



WP5 : Lignes directrices pour la mise en oeuvre des éco-incubateurs RESMYLE – *Guidelines for the implementation of RESMYLE eco-incubators*

Version 2.0 – Juin 2021





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1. Reminder

Objectives set by the project:

Creation of 6 eco-incubators to support the development of businesses/activities led by young people in the field of sustainable development;

Target groups of eco-incubators: young graduates or not (priority 18-24 years - possible extension 18-30 years for NEETS);

2 years of activities planned in RESMYLE for these incubators (postponement of the planned end date of the project to reach a minimum of 20 months - 24 months if possible)

Reminder of the targeted results:

- 6 incubators (1 Fr, 1 It, 1 Jord , 1 Lb, 2 Tn)
- Incubators supported by CDE PP (LP) CFLC (PP1) ADR (PP4) AERE (PP5) JCI (PP6) JUST (PP8) - Technical assistance (training, support, expertise): AMESCI (PP2), UAC (PP3), ISSTE (PP7)
- At least 60 projects supported for 200 young people
- At least 18 training courses organized including 3 transnational (total of 54 days minimum)
- 18 winning projects of the competition for young eco-entrepreneurs

2. The principles behind the creation of RESMYLE eco-incubators

- Types of projects supported: Individual or collective projects of enterprise (or association) initiated by young people in one (or more) field(s) of activity related to sustainable development and leading to the creation of employment for these young people. Examples: tourist eco-guide, building energy diagnosis, eco-construction, organic agriculture, hydraulic management, landscape-green spaces, eco-design, environmental communication, maintenance / repair of solar panels, etc.

- Expected indicators: number of businesses created (60 in total) / number of jobs created for young people (300 for the entire project, including the other WP)

NB:

- No legal status imposed: status to be designed locally according to the possibilities and the context

- The creation can be based on an existing incubator (partnership to be established)

2. The principles behind the creation of RESMYLE eco-incubators

- The “Mandatory” functions of eco-incubators:

Provide a reception / working space and equipment(s)

Receive and support project leaders

Assess their training needs and offer them training

Provide them technical expertise depending on the projects

Support networking of eco-entrepreneurs within the eco-incubator and between RESMYLE incubators

- "Optional" functions depending on the choice of partners and local contexts:

Legal hosting / registration of companies created Invoicing, accounting and financial monitoring of hosted companies

Administrative support



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2. 1 - Provide a reception / working space and equipment(s)

- No superficies imposed but need at least one meeting / training room and a shared workspace (x workstations allocated or shared with occupancy planning)
- Use of an existing room or rental of “a new room” (budget foreseen by the project)
- Possibility of acquiring equipment (budget foreseen by the project) in purchase (equipment) or rental (possible if transfer of budget from “equipment” to “external services”): computers , photocopiers, desks and chairs, video projector, etc.
- Organize regular reception of candidate entrepreneurs and entrepreneurs independently or with the presence of a management team (at the choice of each partner)
- Presence of a RESMYLE Roll-up (presentation of the project, objectives of the eco-incubator, etc.)
- Provide equipment / software for remote support (zoom or other) and a digital work platform



2. 2 - Receive and support project leaders

Reception / support staff provided in the project budget (approximately 100 days or ¼ time over approximately 2 years - to be adapted according to the possible extension)

Identification / Reception / validation of projects

- Identification through active local communication and partnership with prescribing organizations (see §3): universities, employment agencies, local communities, youth associations ...
- Also use the activities of WP3 and WP4 to inform about the creation of eco-incubators and to do scouting of potential candidates/projects for the incubators
- Provide a simple integration file (proposed by CDE PP, validated by the partners): allow the project leader to present his idea / project
- Assess the project on the basis of the integration file and one (or more) interview(s)

2. 2 - Receive and support project leaders

Identification / Reception / validation of projects

- The organization of reception and meeting times for candidate entrepreneurs is left to the freedom of each partner
- Provide a "jury" for expertise and validation of projects and motivate responses (positive or negative)
- Host diversified projects (many possible topics) and varied entrepreneurial profiles (not only young graduate engineers...)
- Communicate regularly on the reception of entrepreneurs: provide a "trombinoscope" of young RESMYLE entrepreneurs, presentation sheets or portraits on social networks ...

2. 2 - Receive and support project leaders

Coaching for validated projects

- All year round - face to face or remotely.
- Provide a minimum frequency (1 interview per month for example), which does not prevent giving more time if necessary, at least during the project start-up phase
- Support: to check the progress of the business project (research of clients, formalization of the “business plan”, support for communication, possible fundraising, etc.), support the development of the program of activities, the budget, help identify training needs and expertise (cf. § hereafter)
- Formalize the support in dated and signed coaching document (model provided by CDE PP, to be adapted by the partner if necessary)

2.3 - Assess their training needs and offer them training

Possibility of involving salaried trainers on the project budget. Possibility of subcontracting training if budget modification (new line “external expertise”).

- Diagnosis of training needs throughout the support of the project - Individual and / or collective training
- 2 main areas of training: Training linked to the creation and management of the company: management, financial management, construction of a business plan, marketing, digital communication / Training related to specific areas of expertise related to the business project
- Develop training offers at the level of each incubator: mobilization of local trainers and creation of ad-hoc training, registrations in Existing training courses offered elsewhere, free use of certain training courses on the CDE PP platform (to be specified) with prior registration, use of other training platforms ... All formulas are possible, and we will certainly have to build a " mix "between these various formulas.



2.3 - Assess their training needs and offer them training

- Possibility for young entrepreneurs who so wish to participate in a practical RESMYLE field workshop (WP4)
- 3 “transnational” training sessions are planned but there may also be “groupings” of face-to-face or online training by groups of partners, according to the themes (to be defined as and when).
- Common catalog to be established. Coordination necessary between incubators!
- Construction of common training models for transnational training: to be determined between the partners at the end of 2021 according to needs.

2.4 - Provide them technical expertise depending on the projects

Support for professional experts (staff) and travel (trips / stays) for transnational mobility of experts.

- Professional and voluntary expertise (with retirees or active mentors, etc.)
- Expertise needs identified when supporting entrepreneurial projects
- Field of expertise: as for training, expertise dedicated to "business creation" or to technical fields related to the content of the business plan
- Expertise can be mobilized: locally (RESMYLE partner or local / regional partner organization) or at transnational level (call for the skills of other RESMYLE partner).



2.5 - Support the networking of eco-entrepreneurs within the eco-incubator and between RESMYLE incubators

Support for mobility for eco-entrepreneurs: 3 transnational training courses - and experts

- Internal animation activities for networking entrepreneurs: breakfasts, thematic meetings ... everything is left to the imagination of the partners
- Promote cooperations/exchanges between eco-incubators and supporting teams: meetings between incubators every 2 / 3 months for a progress report and possible sharing of information on hosted entrepreneurs...
- Allow exchanges between young entrepreneurs: video-conferences, networking, project twinning, study visits, transnational training (1 in Fr , 1 in Tn, 1 in Jord)
- Sharing of a common training catalog (cf. 2.4)
- Common communication



3. Building a partnership environment

- A supporting structure (RESMYLE partner)
- Training and expertise partners (RESMYLE partner, associate partner or third-party partner)
- Prescribing partners to mobilize young people
- Associate experts (network to be built)

Identification of local partners under the responsibility of each RESMYLE "leader"

The cooperation with local partners must be formalized: partnership agreement, contract, charter ... choice left to each partner but obligation to formalize (the number of collaboration contract(s) is an "indicator" of the project) – Model of agreement proposed by CDE PP but can be readjusted by each partner



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