



## SIXTH TRANSNATIONAL PARTNER MEETING MEETING MINUTES

Sixth transnational partner meeting

Date: 17-18 March 2022 (Thursday and Friday)

Venue: Budapest Business School

H-1055 Budapest, Markó utca 29-31., Hungary

Host partner: Budapest Business School



Contact details:

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### Participants of the meeting

*Budapest Business School (BBS), HU (P0) – Coordinator, Host partner*

- Andrea SZIRMAI
- Judit SÁGI
- Sára CSILLAG
- László VARGA
- Zsuzsanna GYŐRI

*Leeds Beckett University (LBU), UK (P1)*

- Brian JONES
- Albana RASHA (online)

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

- Philipp SCHORN
- Ralf BAUER

*University Babes-Bolyai (UBB), RO (P3)*

- Adriana TIRON-TUDOR
- Gianluca ZANELATO

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

- Joanna DYCZKOWSKA
- Tomasz DYCZKOWSKI

*University of Udine (UNIUD), IT (P5)*

- Luca BRUSATI

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

- Pascal ECHARDOUR

*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 (online)

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## AGENDA

### DAY 1

17 March 2022 (Thursday)

#### Morning session

Timing	Programme	Lead/responsible
09:00	Arrival, coffee	
09:30	Welcome by the host partner	Sára CSILLAG, dean of BBS FFA
09:35	Summary of the activities after the 5 <sup>th</sup> meeting	László VARGA – BBS
09:45	Latest news and information in the field of IR	Paul THOMPSON – EFAA
10:15	WP3 – IO2 IR Guide for SMEs – translation and online tool development	Philipp SCHORN – HSRW Andrea SZIRMAI – BBS
11:00	Coffee break	
11:15	WP4 – IO3 IR Curriculum for SMEs - e-learning and other material development (F2F and WBL) + translation into the other working languages	Joanna DYCZKOWSKA – WUEB
12:00	WP5 – Pilot trainings – quality evaluation issues	Adriana TIRON-TUDOR – UBB and Pascal ECHARDOUR – MAC-Team
12:30	Lunch break financed by Budapest Business School	

#### Afternoon session

Timing	Programme	Lead/responsible
13:30	WP5 – Pilot trainings – report by the partners about the preparation and the current status of the implementation – part 1	in average 20 minutes per partner (HU, UK and DE)
14:30	WP5 – Pilot trainings – report by the partners about the preparation and the first steps of the implementation – part 2	average 20 minutes per partner (PL, RO and IT)
15:30	Coffee break	

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15:45	Additional research issues for discussion	Andrea SZIRMAI – BBS
16:15	Discussion on the preparation for the follow-up project – “SuPerMan”	Philipp SCHORN and Ralf BAUER – HSRW
16:45	Wrap-up, open questions	
17:00	End of the meeting (Day 1)	

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19:00	Project dinner (financed by the host partner BBS)	
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## DAY 2

18 March 2022 (Friday)

### Morning session

Timing	Programme	Lead/responsible
09:00	Arrival, registration, coffee	
09:30	WP6 – Dissemination, exploitation and sustainability – Multiplier events, newsletters, other issues	Luca BRUSATI, UNIUD
10:15	WP7 – Quality Management – dashboard, deliverable review	Pascal ECHARDOUR, MAC-Team
11:00	Coffee break	
11:15	WP1 – General Project Management – financial reporting and administration	László VARGA, BBS
11:45	WP1 – Action planning Next (web-) meeting, To Do List	Andrea SZIRMAI and László VARGA, BBS
12:15	Wrap-up, open questions	
12:30	End of the meeting	



## MINUTES

The 6<sup>th</sup> transnational partner meeting was organised as a hybrid event in Budapest (at the Budapest Business School) – 7/8 partners participated in-person and 1/2 partners joined the meeting virtually (from LBU Brian Jones was in Budapest, Albana Rasha joined online).

The programme started with the official welcome by Sára Csillag (dean of Budapest Business School, Faculty of Finance and Accountancy) and Andrea Szirmai (professional coordinator of the project) on behalf of the host partner.

### Summary of the activities between the fifth and the sixth meetings

László Varga on behalf of the coordinator summarised the completed activities and the tasks in delay after the fifth meeting + transnational training event, which was held in Udine in October 2021.

Completed after the Udine event (from October 2021):

- Translation of the IR Guide into the other languages
- Finalisation of the online tool to of the IR Guide
- Finalisation of the IR Curriculum, the e-learning training materials
- Preparing the structure of the pilot course
- Preparing the Moodle modules to the pilot trainings
- Recruitment for the pilot trainings – students and company representatives
- Preparing the evaluation tools for the pilot training
- Pilot trainings from February 2022

What's next – in the last 5/6 months (until the end of August 2022):

- Pilot trainings between February and June 2022
- Evaluation of the pilots in May-June
- Finalisation of the IR Curriculum based on the feedbacks from the pilots
- Final deliverable review of the IR Curriculum
- Multiplier events for dissemination and exploitation in June-July
- Preparing the Final Report of the project

### Latest news and information in the field of IR

As an introduction of the professional issues Paul THOMPSON from the European Federation of Accountants and Auditors for SMEs (EFAA) talked about the current status of Integrated Reporting / Non-financial and sustainability Reporting and connecting areas – similar to his presentations at the previous meetings as well.

- Value Reporting Foundation (VRF)

- Corporate Sustainability Reporting Directive (CSRD)
- European Financial Reporting Advisory Group (EFRAG)
- Implications for SMEs and SMPs
- EFAA Response

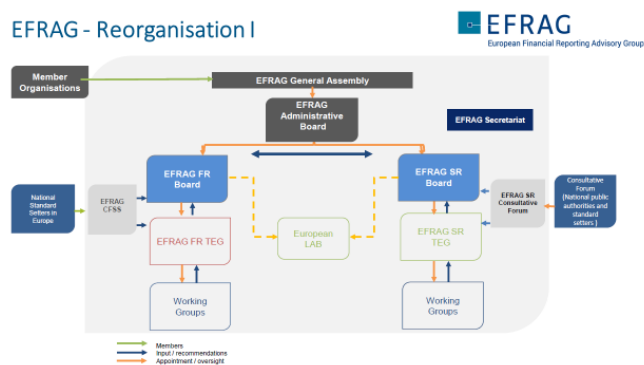
*VRF:* In June 2022, Value Reporting Foundation – home to Integrated Thinking Principles, Integrated Reporting Framework and SASB Standards – will consolidate under the IFRS Foundation, which is establishing the new International Sustainability Standards Board (ISSB)

### CSRD

- European Council (EC) - adopted its [position](#) on 24 February 2022, amending scope to ease reporting requirements for listed SMEs and to give them more time to adapt to new rules
- European Parliament (EP) - leading committee (Legal Affairs, JURI) voted 15 March 2022; amendment to assurance provision
- Discussions between EC and EP to start in April 2022 and end in **Q3 2022**

### EFRAG – Reorganisation

- Formerly only advised EC on financial reporting, in future sets European sustainability reporting standards (ESRS)
- Sustainability Reporting Pillar effective 31 March 2022
  - Broad membership incl. civil society
  - [EFRAG Sustainability Reporting Board \(SRB\)](#) appointed: EFAA President Salvador Marin represents 'Business SMEs / SMPs'
  - SRB Chair to be appointed by EFRAG General Assembly following the nomination by EC after having heard European Parliament and Council
  - EFAA expert Esther Ortiz on SR Technical Expert Group (TEG) TBC



### PTF-ESRS

- Formed in June 2021 following request from Commissioner McGuinness to commence development of standards
  - 35 members from 13 different member states
  - Supported by secretariat members (20 equivalent full-time)

- Reviewed by Expert Working Groups (nominated in November 2021)
- Co-construction with GRI, Shift, WICI
- SRB and SR TEG will replace it from 31 March 2022
- Work in progress:
  - Working papers of entire suite of guidelines & standards published and reviewed (Jan.- March 2022)
  - Finalisation of draft guidelines & standards (April 2022)
  - Launch of public consultation (Q2 2022)
  - Public meetings in Member States (Q3 2022)
  - Final core standards adopted by Commission (Q4 2022)
  - Core standards effective from 2024 for periods ending in 2023

PTF-ESRS – Sustainability Statements  EFRAG  
European Financial Reporting Advisory Group

<p><b>1. Statement of compliance</b></p> <ul style="list-style-type: none"> <li>• ESRS 1 related information</li> </ul>	<p><b>3. Environmental matters section</b></p> <ul style="list-style-type: none"> <li>• IFRS related DR from ESRS E1 to E3</li> <li>• Performance DR from ESRS E1 to E3</li> <li>• Additional DR from relevant sector specific standards</li> <li>• Potential additional entity specific information*</li> </ul> <p style="text-align: center;">+ Taxonomy full disclosures</p>
<p><b>2. Sustainability, Strategy, Governance &amp; Risk Management section</b></p> <p><b>Strategy and business model</b></p> <ul style="list-style-type: none"> <li>• ESRS 2 Strategy &amp; Business Model &amp; DR</li> <li>• Specific topical DR from topical standards, eg DR1 and DR2 from ESRS E1</li> </ul> <p><b>Governance and Organisation</b></p> <ul style="list-style-type: none"> <li>• ESRS 3 - Governance &amp; Organisation 4 DR</li> <li>• Specific topical DR from topical standards, eg DR3 and DR4 from ESRS E1</li> </ul> <p><b>Impacts, Risks and Opportunities</b></p> <ul style="list-style-type: none"> <li>• ESRS 4 - Impacts, Risks &amp; Opportunities 4 DR</li> <li>• Specific topical DR from topical standards, eg DR5 and DR6 from ESRS E1</li> </ul> <p style="text-align: center;">+ Sustainable corporate governance initiatives?</p>	<p><b>4. Social matters section</b></p> <ul style="list-style-type: none"> <li>• IFRS related DR from ESRS S1 to S7</li> <li>• Performance DR from ESRS S1 to S7</li> <li>• Additional DR from relevant sector specific standards</li> <li>• Potential additional entity specific information*</li> </ul>
	<p><b>5. Governance matters section</b></p> <ul style="list-style-type: none"> <li>• IFRS related DR from ESRS G1 to G3</li> <li>• Performance DR from ESRS G1 to G3</li> <li>• Additional DR from relevant sector specific standards</li> <li>• Potential additional entity specific information*</li> </ul> <p style="text-align: center;">* Prepared in compliance with ESRS 1 general provisions</p>

*Implications for SMEs and SMPs*

- SMEs (listed)
  - Required to report but may use ESRS for SMEs
  - Additional time to implement – likely 2026
- SMEs (non-listed)
  - Societal pressure and incentives to voluntarily report
  - Exposed to trickle down and supply / value chain effects
  - Limited capacity to prepare sustainability reports
- SMPs
  - Opportunity - surge in demand from SMEs to prepare and assurance reports
  - Challenges - build capacity to meet demand and competition

*EFAA Response*

- Standard-setting
  - Robust participation in EFRAG Sustainability Reporting Pillar



- ESRS for SMEs
  - Simple, stand-alone, and tailored to capacities of SMEs
  - Information meets needs of value chain & lenders and enables better-informed business decisions, strategic planning & risk management
- Capacity building
  - Helping SMPs build capacity to offer high quality professional services – preparation and assurance of sustainability reports
  - [‘What SMPs and SMEs Need to Know About Sustainability Reporting’](#)

### Concluding Remarks






- Most significant change to corporate reporting in 50 years
- Pace of change is unprecedented – too much, too soon?
- Non-listed SMEs not directly in scope but will be impacted
- SMEs account for majority of private sector ESG impact
- Is the accountancy profession ready? Will it lead or lag?

### IO2 IR Guide for SMEs

There were several smaller modifications on the IR Guide during the translation process, in that way the English version of the Guide was further developed and in some cases corrected. Now the English version and the translations are ready for the pilot trainings. All the university partners will have feedbacks from the pilot trainings, so if needed last modifications will be discussed after the pilots in Cluj-Napoca. HSWR as leader of the IR Guide development will collect the feedbacks and suggestions, consolidate and propose for agreement in Cluj-Napoca. After the fine-tuning of the English version the local translations will be also finalised.

### Translations

Status of the Translation and the Quality check of the IO2 IR Guide for SMEs into the other languages.

					
Translation and review	100%	100%	100%	100%	100%
Check for inconsistencies	100%	100%	100%	100%	100%
Design in PPT from	100%	100%	100%	100%	should be done ASAP



Extra: Spanish translation of the IR Guide for SMEs is in progress as well - organised by EFAA. So finally the IR Guide will be available in 7 languages – EN, HU, DE, PL, RO, IT and ES.

The online tool is also an extra element – not planned originally. Andre SZIRMAI, leader of the tool development presented the modifications, the complementary elements completed after the Udine meeting. BBS team worked a lot on the finalisation of the tool before the start of the pilot trainings, and now it works well, the PDF generator part was also completed. The online tool for the IR Guide is now ready and available at the following link: <https://interest.uni-bge.hu/guide>

Similar to the Guide, the feedbacks from the pilot trainings will be collected in case of the online tool as well. Fine-tuning of the tool will be made in the last months of the implementation period.

The translation of the tool to other languages will be possible after the project end – it was not planned originally.

#### WP4 – IO3 IR Curriculum for SMEs

*E-learning and other material development (F2F and WBL) + translation into the other working languages*

E-learning modules at the Moodle platform were finalised based on the review made in Udine at the fifth partner meeting and training event. The partners responsible for the different chapters, modules of the e-learning material worked on the finalisation of the PPT slides and prepared them with instructions for the Moodle developers where and how to modify, complete, correct the e-materials. The process was led by WUEB team (Joanna Dyczkowska and Tomasz Dyczkowski), and the materials were finalised before the start of the pilot trainings in February.

The work-based learning part, and the templates compiled are useful similar to the online tool. Participants of the pilot trainings can use the templates for the preparatory steps of the integrated reports.

Translation of the WBL templates – Partners agreed that HSRW and WUEB will work on the finalisation of the WBL templates. HSWR (Ralf Bauer) will prepare the EXCEL versions, WUEB (Joanna Dyczkowska) will review contentwise, and partners will receive the files for making the translations into the local languages.

In that way we will have multi-lingual WBL-templates similar to the IR Guide for SMEs in 6 languages. The planned deadline for completing, translating and finalising the multi-lingual documents is end of June – before the Cluj-Napoca meeting.





## Pilot trainings

The discussion on the pilot trainings started with the evaluation part. Pascal Echardour on behalf of MAC-Team presented the planned topics of the questionnaires and the key dimensions of the evaluation.



## Key dimensions of the evaluation

- **Knowledge**

- Clearness for efficient learning
- Relevancy for participants

Face To Face Session

Elearning content

- **Learning Process**

- Elearning Modules
- Ability to put in practice during the training

Elearning structure

Online Tool Structure

- **Learning impact on professional life**

- Capability to use participant's experience in practical cases
- Ability to produce a first level of output, usable to continue the process

Final Evaluation

Originally 4+1 questionnaires were planned:

Collecting feedback from participants

- 01 - Online Questionnaire after First Face to Face Session
- 02 - Online Questionnaire after the E-learning Session
- 03 - Online Questionnaire after using the Online Tool
- 04 - Online Final Evaluation for the Global Training

Collecting feedback from trainers:

- 05 - Evaluation Report from each trainer on their session

Partners talked about the simplification of the evaluation and the questionnaires. It was justified with the first experiences of the Hungarian pilot training, where the Google Form for the first session of the pilot was completed by only 3 participants.

Based on the discussions two possible simplifications were agreed. The first option is the merging of 02 and 03, and the second option is merging 01, 02, 03 and 04 for making only one complete questionnaire covering all the topics.

05 questionnaire (trainer evaluation) is also important as the qualitative part of the pilot evaluation.

Partners agreed that Pascal Echardour will share with the partners his final suggestion for the content of the Google Forms in a week after the partner meeting.



László Varga (BBS) talked about the other preparation steps for the pilots by BBS team and summarised the administrative issues regarding the pilots.

The Moodle team of BBS completed separate courses for the pilot trainings in the different countries. The e-learning modules are linked to all courses. The Moodle team prepares the accesses for all participants from the 6 countries.

#### Course links

Course with the e-learning materials (common course for all participants):

<https://moodle.uni-bge.hu/course/view.php?id=3136>

Courses to the local pilot trainings:

INTEREST UK - <https://moodle.uni-bge.hu/course/view.php?id=6609>

INTEREST PL - <https://moodle.uni-bge.hu/course/view.php?id=6610>

INTEREST Italy – <https://moodle.uni-bge.hu/course/view.php?id=6611>

INTEREST Romania- <https://moodle.uni-bge.hu/course/view.php?id=6612>

INTEREST Germany- <https://moodle.uni-bge.hu/course/view.php?id=6613>

INTEREST Hungary - <https://moodle.uni-bge.hu/course/view.php?id=6586>

INTEREST Hungary - <https://moodle.uni-bge.hu/course/view.php?id=6586>

Administration of the pilot trainings:

- Attendance lists about the first and the last session – planned with F2F participation as multiplier events
- if the sessions are organised online, signatures are not needed by the participants, only by the host partner as justification

List of participants – for the Moodle access

- Moodle courses to the local pilot trainings, where partners can upload documents, videos, add links, etc. – these are separate for the countries
- Course with the e-learning materials (common course for all participants)

Evaluation of the pilot training:

- Questionnaire for the participants connecting to the first and the last session
  - Questionnaire for the participants about the e-learning materials and the online tool
  - Evaluation by the trainers – about all sessions (if possible), but at least about the first and the last session – agenda, remarks and summary questions

Status of documentation:

- Attendance lists – about the first session:
  - Missing from all partners – except BBS
- List of participants

- Added to Moodle and accesses sent to the partners: HU, PL, UK, IT and RO
- Pilot training in Germany will start later – list of participants should be sent to BBS for making the accesses.
- Evaluation questionnaires
  - Evaluation questionnaires – should be finalised for the first sessions of the pilot - except BBS – unfortunately only a few completions of the questionnaire were carried out.
  - Evaluation questionnaires for e-learning + online tool should be completed by UBB and MAC-Team
  - Trainer evaluation completed about the first 2 session in case of BBS, it is also missing in case of the other partners

Reports on the pilots and the preparation for the trainings in the partner countries

### 1 - Leeds Beckett University (UK)

Details are available in the PPT slides of Brian Jones.

Brian Jones spoke about the pilot planning process, the recruitment of the students and companies.

They have BSc and MSC + PhD student at the pilot – totally 14 participants.

Besides 3 companies were also recruited - IKOUSTIC LIMITED, ACORN ANALYTICAL SERVICES LTD., NUBIAN NOIRE UK LIMITED – 4-5 participants from each company will participate in the pilot process.

The training will start soon.

#### UK Plan for INTEREST Piloting and Testing

**PLEASE NOTE DATES AND TIME ARE SUBJECT TO CHANGE**

Date	Purpose of Meeting	Organisation
2 <sup>nd</sup> March 5pm	Introductory Session and identifying documents to read.	Everyone
15 <sup>th</sup> March 5pm	Feedback from students having looked at documentation plus Q&A	Everyone
Week commencing 21st March TBC	1 <sup>st</sup> meeting with the business	Groups including business
30 <sup>th</sup> March 5pm	Report back on application of slides – business model, capital and value creation, relevant KPI and measurement.	Groups
6 <sup>th</sup> April 5pm	Report back on key practical aspects (business model, capital and value creation, relevant KPI) and outlook of business.	Everyone and groups
11 <sup>th</sup> April 5pm	Preparation of material for an Integrated Report. How is report useful to the SME? Q&A	Groups

### 2 - Hochschule Rhein-Waal (Germany)

They are in the preparation phase. They are working on the recruitment of students and SMEs (difficult to contact small companies, a bit easier to contact medium ones) as well. They contacted a local bank group – clients of the bank can be participants of the pilot as well (hopefully). They will start end of March – beginning of April. They also need translations of the materials into German for local participants.



### 3 - Wroclaw University of Economics and Business (Poland)

Details are available in the PPT slides of Joanna Dyczkowska.

In Poland the training part of the pilot is implemented between 23 February and 26 March. After that the work-based learning period will be organised until 10 June. The deadline for the integrated reports is 15 June.

Dates	Full-time	Part-time
Start of lectures	23.02.2022	26.02.2022
End of lectures	06.04.2022	26.03.2022
Start of consultation hours	07.03.2022	
End of consultation hours	10.06.2022	
Deadline for integrated report	15.06.2022	

They combined the target groups – there is a team leader from a company and 5 team members (mostly students) are working on the report of a company. They are using the Teams platform together with the e-learning modules from Moodle. They

have altogether more than 250 participants in the pilot process.

Statistics	Full-time	Part-time	Total
Total number of participants	92	185	277
Participants (registered)	70	145	215
Participants (not registered yet)	22	40	62
Number of teaching hours (lecture)	16	8	24
Number of individual consultation hours	25		25
Total number of hours	49		49

### 4 - Babes-Bolyai University (Romania)

In case of Romania the pilot training is planned with about 90 MSc students and 26 companies – they form 36 teams combining students and practitioners as well.

After the training part of the pilot, during the work-based learning phase 6 trainers will work with the groups between March and June, each trainer will consult 6 groups.

### 5 - University of Udine (Italy)

Luca Brusati talked about the pilot training in Italy – more details are available in his PPT slides.

Students' training:

- Newly established optional course "Sustainability and strategic communication", part of the Master of Science in Integrated Communication (\*communication\*, not business students)
  - nine credits = 225 hours of work in total
  - forty contact hours = two two-hour face-to-face classes per week



- slides, Moodle, IR guide as learning materials
- Ten attending students are getting trained along the INTEREST curriculum to support SMEs in Integrated Reporting; two-people teams will support SMEs in preparing their Integrated Reports
  - different programme for non-attending, working students

SMEs involved:

- Three family-owned medium enterprises:
- Two small cooperatives:
- A medium enterprise and (*de facto*) a social enterprise opted out

SME training

- At least one contact person identified for each SME
- Fourteen people involved in training:
  - owners
  - staff members (broad variety: CFO, Quality, Sales, Legal, HR)
  - external consultants
- Two-tier approach: contact person + other participants
- Meeting #1 organized on February 8th (kick-off and engagement)
- Meeting #2 scheduled on March 28th

6 - Budapest Business School (Hungary)

Andrea Szirmai summarised the most important information and the first experiences about the Hungarian pilot training – more details are available in her PPT slides.

Structure of the training

A. THE INTEREST PROJECT AND SUSTAINABILITY	1st meeting Zsuzsanna Győri, Andrea Szirmai
B. INTRODUCTION	
B.1. 1- B 1.5 PARTS	
B.1.6. CAPITALS - IDENTIFICATION AND RELEVANCE	2nd meeting Zsuzsanna Győri, Andrea Szirmai
B.2. – B.4. PARTS	
C. STAKEHOLDERS	
D. MATERIALITY ANALYSIS	3rd meeting Judit Sági
E. DATA SOURCES AND PROCESS REQUIREMENTS	



F. ORGANISATIONAL OVERVIEW AND EXTERNAL ENVIRONMENT	
G. GOVERNANCE	
H. VALUE CREATION AND BUSINESS MODEL	4th meeting Szilárd Hegedűs
I. MEASUREMENT OF CAPITALS	5th meeting Barbara Kardos, Miklós Fellegi
J. INTERRELATIONS BETWEEN CAPITALS	
K. REPORTING / VISUALISATION	6th meeting Closing session Zsuzsanna Győri, Andrea Szirmai

Dates:

- 1st meeting – kick off: in person 18 February
- 4 meeting: online, separate days for corporate sector and MA students
- 6th meeting – Closing session: in person 20 May

Participants:

- Part-time Master students
  - voluntary course: 12 students – 6 companies
- Corporate managers: 10 companies
  - different sectors – different views

First experience:

- Open-minded participants
- Open to share their stories, experiences, opinions
- Commitment/ involvement level is different
  - Activity of the company
  - Available/invested time
  - Level of following the materials
- Highlighting the need of integrated thinking

Dissemination and exploitation

Luca Brusati on behalf of UNIUD, leader of the Dissemination work package summarised the current tasks and activities related to the sharing of the project results.

The last two newsletters are planned for April and July 2022.

- interview with Adriana TIRON-TUDOR is planned in the next one
- with information about the dissemination activities – multiplier events, too

Partners were asked to update the dissemination activity spreadsheet as well.

Website should be updated as well – with the materials, products, information about the last phase of the development process (e.g., link to the Springer book – common research publication of the partners).



News items are planned about the multiplier events to the website and the LinkedIn group as well – those are important elements of the dissemination activities.

News items about the pilot trainings are also planned to share via the website and the LinkedIn group.

### Multiplier events

Multiplier events are the most important elements of the sharing process – partners should send their plans to Luca Brusati until 30 April the latest. UNIUD and BBS teams can help the other partners in the preparation for the events and arranging the necessary documentation about the workshops/conferences.

- In Italy – multiplier event was organised in October 2021 (connecting to the partner meeting and training event), maybe a second one can be organised in June/July 2022
- In Hungary – Business Hungary and BBS will organise the Hungarian event together in June 2022 – date will be finalised, when we have the date for the final meeting in Cluj-Napoca
- In Romania the multiplier event can be connected to the Final partner meeting, but it can be a separate event, too
- Other partners should start thinking about the date and programme of the events (UK, Germany and Poland)

László Varga from BBS added some technical information related to the organisation of the multiplier events, planned for the last project phase. Hopefully events with personal participation can be organised:

- 30 participants planned – 100 EUR/local participant – 3.000 EUR/ event
- In case of online events – 15 EUR/participant

*Information about the planned event - timing, way of organisation until 30 April 2022*

### Follow-up activities:

1) Other research activities: there are 3 groups of the partners (formed previously) – they were encouraged again for working on voluntary additional (extra) research connecting to the topic of the project. Potential themes were also discussed.

### 2) Follow-up project proposal – SUPERMAN

On behalf of HSRW (agreed coordinator of the follow-up proposal) Philipp Schorn introduced their first thoughts about the SUPERMAN (Competence in Sustainable Performance Management for SMEs) proposal.

### Opportunities:

- Established working relationship
- Acquired topical knowledge in current project in are of sustainability

- Extensive expertise in running project

#### Challenges:

- Identify a new and distinct project idea
- Resist temptation to replicate an improved INTEREST project
- Identify potentially new partners

#### General approach:

- Check requirements from Erasmus+ and cater application towards these
- Develop project idea based on current trends via research and adjust to frame a suitable Erasmus+ application

#### Aspects included as content:

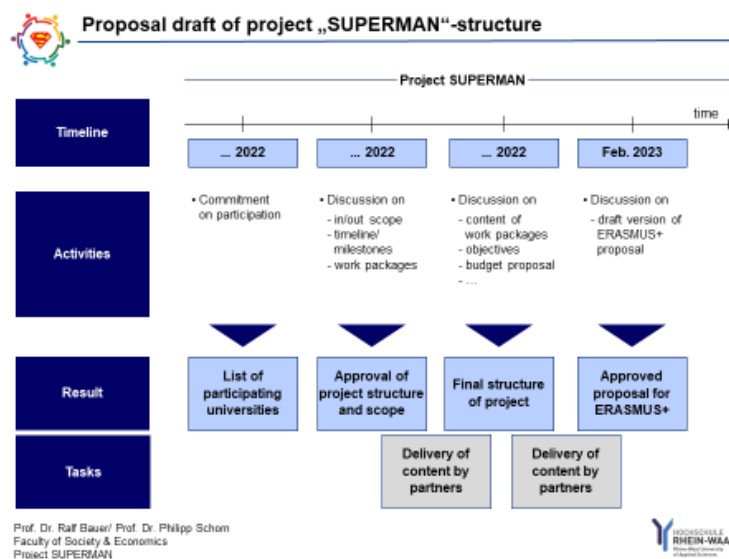
- SMEs
- Sustainability – broad definition
- Measurement
- Management / Decision-making
- Reporting

#### Possible topical directions

- Standard development / Applications guidance and trainings
- Application of standards for SMEs
- Future of accounting profession / problems of sustainability assurance
- Development of a reporting / standard led sustainability strategy

#### Ideas:

- Training of accountants (LB)
- Sustainability reporting along the value chain (LB)
- Joint optimisation and financial efficiency and sustainable management (TD/RB)
- Change of role of accountant by sustainable reporting rules (PT)



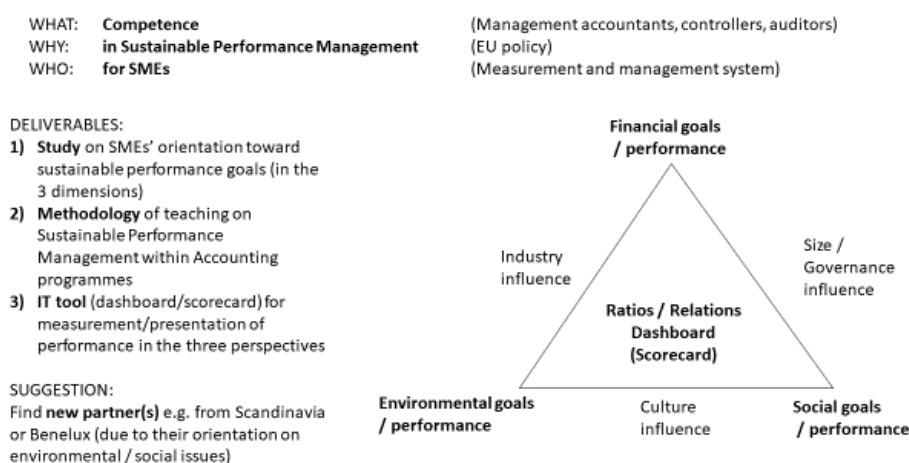


Luca Brusati (UNIUD) commented that we have to build on real need:

- training of accountants (future generation)
- value chain – requirements by the big companies – similar from the small ones (suppliers)
- Innovation Alliance (1M or 1,5M EUR) – larger project with more partners?

WUEB ideas:

Tomasz Dyczkowski from WUEB presented his ideas about the potential main pillars of the follow-up project.



Other ideas, comments, remarks:

- new partners from Northern-Europe or Benelux countries
- accounting, reporting elements are needed
- upgrading the vocational training of accountants – contacting national accounting boards
- taking into account the CSRD – reporting directive
- associated partner: SMEunited
- connections to SDGs (Sustainable Development Goals)
- back to the original idea from the materials of ACCA (Association of Chartered Certified Accountants)
- process for selecting the right KPIs – creating information database for decision making
- there is a large gap between the big companies and the medium-sized companies

Discussion will continue at the web-meetings and at the final partner meeting. Partners will circulate ideas, and more preparation, research is needed on the different aspects.



Research publications, readings to help the preparation will be collected at the CooSpace:

<https://coospace.uni-bge.hu/CooSpace/Scene-202465/Folder-737430>

<https://coospace.uni-bge.hu/CooSpace/Scene-202465/Folder-785769>

Besides Paul Thompson (EFAA) mentioned to contact DG Grow (responsible for SMEs) of the European Commission, where EFAA has good contacts.

Partners also agreed that they will meet after the project duration working on the proposal writing. They will meet in Budapest on 10-11 November 2022 connected to the Day of Hungarian Science annual conference of BBS, where the main topic will be integrated thinking and reporting and sustainability.

#### Quality management

Key tasks:

- WP2:
  - IO1: IR Framework: Final Version accepted: Done Q2 2020
- WP3:
  - IO2: Guide EN Version: Final Version accepted: Done Q3 2021
  - Translations / proofreading / revision almost finished (HU, DE, PL, RO and IT)
- WP4:
  - IO3: Structure and guideline to curriculum development → To Be Done Finalised and Reviewed in May-June 2022

Key tasks to the end of the project!

- WP5:
  - A4: Preparation of Pilot Training: Done
    - Participants Assessment Questionnaire – should be finalised
  - A5: Organisation of Pilot Training:
    - Experience sharing to be continued (web-meetings)
  - Multiplier Events: to be well prepared: to 'disseminate' an PROMOTE the project result!
- WP1: Preparing the Final Report
  - Quality Report of Pilot Training for valorising the impact of the project on target groups



Type of risks with impacts on the quality of the expected results

Potential risks	Actions for cover the risk (examples)
SME Participants not well involved during all the Training Pilot (Business priorities - War period impact)	Close follow-up relation with SME participants to ensure their commitment ....
Multiplier Events with low impacts	Include new EFAA information (EU new regulation decisions) ....
Not enough dissemination actions and bad promotion of the results impacts to target groups	Use Pilot Training Participants Testimonials Pilot Training Quality Report Comments .....

*Then we could consider the project with an efficient impact*

And finally → GOOD RESULTS and CLEAR EVIDENCES FOR THE FINAL REPORT

Project management

Possible / maximum redistribution

Calculation in EXCEL for all partners separately

Maximum possible redistribution from TPMs, Multiplier events, Exceptional costs, Training Event to Intellectual Output development costs

Taking into account the agreed redistributions

- Maximum percentages (60%) based on the Grant Agreement amendment
- The agreed redistributions between partners
- Hopefully multiplier events will be organised in-person at the last phase of the project (between May and August 2022).
- And we can have in-person partner meeting as well in June 2022 (7th meeting in Cluj-Napoca)
- We had discussions earlier about a multiplier event in Brussels and a connecting partner meeting – we should finalise or erase it for the very last weeks of the project duration (if possible).

Reports – Progress, Interim and Final Report

Final Report (FR) – whole project duration (modified)

- about all activities of the project (whole project duration between October 2019 and August 2022)
- deadline: 31 October 2022 (60 days after the project ending)
- FR is considered as a request for the pending balance (max 20% of the grant)
- Evaluation of the report is expected in 60 days – 31 December 2022
- The final (balance) financing payment is expected in January/February 2023
- BBS will transfer forward to the partners in February/March 2023



Financial administration of the project:

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

- First, second and third periods – till the middle of July 2020: about all payments between October 2019 and June 2020 – to the Progress Report – DONE
- Fourth and fifth periods – till the end of January 2021: about all payments between July and December 2020 – to the Interim Report – DONE
- Sixth, seventh and eighth periods – till the middle of October 2021: about all payments between January and September 2021 – DONE
- Ninth period – till the middle of January 2022: about all payments between October and December 2021: almost all the partners did it.
- Tenth (current) period – till the middle of May 2022: about all payments between January and April 2022: in progress by the partners.
- So, the next deadline for financial reporting is the middle of May 2022.

Current status of the partners:

- BBS: completed till the Dec 2021, completion for Jan-Mar 2022 is in progress
- LBU: completed till the end of Sept 2021 – next period is still missing
- HSRW: completed till the end of Dec 2021
- UBB: completed till the end of Sept 2021 – next period is still missing
- WUEB: completed till the end of Dec 2021
- UNIUD: completed till the end of Dec 2021
- MAC-Team: completed till the end of Dec 2021
- EFAA: completed till the end of Dec 2021
- MGYOSZ: completed till the end of Dec 2021

Next partner meetings and web-meetings:

The next web-meeting is planned for the first half of May 2022.

László Varga (BBS) will send the Doodle for the partners with potential dates for scheduling the meeting.

Next – extra (7<sup>th</sup>) – partner meeting

- planned date: 4-5 July 2022
- planned venue: Cluj-Napoca, Romania

Meeting after the project duration – for working on the follow-up project (SUPERMAN):

- planned date: 10-11 November 2022 (connecting to the international conference of BBS – “Day of Hungarian Science”)
- planned venue: Budapest, Hungary



Action planning

After the Sixth partner meeting – from March 2022

Task	Original-modified deadlines	Responsible partner
WP1 General Project Management		
Financial reporting by the partners	15/05/2022, 15/09/2022 + missing reports ASAP	All partners
Next web-meetings (+ small group meetings, if needed)	in April, May, July, August and September 2022	BBS
7th (final) transnational partner meeting in Cluj-Napoca	4-5 July 2022	UBB and BBS
WP2 Preliminary analysis – IR Framework for SMEs		
COMPLETED		
WP3 Guide redaction – IO2 IR Guide for SMEs		
O2/A5 – Translation, into the other languages (IT) and designing in PTT	31/03/2021	UNIUD

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WP4 Training content development – IO3 IR Curriculum for SMEs		
O3/A4 - Translation of the WBL materials into the other languages	30/04/2022 31/05/2022	HSRW All partners
O3/A5 - Compiling the course materials - harmonising the F2F, WBL and e-learning elements	31/07/2022	WUEB and BBS
O3/A6 - Finalisation of the Curriculum	31/08/2022	WUEB and BBS
WP5 Piloting the Guide and the Curriculum		
Piloting in the participating countries	February – June 2022	University partners
Administration, documentation of the pilot trainings	Latest till 30/06/2022	University partners
Finalisation of the evaluation tools Questionnaires on the F2F sessions + Questionnaire on the e-learning and the online tool Trainer evaluations	25/03/2022  Latest till 30/06/2022	University partners
Analysis of the results – suggestions for the finalisation	15/07/2022	UBB and All partners
WP6 Dissemination, exploitation and sustainability		
Dissemination activity table update	30/04/2022 and 31/08/2022	All partners



Newsletters	15/04/2022 and 15/07/2022	UNIUD
Multiplier events	between May - August 2022	All partners – 6 countries
Follow-up, exploitation, course descriptions	will be discussed in Cluj	All partners
Other dissemination activities (top-down & bottom-up) + events	CONTINUOUS	All partners, led by UNIUD
Update of project website, LinkedIn and Twitter Collecting supporting documents about dissemination activities	CONTINUOUS	All partners, led by UNIUD

WP7 Quality Management		
Evaluation of the Sixth partner meeting		
Completion of questionnaire by the participants	31/03/2022	All partners
Evaluation by QM partner	15/04/2022	MAC-Team
IO3 deliverable review – parallel with the pilot training		
Completion by the partner and associated partners	31/05/2022	Involved partners
Analysis of the results by QM partner	15/06/2022	MAC-Team
Finalisation of the pilot evaluation tools	25/03/2022	
Analysis of the pilot training questionnaires	15/07/2022	MAC-Team helped by all partners
QM Dashboard update periodically	15/04/2022, 15/07/2022 and 15/10/2022	MAC-Team and BBS



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