna Dyczkowska on behalf of WUEB had also valuable additions to the stakeholder analysis using their 6C report's first part.

Learning from the experience of the previous day, the presentations on the 6 Capital Reports were shorter than the national report introductions – about 15 minutes together with Q&A (questions and answer) sessions.

Presenters of the 6 Capital reports:

- Natural capital – Italy – Luca Brusati
- Financial capital – Germany – Philipp Schorn
- Intellectual capital – Romania – Gianluca Zanellato
- Manufactured capital – Hungary – Barbara Kardos
- Human capital – the UK – Brian Jones
- Social and relationship capital – Poland – Joanna Dyczkowska



The most important findings of the 6 Capital reports:

- it depends on the company's activities, exposures that what are those capitals that can be material to present
- some of the capitals can be or shall be combined
- very helpful to set quality and quantity measurements, ratios for the Capitals
- the next step is to identify the relations between the capitals using the reports and to select the measurements of the capitals

Partner started the discussion on the next steps with the 6 Capital reports, but they postponed the decision for the beginning of the third session.

The last presentation of the very long second session was about the IR Landscape by Piotr Pyziak (external expert) and Paul Thompson (EFAA). It was a great summary of the existing reporting frameworks, useful to the simplification of the IR Framework for the Small and Medium-sized Enterprises.

We do not need a NEW framework, because we selected the IIRC's framework base on the 6 Capital concept, our aim is to make it more understandable, simple for first of all the medium-sized companies.

PARTNER MEETING

The partner meeting (third) session started with the continuation of the discussion on the next steps with the 6C reports.

The agreed steps will be the following:

1. Compilation of the first parts of the capital reports (stakeholder analysis, materiality, etc.)
2. Summary of the capital reports – focusing on the measurement (qualitative and quantitative) of the capitals and the interrelations between the different capitals.
3. Compilation of the "big matrix" about the interrelations.
4. Discussion on the open issues.

UNIUD and BBS should complete their 6 Capital reports till the end of April, HSRW promised to complete the Financial Capital report till mid-May.

Dissemination

Luca Brusati (UNIUD), leader of the dissemination WP presented the importance of the dissemination strategy, as a starting point for the dissemination actions. Starting with 1) the definition of the intended targets and expected results, 2) we need the dissemination strategy, and in line with the strategy, 3) we can use the dissemination



activities and tools efficiently and 4) achieve substantial requirement (not only formal requirement with “ticking the box”.

Our target groups and the expected impacts were described in the project proposal. Based on Luca’s presentation partners agreed that we should combine the possible two dissemination strategies – the Bottom-up dissemination and the Top-down dissemination (on national level and local level).

Partners asked Luca and the UNIUD team to complete the Dissemination strategy as soon as possible (draft version till the end of May), to have a common basis for the usage of the tool.

Until we have the strategy we should work out the basic elements of the tool. László Varga (BBS) spoke about the ongoing work on the dissemination tools, and the required tasks by the partners in near future. He will send again his previous e-mail with the summary of the necessary actions regarding:

- dissemination activity table:
https://docs.google.com/spreadsheets/d/1km1NGgwgpsfH06GM-G8QXs1Jy9_m4AsIP4SZ6q0XBgg
- project website: <https://www.interest-project.eu/index.php>
- partners’ project sites
- LinkedIn group: <https://www.linkedin.com/groups/13789948/>
- first project flyer

Paul Thompson added, that as a member of the SME United (part of Business Europe), EFAA will inform this organisation about the project, because their members are from the main target group of the project (small Medium-sized enterprises). MGYOSZ, Hungarian member of Business Europe (as Business Hungary representative) can also help in it.

Quality Management

Pascal Echardour on behalf of MAC-Team, leader of the Quality Management WP had a short presentation on the evaluation of the kick-off meeting and the difficulties of the current period because of the COVID-19 pandemic.

He emphasised and partners agreed that the next in-person meeting (together with the training event in-person as well) will be very important. A 3-day long work together in the beginning of the Autumn period can help the partners in the finalisation of the IR Framework, the completion of the IR Guide structure and chapters’ content and the definition of the main elements of the IR Curriculum.

This event is planned for September-October 2020, we should check the changes in the pandemic situation and decide on the date of the in-person event as soon as we can.



Partners also agreed that monthly web-meetings are also necessary till the first in-person meeting.

Luca Brusati (UNIUD) mentioned again the involvement of 1-2 local SMEs per country to the development process as we have the completed Framework. Others agreed, but first we need the first results and after that we can have valuable feedbacks from these companies during the Guide and the Curriculum development phase. Partners can think about potential SMEs who can be involved to the process after the in-person meeting in Cluj-Napoca in September/October.

Pascal Echardour asked the participants of the online meeting to complete the questionnaire about the three half-day INTEREST sessions of the week:

[https://docs.google.com/forms/d/e/1FAIpQLSfuSgygNjcyE0k2sJuDLtIPBsc5RCgKeFwCMZJ3quEmBJ7mg/viewform?usp=sf link](https://docs.google.com/forms/d/e/1FAIpQLSfuSgygNjcyE0k2sJuDLtIPBsc5RCgKeFwCMZJ3quEmBJ7mg/viewform?usp=sf_link)

Project Management and financial administration

László Varga (BBS) as coordinator summarised the most important issues regarding project management and financial administration. He spoke about the continuous modification of the work plan in this difficult situation about the pandemic and the preparation for the Progress Report submission.

COVID-19 case

- Difficult situation because of the corona virus pandemic from end of February / beginning of March for all the partners
- Online transnational training event (part 1) and partner meeting instead of the in-person Cluj-Napoca training and meeting
- Force majeure – acceptance of the incurred costs (WUEB – only travel costs)
- Delays in the completion of the tasks
- Hard to plan for the next months
 - date of the in-person training event and meeting – in Cluj-Napoca
 - re-scheduling of the tasks – postponement of the deadlines again
 - extension of the project duration (?)

Progress Report (PR)

- about all activities of the project before 30 June 2020
- deadline: 31 August 2020 (60 days after the end of the first project period)



- it should be completed in almost the same form as a final report, so it is a detailed report about the first period of the project (first 9 months)
- it is a comparison about the planned activities/results and the implementation, showing the changes and their causes as well
- it has both professional and financial parts
- we should attach all results (final and/or draft results), project documentation

Financial administration of the project:

Partners should send the reports tables about all payments on a 3-4 months basis to BBS – continuous monitoring of the partners' financial situation. Before the Progress Report:

- First period - till the middle of January 2020: about all payments between October and December 2019
- Second period – till the end of April 2020: about all payments between January and March 2020
- Third period – till the middle of July 2020: about all payments between April and June 2020 – to the Progress Report (**modified!**)

Financial reporting periods for the partners were modified because we has to submit the Progress Report about the first 9 (and not 10) months and the Interim Report about the first 15 (and not 17) month!

Reporting period	Deadline of submission
Month 1-3	15 th day of Month 4
Month 4-6	15 th day of Month 7
Month 7-9	15 th day of Month 10 – to the Progress Report
Month 10-12	15 th day of Month 13
Month 13-15	15 th day of Month 16 – to the Interim Report
Month 16-19	15 th day of Month 20
Month 20-23	15 th day of Month 24
Month 24-27	15 th day of Month 28
Month 28-30	to the final report

Partners are almost up-to-date with the financial reporting about the first project period.

Original deadline regarding the second period was 15 April 2020.

Partners are asked to send the documents of the January – March 2020 period till the end of April 2020.



Documents are needed about the period:

- Timesheets (signed by the staff member and the countersign)
- Justification of relationship documents – contracts, nominations (in case of /new/ staff members)
- Project management costs (if real costs are registered in the 'cost collection tables')

Next web-meeting

The next web-meeting is planned for mid-May 2020.

Doodle will be used for scheduling the date – link will be sent to the partners by László VARGA (BBS).

Next Transnational Partner Meeting

The planned date of 3th Partner Meeting is planned for September/October 2020 hosted by Babes-Bolyai University in Cluj-Napoca, Romania together with the in-person training (substituting the cancelled April events).

Feedback form about the meeting

Please do not forget to complete the short evaluation of the Training event (Part1 - online) and the Second meeting (online) at the following link (using Google Form):

[https://docs.google.com/forms/d/e/1FAIpQLSfuSqygNjcyE0k2sJuDLtIPBsc5RCgKeFwCMZJ3qu_EmBJ7mg/viewform?usp=sf link](https://docs.google.com/forms/d/e/1FAIpQLSfuSqygNjcyE0k2sJuDLtIPBsc5RCgKeFwCMZJ3qu_EmBJ7mg/viewform?usp=sf_link)

Training event presentations are available at the Coospace:

[https://coospace.uni-bge.hu/CooSpace/Scene-202465/Folder-480971/Index/C1%20-%20Short-term%20joint%20staff%20training%20event%20\(part%201%20-%20online\)/presentations](https://coospace.uni-bge.hu/CooSpace/Scene-202465/Folder-480971/Index/C1%20-%20Short-term%20joint%20staff%20training%20event%20(part%201%20-%20online)/presentations)

Meeting presentations are available at the Coospace:

[https://coospace.uni-bge.hu/CooSpace/Scene-202465/Folder-480316/Index/Transnational%20Partner%20Meetings/M2%20-%20Second%20meeting%20-%20Romania%20\(ONLINE\)/presentations](https://coospace.uni-bge.hu/CooSpace/Scene-202465/Folder-480316/Index/Transnational%20Partner%20Meetings/M2%20-%20Second%20meeting%20-%20Romania%20(ONLINE)/presentations)



Materials, internet links suggested by the participants during the sessions:

<https://www.youtube.com/watch?v=-zELkQ6BO4E>

<https://fortune.com/2020/04/14/coronavirus-responsible-business-leadership-covid-19/>

<https://integratedreporting.org/resource/materiality-in-integrated-reporting/>

<https://integratedreporting.org/resource/sdgs-integrated-thinking-and-the-integrated-report/>

https://sse.com/media/306295/SSE-Human-Capital_Final_For-Web.pdf

<https://integratedreporting.org/resource/creating-value-the-value-of-human-capital-reporting/>

<https://angloafrican.com/sdgs-mapping/>

<https://integratedreporting.org/news/the-ir-framework-revision-inspiring-better-reporting/>



Action planning

After the Second online partner meeting – from April to August 2020

Task	Deadline	Responsible
WP1 General Project Management		
Financial reporting by the partners (about the second and third 3 months)	30 April 2020 15 July 2020	All partners
Decision on the date of the 3rd meeting	30 June 2020	All partners
Inputs to the Progress Report by the partners	31 July 2020	All partners
Completion and submission of the Progress Report	31 August 2020	BBS
Web-meetings	May, June and July 2020	BBS
Transnational training event in Cluj-Napoca	Sept/Oct 2020 (?)	UBB and LBU
Third partner meeting in Cluj-Napoca	Sept/Oct 2020 (?)	UBB and BBS

Task	Deadline	Responsible
WP2 Preliminary analysis – IR Framework for SMEs		
National Reports	30 April 2020	All partners
6 Capital Reports Draft – Feedbacks – Final	30 April 2020 8 May 2020 15 May 2020	All partners
Comparative report based on the national reports Draft – Feedbacks – Final	15 May 2020 22 May 31 May 2020	LBU, helped by all partners
IR Framework for SMEs Draft – Feedbacks – Final	30 June 2020 8 July 2020 15 July 2020	LBU, helped by all partners
Agenda for the C1 Joint staff training event – postponed PART 2	15 July 2020	UBB, helped by BBS, LBU and HSRW



Task	Deadline	Responsible
WP3 Guide redaction – IO2 IR Guide for SMEs		
Structure of the IR Guide for SMEs Draft – Feedbacks – Final	31 July 2020 8 August 15 August 2020	HSRW, helped by all partners

Task	Deadline	Responsible
WP4 Training content development – IO3 IR Curriculum for SMEs		
Structure and guidelines regarding the IR Training materials Draft – Feedbacks – Final	31 August 2020 8 September 2020 15 September 2020	WUEB and BBS, helped by all partners

Task	Deadline	Responsible
WP5 Piloting the Guide and the Curriculum		
-		

Task	Deadline	Responsible
WP6 Dissemination, exploitation and sustainability		
Dissemination Strategy Draft – Review - Final	31 May 2020 15 June 2020 30 June 2020	UNIUD, helped by all partners
Dissemination activity table update by the partners	30 April 2020 30 June 2020	All partners, helped by UNIUD and BBS
Development of the project website – with blog items and news	continuous	UNIUD, MAC-Team and BBS, helped by all partners
Development of the LinkedIn group	continuous	UNIUD, EFAA and BBS, helped by all partners
Webpage for the project at the institutional websites	31 May 2020	All partners
First project flyer Draft – Feedbacks – Final	30 April 2020 15 May 2020 31 May 2020	UNIUD and BBS, helped by all partners



Task	Deadline	Responsible
WP7 Quality Management		
Evaluation of the 2nd ONLINE meeting	15 May 2020	MAC-Team, helped by all partners
Quality management dashboard (draft version – for completion)	30 April 2020	MAC-Team, helped by BBS
Quality management dashboard (completion by the WP/IO leaders)	15 May 2020	All partners, helped by MAC-Team and BBS
Quality management dashboard (final version – ready to use)	31 May 2020	MAC-Team, helped by BBS
Start using the Dashboard after the Progress Report	continuous	MAC-Team, helped by all partners

<p>This project has been funded with support from the European Commission.</p> <p><i>The European Commission support for the production of this publication does not constitute endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.</i></p>	