



SMALL ENTERPRISES INSTITUTE

Hellenic Confederation of Professionals,
Craftsmen, and Merchants

IME GSEVEE
Small Enterprises' Institute
Hellenic Confederation of Professionals, Craftsmen, and Merchants

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Small Enterprises' Institute
Hellenic Confederation of Professionals,
Craftsmen, and Merchants

Foreword

The Small Enterprises' Institute was founded by the Hellenic Confederation of Professionals, Craftsmen, and Merchants in 2006, due to the increasing needs for documentation, evaluation of policies, elaboration of positions and putting forward proposals and for scientific support, in more general terms, of the various interventions of the Confederation in social dialogue and the demands of the representative bodies.

In the years that followed, which were marked by the deep crisis, and the shrinkage in small enterprises' sector, with the increase in problems and emergence of new issues in public dialogue, the work of the Institute was made a necessary and sometimes a decisive factor for GSEVEE undertaking effective actions.

The objective of the Institute now is not only to become the robust and reliable scientific advisor of GSEVEE, but rather opts for something more: to evolve into a key "reference point" for the issues concerning small and medium-sized enterprises in Greece.

So far, the operation of IME GSEVEE coincided with the implementation of the 2007-2013 NSRF. GSEVEE's Institute utilised the opportunities and financing potential stemming from the NSRF operational programmes, in order to increase the experience in and ability of carrying out surveys and specialised studies, and the efficiency in providing high-quality services in the field of business support services and vocational training for people employed in small and medium-sized enterprises, as well.

The operation of the Institute includes integrated actions of:

- institutional and operational strengthening of GSEVEE and its member-federations by following-up policies, evaluating legislative acts, drafting position papers and proposals, elaborating operational action plans, planning and implementing specialised sessions of information provision and further education to the members of GSEVEE;
- carrying out studies and surveys on issues regarding small enterprises, such as the social security and the taxation system, licensing, start-up, and transfer procedures, small business units' finance, human resources development and vocational training in enterprises, as well;
- support services of small dynamic enterprises on entrepreneurship, innovation and synergies issues;
- identification of educational needs and skills, planning, implementing and evaluating educational, training and qualifications' certification projects;
- linking up education and vocational training to the employment and the needs of the country's productive structure;

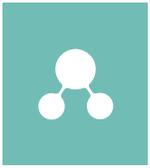
- combating discrimination, promoting gender equality, reconciliation of work and private/family life and reinforcing corporate social responsibility;
- review of issues pertaining to support and upgrade of social dialogue's forms and procedures.

All actions mentioned above have been systematically assessed by independent external evaluators and were proven significantly beneficial for the workforce of many small enterprises in the country. Furthermore, the role and participation of GSEVEE in the decision-making process have been upgraded with the elaboration of well-documented policy positions and the improvement - both in numbers and in quality - of its public interventions.

The significant experience and know-how obtained so far actually guarantee the successful participation of IME GSEVEE in the new 2014-2020 NSRF. Apart from promotion and enrichment of the aforementioned actions, the Institute's objectives and goals for the new programming period involve the expansion in new areas and scientific subject-matters, with the purpose of increasing the presence of GSEVEE in the regional -local and sectoral- professional level, through the support of its member-Federations and also strengthening the interstate relations, by implementing actions and initiatives in cooperation with European bodies and organisations.

Georgios Kavvathas
IME GSEVEE President

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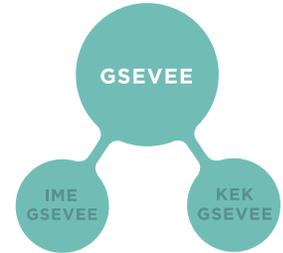


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Profile description of GSEVEE and its bodies





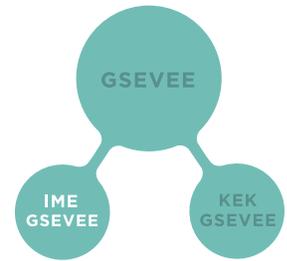
Hellenic Confederation of Professionals, Craftsmen, and Merchants

Since 1919, the Hellenic Confederation of Professionals, Craftsmen, and Merchants (GSEVEE) has been representing employers of small enterprises and self-employed professionals with business activity in manufacturing, trade and provision of services.

GSEVEE actively participates in the social dialogue as one of the social partners of the collective bargaining for the conclusion of the National General Collective Agreement (NGCLA). GSEVEE's main objectives are to defend, advance and consolidate the professional, economic, and social interests of enterprises by contributing to the improvement of the business environment and the Greek economy in general.

GSEVEE is the largest organisation representing a large number of small enterprises at both local and sectoral level. It incorporates 59 local and 30 sectoral federations, in which participate 1,100 unions, featuring approximately 140,000 registered members - natural persons (entrepreneurs).

Some of the most significant and populous professions of the Greek labour market in basic sectors of the economic activity are represented by GSEVEE, such as the construction sector (electricians, plumbers, refrigeration technicians, alumina manufacturers, glaziers, etc.), car repair sector (automotive engineers, electricians, car body repairers and painters, etc.), food sector (confectioners, bakers, restaurant owners, butchers, tuck-shop owners etc.), as well as other professions in the provision of services (tax consultants, real estate agents, beauticians, dry cleaners, preparatory schools, hair dressers, goldsmiths and silversmiths, photographers, driving instructors, gas station owners, carpenters, locksmiths etc.).



Small Enterprises' Institute of the Hellenic Confederation of Professionals, Craftsmen, and Merchants

The Small Enterprises' Institute of the Hellenic Confederation of Professionals, Craftsmen, and Merchants (IME GSEVEE) is a non-profit organisation that carries out studies and surveys, acting as GSEVEE's scientific advisor.

Within the framework of its principal activities, it provides GSEVEE with documentation for the development of positions, and it studies, evaluates and compiles policy proposals on economic growth, finance of enterprises, taxation, employment, social security, competition and upgrading skills of human resources of small enterprises.

Meanwhile, IME GSEVEE plans and implements educational and vocational training programmes with the purpose of strengthening the skills of the human resources of enterprises, as well as support services for enterprises that foster entrepreneurship and innovation, but also promote the strengthening and development of sustainable and competitive enterprises.

Main objectives of IME GSEVEE

By elaborating studies and scientific surveys, managing integrated projects and implementing lifelong learning programmes, IME GSEVEE aims to contribute to:

1. diffusing the knowledge produced towards enterprises and vice versa;
2. supporting the adaptation, expansion and quality growth of small and micro enterprises within the framework of modern socio-economic and technological developments;
3. evaluating and shaping public strategies and policies for SMEs, at both national and European level;
4. contributing to the effective utilisation of the resources, both private and public, aimed at small and micro enterprises;
5. developing positive synergies and partnerships among the institutions that participate in the entrepreneurial procedure;

6. effectively managing and implementing the decisions made by GSEVEE and its members and supporting actions of social consultation and collective bargaining;
7. developing, modernising and updating vocational profiles, ensuring reliable and professionally beneficial certification procedures of vocational qualifications for employees of small and micro enterprises;
8. planning, organising, implementing, managing and evaluating lifelong learning and vocational training programmes, as well as upgrading the quality of lifelong learning and increasing adults' participation therein;
9. planning, organising and implementing projects of social economy, of public and social benefit in general;
10. planning, implementing and evaluating actions pertaining to business support services, mentoring, boost of entrepreneurship and innovation, support of synergies and clusters for enterprises;
11. supporting actions of environmental awareness, improvement of health and safety conditions in the workspace, consumer protection actions and in general actions concerning the social responsibility of small enterprises;
12. organising and implementing actions of support services and vocational guidance for self-employed, employers, employees and unemployed persons;
13. supporting small and micro enterprises for their inclusion in the implementation of apprenticeship schemes, traineeships and work experience acquisition by young students;
14. developing, expanding and sustaining cooperation networks with scientific, research and professional institutions, in order to mutually promote actions to the benefit of small enterprises.

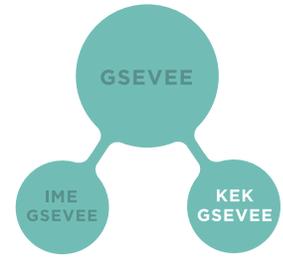




Administrative bodies

The Administrative bodies of the Institute consist of the General Assembly and the Board of Directors. The General Assembly sets forth the strategy of the institute and elects the Board of Directors.

The Board of Directors is responsible for the administration of the institute, as well as the management of its resources and property assets during the periods between the meetings of the successive General Assemblies. Its scope of competence includes, without limitation: (a) carrying out the guidance set forth by General Assembly across all areas of interest and fields of action and (b) shaping future guidelines for actions, taking into account the members' proposals and the assessments of past activities thereof.



Vocational Training Centre of the Hellenic Confederation of Professionals, Craftsmen and Merchants

The Vocational Training Centre of the Hellenic Confederation of Professionals, Craftsmen and Merchants (KEK GSEVEE) was founded on an initiative of the Hellenic Confederation of Professionals, Craftsmen, and Merchants in 1995 as a non-profit and nation-wide training entity, aiming to cover the increased needs of both employers and employees of the Greek Small and Medium-sized Enterprises in lifelong learning, further educational and vocational training.

KEK GSEVEE, with up-to-date educational infrastructure in Athens, Thessaloniki, Ioannina, Larissa, Patras and Iraklion is a certified vocational training centre, by the National Organisation for the Certification of Qualifications & Vocational Guidance (EOPPEP). Through its integrated and innovate training actions KEK GSEVEE aims at the improvement, recognition and consolidation of knowledge and skills and generally the promotion of lifelong learning in small and medium-sized enterprises.



Projects





IME GSEVEE implements independently or in collaboration with other institutions in Greece and abroad numerous projects on contemporary subject matters relevant to the scope of small and medium-sized enterprises. The subject matters of the main projects of IME GSEVEE are the following:

- Business support services on entrepreneurship, innovation and synergies
- Identifying the educational needs, planning, implementation and assessment of educational, training and certification projects.
- Linking education and vocational training with employment and economy.
- Combating inequalities and promoting the corporate social responsibility.
- Promotion and upgrading of public consultation and social dialogue processes.
- Support and strengthening of GSEVEE and its member-federations.

Business support services on entrepreneurship, innovation and synergies

01

Network for the promotion of entrepreneurship for small enterprises

02

Actions for the promotion of innovation and cooperation in small enterprises

03

Business support services for small and medium-sized enterprises at the municipality of Athens regarding entrepreneurship and clustering, aiming at promoting innovation and competitiveness



01 Network for the promotion of entrepreneurship for small enterprises

Financing scheme: Operational Programme “Human Resources Development”, NSRF 2007-2013

Implementation period: 2010-2015

Role of IME GSEVEE in the project: Ultimate Beneficiary

Website: www.diktyo.imegsevee.gr

Short description:

The project concerns the provision of customised business support services for small and medium-sized enterprises, in order to help them improve their position in an ever-changing business environment. The fields of support have been designed in accordance with the results of a study on the identification of needs and aim to cover areas, such as sales promotion, financing, accounting management, development of export activities, quality management, competition agenda, health and safety conditions in the workplace, and others for which support and guidance may be required by any small and micro enterprise.

Meanwhile, limited-scale mentoring services are provided to enterprises which call for guidance, professional assistance and need to reset their goals, in order to achieve proper functioning and further sustainable development. The project is implemented on a national scale.

Objectives - results:

-  906 enterprises received business support services
-  27 enterprises enrolled in the mentoring support services.
-  4 federations / trade unions of GSEVEE received support
-  2 guides
 - Nine plus one answers for the small, dynamic enterprise
 - Mentoring: a first approach and good practice examples
-  4 studies
 - Development of a business support services, coaching and support system for small businesses' entrepreneurship
 - Identification and analysis of mentoring systems aiming to boost the entrepreneurship in Greece and the European Union
 - Evaluation of the business support structures for Small-Medium Enterprises (SMEs) implemented in other EU countries
 - External evaluation of the project

02

Actions for the promotion of innovation and cooperation in small enterprises

Financing scheme: Operational Programme “Human Resources Development”, NSRF 2007-2013

Implementation Period: 2011-2015

Role of IME GSEVEE in the project: Ultimate Beneficiary

Website: www.kainotomia.imegsevee.gr

Short description:

The project concerns the implementation of actions to support innovation and business networking, with the purpose of strengthening the innovative activity and competitiveness of small enterprises. These actions primarily concern the provision of information and vocational training to enterprises, while on a second level they focus on the provision of customised business support services.

In particular, the customised support covers a broad spectrum of issues, regarding: i) innovation management, ii) promotion of the creation of business networks (e.g. clusters), iii) intellectual property management support, iv) business brokerage (business meetings/visits) aiming to promote the partnership perspectives among enterprises and/or innovation-related organisations.

The project is implemented on a national scale.

Objectives - results:

-  114 enterprises received support on innovation management
-  27 enterprises received support on intellectual property management
-  9 clusters received support
-  10 business trips abroad
-  3 Business-to-Business meetings (B2B)
-  8 vocational training programmes
-  130 trainees
-  1 Educational material
-  3 guides
 - Innovation Guide for small enterprises
 - Clustering Guide for small enterprises
 - Intellectual Property Guide for small enterprises
-  5 studies
 - Development of clustering and networks across small enterprises
 - Innovation in small enterprises
 - Innovation, clustering and small enterprises
 - Mapping of technological, organisational and financial innovation
 - External evaluation of the project



03

Business support services for small and medium-sized enterprises at the municipality of Athens regarding entrepreneurship and clustering, aiming at promoting innovation and competitiveness

Financing scheme: Operational Programme "Attica", NSRF 2007-2013

Implementation Period: 2014-2015

Role of IME GSEVEE in the project: Coordinator

Partnership: IME GSEVEE, INEMY ESEE

Website: www.entosathinon.gr

Short description:

The project concerns the development and implementation of an integrated support mechanism for small and medium-sized enterprises at the Municipality of Athens. Within this framework, several customised business support services' actions took place, aimed to promoting entrepreneurship and innovation.

Moreover, support is provided to groups of enterprises seeking to formulate clusters, for the promotion of their business development plans. The portfolio of the provided services also includes the action for the design and promotion of business walks across the city of Athens; these walks operate as a tool for the promotion and development of SMEs, utilising the history of the city, its cultural assets and the evolution of business activity in the city.

The objective of the project is to improve the operation of small and medium-sized enterprises, boost their sustainability and help them adjust to the modern needs of innovative entrepreneurship, by using cutting-edge business support methods and tools.

Objectives – results of the partnership:

-  Business support provided to 618 enterprises regarding entrepreneurship and innovation management (318 IME GSEVEE)
-  4 clusters supported (2 IME GSEVEE)
-  10 business walks formulated (4 IME GSEVEE – planning, development, activation, promotion actions)
-  1 information event
-  1 information and awareness raising campaign (information material, posts, website etc.)
-  4 studies
 - Differential analysis of the needs of SMEs at the Municipality of Athens
 - SMEs cluster development in urban areas
 - Planning and development of business walks in the city of Athens
 - External evaluation of the project

Identification of the educational needs, planning, implementation and assessment of educational, training and certification projects

- 01 Training / retraining programmes for self-employed and employees in all branches of the economy
- 02 Actions for the adjustment of professions represented by GSEVEE to the current financial crisis through pilot projects on technical training and support services – support of vocational qualifications certification
- 03 Lifelong learning programmes by the social partners for the development of horizontal and social skills
- 04 Lifelong learning programmes for the employees of small enterprises
- 05 Provision of introductory knowledge and skills on entrepreneurship and IT to self-employed, employees and employers of small enterprises
- 06 Open up entrepreneurship





01

Training/ retraining programmes for self-employed and employees in all branches of the economy

Financing scheme: Operational Programme “Human Resources Development”, NSRF 2007-2013

Implementation period: 2012-2015

Role of IME GSEVEE in the project: Coordinator

Partnership: IME GSEVEE, INE GSEE, INEMY ESEE, IEKEM TEE, KEK GSEVEE, KEK INE GSEE, KAELE ESEE

Website: www.epanakatartisi.gr

Short description:

The project concerns the implementation of training programmes across horizontal knowledge and skills addressed to self-employed and employees of the private sector. It aims at providing to the trainees general, vocational and social skills that will ultimately help them enhance their self-development and personal evolution abilities and cope more effectively with the demands of their professions and jobs.

The subject matters of the training programmes respond to the needs of modern enterprises and can be grouped as follows:

- 1 Dealing with the financial crisis (specialised intervention techniques, formation of clusters, green entrepreneurship, social economy, etc.).
- 2 Organising and running a micro or small enterprise (logistics, detection of alternative suppliers, obligations to public institutions, business-to-business partnerships - B2B).
- 3 Reinforcement of interpersonal skills (organisational, communicative and conflict management skills in the workplace).

The project is implemented on a national scale across all thirteen (13) regions of Greece

Objectives- results of the partnership:

-  18,618 trainees (6,559 IME GSEVEE)
-  919 training/retraining programmes (340 IME GSEVEE)
-  11 training manuals
-  11 guides for trainers- lesson plans
-  919 evaluation reports
-  13 working papers for the identification of training needs (1 per region)
-  Publicity materials (website, project’s information material)
-  1 study
 - Internal evaluation of the project

Distinctions: The project was acknowledged as one of the 30 best projects - good practices implemented within the framework of the European Social Fund (ESF) in Greece for the period 2007-2013.

02

Actions for the adjustment of professions represented by GSEVEE to the current financial crisis through pilot projects on technical training and support services – support of vocational qualifications certification

Financing scheme: Operational Programme “Human Resources Development”, NSRF 2007-2013

Implementation period: 2013-2015

Role of IME GSEVEE in the project: Ultimate beneficiary

Short description:

The project comprises of two interlinked pillars of action: the first concerns the design and implementation of technical vocational training in specialised fields based on certified, vocational profiles of technical specialisations.

- 1 Photovoltaic systems and renewable energy sources (RES).
- 2 Smart electrical installations and remote management.
- 3 Geothermal energy – Solar thermal energy – Energy saving techniques.
- 4 Technical training for plumbers.
- 5 Hybrid cars’ technology.
- 6 Diesel-engine systems.
- 7 Replacement of coolant in car’s A/C.
- 8 Technical training of professional locksmiths.
- 9 Training of school canteens’ managers.
- 10 Management of greenhouses gases coming from cooling substances (refrigerators / air conditions).
- 11 Technical training of refrigeration engineers.
- 12 Technical training of glaziers.
- 13 Technical training of driving and road safety instructors.
- 14 New food & culinary standards.
- 15 Modern techniques and special processing for carpets-tapestries’ cleaning.
- 16 New construction related techniques for the production of aluminium and iron.
- 17 Technical training of insulation / sealing professionals.
- 18 Property evaluation and new legislation governing the real estate agencies.
- 19 Technical training of laundry professionals.
- 20 Training of maintainers/installers/ of liquid and gaseous fuels’ burners.
- 21 Specialised beautician techniques: Permanent make-up and cosmetic tattoo.
- 22 Training of elevators’ technicians on the new installation and maintenance standards.
- 23 Management of food hygiene and safety standards at butchers’ shops.

The second pillar concerns the support and preparation of selected teams of trainees who wish to pass the exams for the certification of their vocational qualifications.



The project is implemented on a national scale in cooperation with all the Federations-Trade Unions, members of GSEVEE and concerns basic professions represented by GSEVEE, such as electrical engineers, plumbers, refrigeration engineers, aluminium manufacturers, glaziers, locksmiths, mechanical engineers, auto body repairers, restaurant owners, butchers, cantinas' managers, beauticians, dry cleaners, driving instructors etc.

The main objective of the project is obtaining/updating vocational knowledge and skills and the effective protection and recognition of professional qualifications through certification processes.

Objectives – results:

-  6,000 trainees
-  1,500 certified trainees
-  23 training manuals
-  23 training guides
-  23 training programme outlines
-  327 training programmes
-  2 studies
 - External evaluation of the project
 - Methodology of transformation of occupational profiles into educational curricula

Financing scheme: Operational Programme “Education and Lifelong Learning”, NSRF 2007-2013

Implementation Period: 2013-2015

Role of IME GSEVEE in the project: Partner

Partnership: KANEP GSEE - Coordinator, IME GSEVEE, ESEE, Social Multicenter of ADEDY

Ιστοσελίδα: : www.diaviou-koinonikoietairoi.gr

Short description:

The project concerns the implementation of lifelong learning programmes addressed to employees of public and private sector, self-employed and affiliated members of small business units. These are specialised programmes for upgrading knowledge, competencies and skills aiming to developing fundamental, horizontal and social skills (“career skills”).

In particular, the basic subject matters are:

- 1 Discrimination and otherness issues in the workplace.
- 2 Written speech and communication (oral and non-verbal) skills of employees.
- 3 Conflict management in the workplace.
- 4 Economic and business literacy.
- 5 Post-cognitive skills.
- 6 Elements of contemporary labour legislation and labour relations in the modern economic environment.
- 7 Negotiation practices and techniques between employees and employers in the developing business environment and the notion of consultation.
- 8 Social economics and innovative business forms.
- 9 Lifelong learning and certification of qualifications.
- 10 Workplace and collective bargaining under the new socio-economic framework.
- 11 Social policy and social insurance.
- 12 Issues of economy and work life.
- 13 New technologies and entrepreneurship in small enterprises.
- 14 Foreign business terminology.
- 15 Intervention techniques in the business operation and techniques dealing with the crisis and the negative economic conditions - The operation of an enterprise under financial crisis conditions.
- 16 English lessons: Workplace-orientated language learning programmes.
- 17 Training for the representation in public services.
- 18 Training of public servants for the development of cooperation skills by implementing specialised IT and communication skills per target-group.
- 19 Health and safety conditions in the workplace.
- 20 Disaster response plans.
- 21 Administrative and organisational skills.



The training programmes use the “blended learning” methodology, consisting of 35 training hours of in person learning and 35 hours of distance learning.

The main objective of the project is to modernise and upgrade the social-horizontal skills of employees, in order to facilitate their adjustment and integration in cutting-edge professions, as well as to develop innovative actions and undertake new business initiatives. In parallel, acquiring or strengthening of one’s social skills will offer a significant, comparative advantage for the evolution and distinction of employees in the modern labour market.

One of the key novelties of the project is that it has been designed and will be implemented by IME GSEVEE a mentoring action for trainees, in order to bridge the training results with the professional and personal life of the beneficiaries. The project is implemented across the Regions of Eastern Macedonia-Thrace, Attica, Northern Aegean, Central Macedonia, Western Greece, Western Macedonia, Epirus, Thessaly, Ionian Islands, Crete and Peloponnese.

Objectives – results of the partnership:

-  6,400 trainees (1,640 IME GSEVEE)
-  327 lifelong learning programmes (88 IME GSEVEE)
-  Complete educational material (trainee handbook, guide for trainers etc.) for 21 modules
-  820 beneficiaries receiving mentoring support offered
-  1 e-learning platform and interactive educational material
-  1 study
 - External evaluation of the project





04

Lifelong learning programmes for the employees of small enterprises

Financing scheme: Operational Programme “Education and Lifelong Learning”
NSRF 2007-2013

Implementation period: 2010-2014

Role of IME GSEVEE in the project: Beneficiary

Short description:

The project concerns the implementation of lifelong learning programmes for employers, self-employed persons, employees and affiliated members of small and micro enterprises.

The programmes feature the following thematic modules:

- 1 Information and communication technologies- internet applications in small enterprises.
- 2 Entrepreneurship
- 3 First Aid techniques in the workplace.
- 4 Environmental education
- 5 Specialised Greek and foreign language business and professional terms for small enterprises.
- 6 Adult education: principles and methods

The main objective of the programmes is to boost the productivity of small enterprises by highlighting the business culture, improving the IT management skills and by meeting the identified training needs in individual specialised fields (health and safety, environmental protection, adult education, etc.). The project is implemented on a national scale.

Objectives - results:

-  4,736 trainees
-  303 lifelong learning programmes
-  Educational material for 14 training modules
-  5 informative day-conferences for the presentation of the results
-  1 conference
-  4 studies
 - Vocational education and training in Greece: weaknesses, opportunities and perspectives
 - Identification of the educational needs of small enterprises and the impact of operational programmes
 - Incentives and barriers in the participation of adults in lifelong education (collaboration with INE GSEE)
 - External evaluation of the project

05

Provision of introductory knowledge and skills on entrepreneurship and IT to self-employed, employees and employers of Small Enterprises

Financing scheme: Operational Programme “Education and Initial Vocational Training”-CSF III

Implementation period: 2007-2008

Role of IME GSEVEE in the project: Ultimate beneficiary

Short description:

The project concerns the implementation of lifelong learning programmes for employers, self-employed, employees and affiliated members of small and micro enterprises.

The programmes feature the following subject matters:

- 1 Basic IT knowledge.
- 2 Entrepreneurship for small business units.
- 3 Specialised IT applications for small enterprises.

The programmes aim to boost the growth character of enterprises by improving the human resources' skills in the use of IT applications and the acquisition of new business skills and competencies, such as organisation and management of small enterprises under conditions of competition. The project is implemented on a national scale.

Project results:



1,071 trainees



106 lifelong learning programmes.



Promotion and publicity actions (advertising material, day-conferences, conference).



Educational material



3 studies

- Expansion of educational needs of small and micro Greek enterprises
- Adult education and training techniques
- External evaluation of the project



06

Open Up Entrepreneurship

Financing scheme: Erasmus+/Education and training

Implementation period: 2015-2017

Role of IME GSEVEE in the project: Coordinator

Partnership: University of Patras, University of Manchester, University of Bari, BIC Burgos

Short description:

The primary objective of the project is to create open educational resources on entrepreneurship by using innovative practices and tools. The open learning environment that will be developed shall be used for training small and micro enterprises (employers and/or self-employed) - as well as potential entrepreneurs (e.g. students) - on the basic principles of international e-entrepreneurship, in order to improve those skills and knowledge that are required for the exploitation of opportunities, stemming from the digital economy.

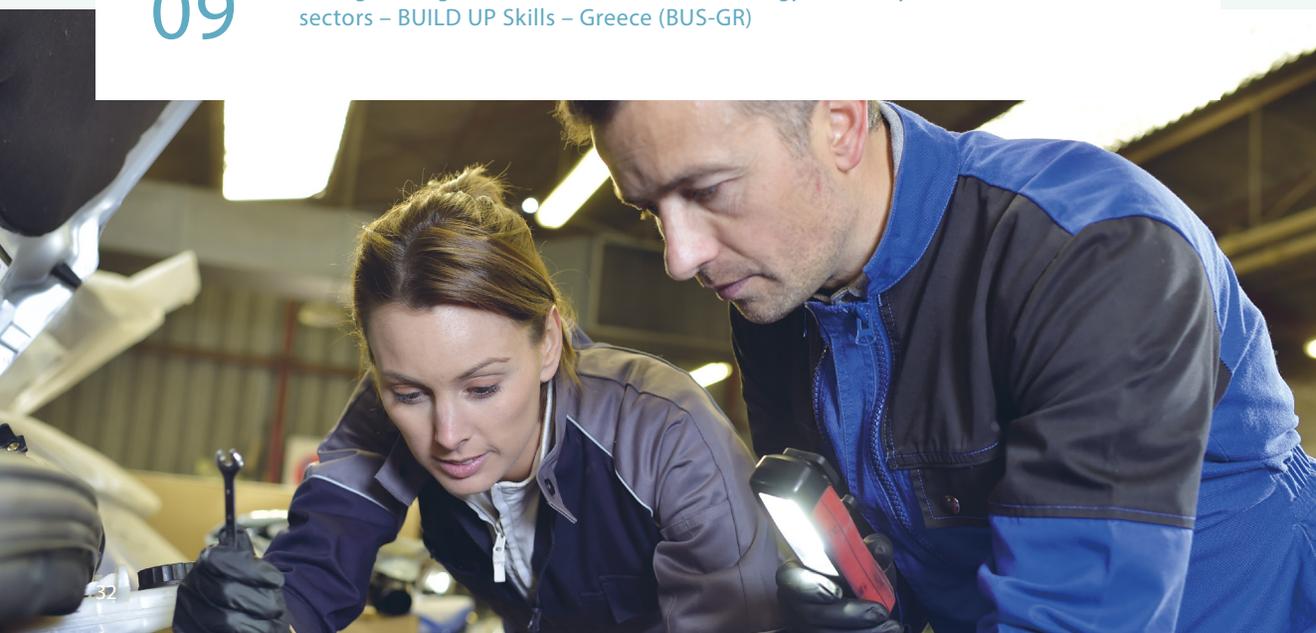
The project shall develop and apply an open electronic educational workshop, with the view of spreading the use of technological tools and helping participants to magnify the benefits of the digital economy for their current or future enterprises.

Objectives - results of the partnership:

-  1 educational curriculum
-  1 digital educational platform
-  open educational tools/material
-  good practices and guidelines on open entrepreneurship
-  publicity materials
-  3 studies
 - Analysis of the educational needs in entrepreneurship agenda
 - Assessment of the pilot implementation
 - External evaluation of the project

Linking education and vocational training with employment and economy

- 01 Identification of social partners and prediction of skills requirements within the framework of National System for Diagnosis of labour market requirements
- 02 Accessing the labour market: Acquisition of professional experience for graduates of VTC, EPAS and EPAL
- 03 From occupational profiles to educational programmes and curricula (OPEP)
- 04 Upgrading the building sector workforce training and qualifications in Greece - UPSWING
- 05 Develop innovative apprenticeship network of vocational schools and very small enterprises in the metal construction sector – INNO APPRE-NET
- 06 National authorities for apprenticeship: Companies as sustainable partners for apprenticeship in Greece and Cyprus
- 07 Promotion and implementation of European principles of quality assurance in higher vocational education and training (QA HiVETnet) in 5-7 EQF levels
- 08 Building learning societies: promoting validation of non-formal and informal learning
- 09 Strengthening the workforce skills in the energy efficiency and RES sectors – BUILD UP Skills – Greece (BUS-GR)





01

Identification of social partners and prediction of skills requirements within the framework of National System for Diagnosis of labour market requirements

Financing scheme: Operational Programme “Human Resources Development”, NSRF 2007-2013

Implementation period: 2015

Role of IME GSEVEE in the project: Coordinator

Partnership: INE GSEE, ESEE, House of Hellenic Industry, SETE Institute

Short description:

The project is part of the National System for Diagnosis of the Labour Market needs and specifically concerns the contribution of institutional social partners GSEVEE (Hellenic Confederation of Professionals, Craftsmen and Merchants), SEV (Hellenic Federation of Enterprises), ESEE (Hellenic Co-federation of Trade and Entrepreneurship), SETE (Association of Greek Tourism Enterprises) and GSEE (Greek General Confederation of Labour) in the construction, institutionalisation and especially the functional integration of the National System for Diagnosis, via activities aimed to detect the skills required by the labour market.

The primary objective of the project is to survey, record and forecast all the needs of the labour market for skills nationwide and across sectors of the Greek economy; secondly, it aims at providing timely and reliable information towards the local labour markets, vocational guidance units and educational and training sub-systems of the country, in order for them to adjust in the ever-changing needs for human resources' knowledge, skills and competences.

The scope of the project is to conduct two Panhellenic quantitative “General Surveys of Skills' Diagnosis”, one dedicated to the employers and another one to the employees, mainly focusing on the horizontal skills required by the current employment structure in Greece (companies-employees), as well as four qualitative studies (one by each employers' representative body) regarding the special vocational skills across dynamic sectors and professions of the Greek economy.

The planning of the methodology and scientific specifications thereof, is taking place in collaboration with the National Institute of Labour and Human Resources (NILHR).

Objectives- results of the partnership:

-  General survey for employers (nationwide quantitative survey)
-  General survey for employees (nationwide quantitative survey)
-  4 qualitative studies for special vocational skills' needs across selected dynamic sectors and professions in the Greek economy

Financing scheme: Operational Programme “Education and Lifelong Learning”, NSRF 2007-2013

Implementation period: 2015

Role of IME GSEVEE in the project: Partner

Partnership: INE GSEE- Coordinator, KANEP GSEE, IME GSEVE, KEK GSEVEE, INEMY ESEE, KAELE ESEE, INSETE, EEDE

Website: www.diasindesi.gr

Short description:

The project concerns the development of an incentive scheme addressed to the graduates of the Vocational Education-Training centres (more specifically the Institutes of Vocational Training-IEK, the Professional Schools-EPA.S, Professional Lyceums-EPA.L), helping them to gain professional experience by positioning them in various enterprises. This professional experience will help them claim better jobs since they will be featuring upgraded competencies and skills. The project is divided in two distinct but inter-connected phases. The first phase concerns the attendance in the training programmes (duration: 80 hours) in the following modules:

- 1) Entrepreneurship and Innovation
- 2) New technologies
- 3) Conflict management and Communication
- 4) Administrative and Organisational skills.

The second phase starts right after the completion of the training programmes and concerns the 6-month apprenticeship in enterprises. There is a scholarship for the participants, to cover the expenses for their attendance in the training programmes and their professional experience acquisition.

The project aims at increasing the youth employment rates, upgrading their vocational and horizontal skills (communication, team work etc.) and familiarising them with real workplaces. The part of the project pertaining to the vocational training is conducted in the Regions of Eastern Macedonia-Thrace, Epirus, Western Greece, Thessaly, Peloponnese, Crete, Ionian Islands and Northern Aegean, while the part pertaining to the professional experience is conducted nationwide.

Objectives – results of the partnership:

-  7,077 trainees (1,000 IME GSEVEE)
-  7,077 vacancies for professional experience acquisition (1,000 IME GSEVEE)
-  Education material for 4 training modules
-  1 web platform
-  Informative actions (information material, day-conferences)
-  1 study
 - External evaluation of the project



03

From occupational profiles to educational programmes and curricula (OPEP)

Financing scheme: Lifelong learning programme/Leonardo da Vinci

Duration: 2011-2013

Role of IME GSEVEE in the project: Partner

Partnership: INE GSEE- Coordinator, IME GSEVEE, Cyprus Labour Institute, IMELSA, EVTA, KCH International

Short description:

This main objective of the project is the exchange of knowledge and experience among educational organisations of EU Member-States regarding the transformation of occupational profiles into curricula and specialised education-training programmes.

The following actions have taken place within the framework of this project:

- Analysis and presentation of the applied practices for transforming the occupational profiles into curricula for each participating country.
 - Development of common, quality criteria for all the participating countries focusing on the applied methods-practices in transforming the occupational profiles into curricula.
 - Development of common guidelines concerning the transformation of occupational profiles into curricula.
 - Analysis of the “good practices” presented in specific vocational cases, formation and development of proposals aiming to improve the applications.
 - Plan for the dissemination and exploitation of the programme’s outcome, as “good practice” in the European Credit System for the Vocational Education and Training (ECVET).
-

Project results:

-  6 transnational meetings
-  Publicity actions (logo, poster, conference etc.)
-  Partners Communication E-platform
-  Roadmap of the project’s procedures and results
-  2 studies
 - Study analysis (one per participating country)
 - Evaluation study of the project

04

Upgrading the building sector workforce training and qualifications in Greece-UPSWING

Financing scheme: European Commission/Intelligent Energy Europe Programme (IEE)

Duration: 2014-2017

Role of IME GSEVEE in the project: partner

Partnership: Centre for Renewable Energy Sources and Saving (CRES) - Coordinator, IME GSEVEE, NTUA, EOPPEP, TEE, INE GSEE, TUC

Website: www.skills-upswing.gr

Short description:

The project was designed based on the priorities of the National Qualification Roadmap, developed under the project BUS-GR (Pillar I of BUILD UP Skills initiative) and concerns the provision of training and skills certification on energy saving of buildings, according to the EU's energy efficiency targets (Europe 2020); it also concerns three technical, vocational specialisations (aluminium/ iron workers, sealing technicians and burner installers/ servicers).

The following actions are conducted in the framework of the project:

- Update and certification of the occupational profiles of the target-groups by integrating new skills on the energy saving and energy efficiency special fields.
 - Setting forth the requirements and rules governing each certification scheme, by enabling the active participation of the groups concerned, in order to respond to the real needs of each profession.
 - Designing the required specialised programmes of vocational training and forming the necessary educational material.
 - Developing a basic, horizontal training module on energy efficiency of buildings, addressed to all construction workers.
 - Conducting pilot, training programmes aimed to evaluate and improve the workforce.
 - Qualifications' certification, as stipulated by the current institutional framework.
 - Recognising and broadly applying the three schemes of vocational training and qualifications certification.
-

Objectives – results of the partnership:



135 trainees and certified professionals.



45 trained trainers.



3 new integrated training programmes on energy saving of buildings, concerning the three technical vocational specialisations.



3 updated occupational profiles on energy efficiency, concerning the three technical vocational specialisations.



9 pilot training seminars (3 per vocational specialisation).



3 pilot programmes for trainers' training.



Informative actions (information material, day-conferences)



05

Develop innovative apprenticeship network of vocational schools and very small enterprises in the metal construction sector – INNO APPRE-NET

Financing scheme: Erasmus+/ Education and training

Implementing period: 2014-2017

Role of IME GSEVEE in the project: Partner

Partnership: Greek Manpower Employment Organisation (OAED)- Coordinator, IME GSEVEE, INE GSEE, EVTA, BFI, CJD Maximiliansau

Short description:

The main objective of this project is to develop joint European and national policies on apprenticeship schemes and therefore lead to a common understanding among principal policy makers and the representatives of the Metal Construction Sector (MCS), by developing a network between the Metal Construction Sector companies and the Vocational Apprenticeship Schools - of OAED.

The project is expected to define the learning needs and the “green skills” (energy efficiency and renewably energy resources), to design a 12-month curriculum featuring the specifications for an in-company apprenticeship-internship, to develop and implement e-learning tools and to design/deploy an intermediate networking mechanism for vocational training schools and micro enterprises in the Metal Construction Sector.

Objectives – results of the partnership:

-  1 training platform
-  1 European skills survey
-  1 apprenticeship programme
-  10 studies
-  5 transnational workshops
-  1 final conference
-  3 national publicity events



06

Companies as sustainable partners for apprenticeship in Greece and Cyprus

Financing scheme: Erasmus + /Education and training

Implementation period: 2014-2016

Role of IME GSEVEE in the project: Partner

Partnership: Manpower Employment Organisation (OAED) - Coordinator, Institute of Educational Policy, INE GSEE, IME GSEVEE, Cyprus Productivity Centre, Cyprus Chamber of Commerce and Industry, Bundesinstitut für Berufsbildung

Short description:

The project aims at improving and reassuring attractiveness, quality and effectiveness of the Greek and Cypriot apprenticeship system, through the transmission of know-how from countries having a tradition in properly operation of apprenticeship; it also aims at mobilising Greek and Cypriot companies to become involved in the apprenticeship model.

The project's key actions are the following: identification and evaluation of innovative approaches and applications in existing apprenticeship systems, mapping the special characteristics of the labour market and the business environment in Greece and Cyprus, development of in-company procedures, incentives, methods and mechanisms of quality assurance, with regard to apprenticeship and the promotion of networking among companies and apprenticeship providers. The project focuses on small and medium-sized enterprises (SMEs).

Objectives – results of the partnership:

-  6 implementation guides
-  1 pilot implementation
-  3 transnational workshops
-  1 conference for the presentation of the results
-  1 website
-  1 study
 - Review of the existing apprenticeship model and business environment in Greece and Cyprus



07

Promotion and implementation of European principles of quality assurance in higher vocational education and training (QA HiVETnet) in 5-7 EQF levels

Financing scheme: Erasmus +/ Education and training

Implementation period: 2014-2015

Role of IME GSEVEE in the project: Partner

Partnership: IBW - Coordinator, IME GSEVEE, IFAPME, UEAPME, APCMA, ZDH

Website: www.qa-hivet.net

Short description:

The role of higher vocational education-training (leading to levels 5-7 of the European Qualifications Framework) is often underestimated due to the heterogeneous character of the various procedures, contents, quality criteria and training providers at EU level.

The main objective of the project is to help increase mutual trust between Higher Vocational Education-Training (HiVET) and Higher Education (HE). This target is feasible only with the formulation of European Guidelines and Principles on Quality Assurance in HiVET, which shall serve as a European reference point for all HiVET providers and the respective qualification certification bodies. In order to promote the cooperation among interested stakeholders, a "European Network for the Quality Assurance in Higher Education and Training" shall be established, in order to further expand these guidelines.

Objectives – results of the partnership:

-  5 national reports on quality assurance in higher vocational education and training (1 per country)
-  5 national workshops
-  5 national networks of experts
-  1 transnational network entitled "European Network for the Quality Assurance in HiVET"
-  5 transnational communication events
-  1 website
-  1 European guide
 - European Guidelines and Principles on Quality Assurance in HiVET

Financing scheme: Erasmus + /Education and training

Implementation period: 2013-2014

Role of IME GSEVEE in the project: Partner

Partnership: La Ligue de l'enseignement- Coordinator, IME GSEVEE, SOLIDAR, EUCIS-LLL, ISI, ABF, GFTU, FIC, WEA, BFI, LEECP, CEMEA

Website: www.buildinglearningsocieties.org

Short description:

The project aims at developing specifications and means for the implementation of an awareness-raising campaign regarding the validation of non-formal and informal learning (NFLI) outcomes, as a tool to further improve career perspectives for adults, and to further enhance opportunities for education and learning (boost of lifelong learning). The project is aligned with the European Commission's Recommendation regarding the validation of non-formal and informal learning (NFLI), while it also serves the objective of transforming European societies into "learning societies".

The above mentioned objective will be achieved by formulating and exchanging good validation practices on the NFLI outcomes, and by promoting validation of such qualifications as a necessity at EU level amongst adults, education and training providers, employers and trade unions, through the publication of a European guide featuring the respective guiding principles.

Objectives – results of the partnership:

-  European seminars-workshops
-  8 national workshops (1 per country)
-  8 policy papers (1 per country)
-  1 conference for the presentation of results
-  1 website
-  1 ευρωπαϊκός οδηγός
- European Strategic Guide for fostering participation and raising awareness on validation of learning outcomes of non-formal and informal learning



09

Strengthening the workforce skills in the energy efficiency and RES sectors – BUILD UP Skills – Greece (BUS-GR)

Financing scheme: Intelligent Energy Europe Programme

UI: 2012-2013

Role of IME GSEVEE in the project: Partner

Partnership: Centre for Renewable Energy Sources and Saving (CRES)- Coordinator, IME GSEV-EE, NTUA, EOPPEP, TEE, INE GSEE, Region of Western Greece, Technical University of Crete

Website: www.greece.buildupskills.eu

Short description:

The project implements actions with regard to: (a) identification of the training needs in the construction sector and (b) formulation and implementation of a national strategy regarding the certification of training and skills of construction workers and installers of energy-saving technologies (EST) - and Renewably Energy Sources (RES) systems.

Within the framework of this project, the following actions were undertaken:

- Analysis of the current situation and quantification of needs and priorities for a sufficient number of trained and specialised workforce employed in the energy efficiency and RES sectors by 2020.
 - Establishment of a national professional skills platform to enable dialogue at national level on energy efficiency and RES for employees in the building and construction industry.
 - Development of a qualifications' roadmap for the formulation of a national strategy concerning training and skills certification of the workforce employed in the building industry, on EST and RES, aiming to achieve the 2020 national goals on sustainable energy.
 - Validation and support of the qualifications roadmap by relevant stakeholders (social partners, associations, scientific bodies, etc.).
-

Objectives – results of the partnership:

-  1 national qualifications roadmap
-  Publicity materials (3 informative brochures)
-  1 study
 - National thematic study on the analysis of the current situation

Combating inequalities and promoting the corporate social responsibility

01

EKKE subsidies on the Development and Dissemination of Corporate Social Responsibility (CSR) within the territory of the Municipality of Athens

02

Action plan for the promotion of women in the decision-making centres of GSEVEE's collective bodies

03

Local employment and social crisis management plan in Piraeus B (Constituency) - Development synergy "Initiative for the employment"

04

Local employment plan (TOPSA) "Double Intervention" - Development synergy "Social Innovation Network for the Municipality of Kallithea

05

Local plan for actions of social inclusion for vulnerable groups (TOP EKO) "Together at work" in the Municipality of Kallithea- Development Synergy "Horizons for employment"

06

Local plan for actions of social inclusion for vulnerable groups (TOP EKO) in the Municipality of Piraeus- Development Synergy "Kantharos"

07

Creating local jobs initiative via public benefit programmes

08

Positive action measures to promote women in the economic decision-making bodies





01

EKKE subsidies on the Development and Dissemination of Corporate Social Responsibility (CSR) in the Municipality of Athens

Financing scheme: Operational Programme “Human Resources Development”
NSRF 2007-2013

Implementation period: 2014-2015

Role of IME GSEVEE in the project: Partner
Development Partnership: National Centre for Social Research (EKKE), Coordinator, IME GSEVEE, Athens TEI, EKPOSPO NOSTOS (Social and Cultural Integration of Greek Repatriates), Institute of Professional and Vocational Guidance (IEKEP)

Short description:

The project concerns the implementation of awareness-raising, collective and individual information, coaching, further education and networking actions, as well as application of CSR practices in the Municipality of Athens. Social clusters registered or activated in the Municipality of Athens, along with their employees, as well as the municipal social services and their clerks are the end-beneficiaries of above mentioned actions. .

The project aims at preventing and eliminating the social and labour exclusion of vulnerable, social groups who reside in the boundaries of Athens Municipality, via Corporate Social Responsibility (CSR) actions.

Objectives –results:

-  21 enterprises benefited from the CSR consulting services
-  7 collective bodies (GSEVEE federations) benefited from the consulting services regarding the CSR Action Plan drafting
-  publicity actions (day-conferences, information material, press releases etc.)
-  2 educational handbooks
 - Methodologies and techniques on building CSR networks at local level
 - Skills for utilization of CSR financial instruments on developing actions for social integration and entrepreneurship
-  1 study
 - Presentation of CSR good practices applied in Greek and/or foreign enterprises, focused on small enterprises, and action plan for the coaching support methodology

02

Action plan for the promotion of women in the decision-making centres of GSEVEE institutional bodies

Financing scheme: Operational Programme “Administrative Reform”, NSRF 2007-2013

Implementation period: 2011 -2015

Role of IME GSEVEE in the project: Ultimate beneficiary

Website: www.isotita.imegsevee.gr

Short description:

The project concerns the formation of a “Gender Equality Office” within GSEVEE, aimed to increase the participation of women in trade unions, to encourage their entrepreneurial initiatives, as well as to raise awareness on issues related to discrimination and gender equality.

The “Gender Equality Office” provides services regarding information on trade unions, entrepreneurship, training and work-family life balance using a Help-Line service. The office also offers pilot coaching to women entrepreneurs in developing negotiation and communication skills/competences, conflict management and social issues’ management; its objective is to help them improve their business activity, and strengthen the trade union action and claims-requests of women owning small enterprises.

Furthermore, through a series of workshops, the office provides information and helps women entrepreneurs’ strengthening - but also helps anyone who plans to start a business - while contributing to the transmission and implementation of relevant international good practices.





Objectives – results:

-  1 help-line 100 women receiving information
-  15 women receiving customised support services
-  11 workshops on women's strengthening
-  157 trainees
-  3 memorandums of understanding
-  publicity actions (website, information material, events)
-  2 training manuals
 - Strengthening of women and skills upgrade - Promoting their participation in positions of responsibility in trade unions and decision-making bodies
 - Training techniques regarding the strengthening of women and the upgrade of skills -Trainer Guide
-  1 guide
 - Reinforcement of the position of women in trade unions
-  2 studies
 - Developing a support services' system for women entrepreneurs - members of GSEVEE trade union bodies
 - Action plan for the promotion of women in the collective bodies of GSEVEE and the establishment of a gender equality service
-  1 expert report
 - Survey on the current maternity protection regime for self-employed women across EU Member-States
-  2 informative booklets
 - Work-family life balance
 - Participation of women in the decision-making centres: the glass-ceiling effect

Distinctions:

The Gender Equality Bureau was distinguished among the 100 good practices undertaken by European Social Partners (www.resourcecentre.etuc.org/gendertoolkit and www.erc-online.eu/gendertoolkit).

03

Local plan on employment and management of the social crisis in the regional unit of Piraeus - Development cooperation "Initiative for employment"

Financing scheme: Operational Programme "Human Resources Development", NSRF 2007-2013

Implementation period: 2013-2015

Role of IME GSEVEE in the project: Member of development partnership
Development Partnership: Industrial Park of Schisto SA- Coordinator, IME GSEVEE, Piraeus Chamber of Handicraft, Premium Consulting, KEK Further Education, Centre for Development & Entrepreneurship

Short description:

The project is an integrated proposal for actions and activities aiming to effectively integrate the unemployed into the labour market, based on their own needs, as well as the needs of the broader ship-building and repair industry. This integration takes into consideration the new reality of the Eastern Mediterranean region, with the ongoing development of ship-building and repair activities, as well as the support of marine pumping constructions, which are partially developed and are expected to intensify in the years to come.

The participation of IME GSEVEE mainly concerns monitoring and support, in the form of mentoring for both employed beneficiaries and companies, as well as on actions for the project's online networking.

Objectives – results:



Reintegrating of 78 beneficiaries in the labour market
E-networking platform of the project





04

Local plan on employment “Double Intervention”-Development Consortium “Social Innovation Network for Kallithea Municipality”

Financing scheme: Operational Programme “Human Resources Development”,
NSRF 2007-2013

Implementation period: 2014-2015

Role of IME GSEVEE in the project: Member of development partnership
Development Partnership: PCM Consultants of methods and procedures Ltd- Coordinator, IME
GSEVEE, Athens Development SA, Municipality of Kallithea, Diastasi SA, EPEKSA

Short description:

The project aims to support unemployed persons and enterprises in the Municipality of Kallithea; the project shall ensure that unemployed persons will receive training on the basis of the actual needs of the companies. Meanwhile, the project aims to help unemployed persons to establish cooperatives. Several actions on awareness-raising, employers’ networking, vocational training and professional guidance were designed and implemented within this framework.

The main objective of the project is to create jobs, in the framework of an integrated SMEs’ support scheme, via innovative methods of mutual learning and cooperation.

Objectives – results:

-  Reintegration of 78 unemployed persons in the labour market and provision of support to establish their own businesses
-  Individual and group vocational coaching sessions for 23 beneficiaries



05

Local initiatives of social inclusion for vulnerable groups (TOPEKO) “Together at work” in the Municipality of Kallithea - Development Consortium “Horizons for employment”

Financing scheme: Operational Programme “Human Resources Development”,
NSRF 2007-2013

Implementation period: 2012-2015

Role of IME GSEVEE in the project: Member of development partnership
Development Partnership: Athens Development SA - Coordinator, IME GSEVEE, Municipality
of Kallithea, Diastasi SA, EPEKSA)

Short description:

The project concerns the implementation of supporting actions for beneficiaries belonging to vulnerable social groups of the Municipality of Kallithea; the project aims to strengthen their employability potential, getting beneficiaries into various job vacancies and support them establish new enterprises. Within this framework - and taking into consideration a study on the local labour market - a number of actions were designed and implemented in order to inform, raise awareness and improve networking among local and national training and educational but also information/support services' organisations supporting the beneficiaries.

In parallel, within the framework of the project it took place exchange of good practices between small enterprises, aiming to boost their competitiveness and creating new jobs both in existing companies as well as in new ones, emphasising on the social economy field.

Objectives – results:

-  reintegration of 100 unemployed persons in the labour market and provision of support to establish their own businesses
-  158 individual and group vocational coaching sessions for 10 beneficiaries business networking and awareness-raising actions



06

Local initiatives of Social Inclusion for Vulnerable Groups in the Municipality of Piraeus- Development Consortium “Kantharos”

Financing scheme: Operational Programme “Human Resources Development”, NSRF 2007-2013

Implementation period: 2012-2015

Role of IME GSEVEE in the project: Member of development partnership
Development Partnership: Piraeus Trade Association - Coordinator, IME GSEVEE, KEK GSEVEE, Municipality of Piraeus, University of Piraeus Research Centre, KMOP, Piraeus Municipal Enterprise, Vocational Training Centre “APOPSI”

Short description:

The main objective of the project is to pave the way for the development, dissemination and implementation of new policies on advisory and support services but also employment, in order to tackle all forms of discrimination and inequality experienced by the job-seekers who belong in any vulnerable social groups.

In particular, the project aims to offer job positions to persons belonging to vulnerable groups from the Municipality of Piraeus, on the one hand taking advantage of the new opportunities resulting from the transformation of Piraeus (from industrial area to a modern, urban centre) and on the other hand of the perspectives deriving from the modernisation of Piraeus’ traditional productive basis, focusing on dynamic sectors of the local economy, such as social and “green” economy.

The role of IME GSEVEE concerns the implementation of publicity and awareness-raising actions, in order to attract beneficiaries, as well as the organisation of working fora that shall bring together beneficiaries and enterprises.

Objectives – results:

-  Reintegration of 100 unemployed persons in the labour market
-  4 fora with the participation of 50 businessmen
-  10 press releases

07

Creating local jobs initiative via public benefit programmes

Financing scheme: Operational Programme “Human Resources Development”
NSRF 2007-2013

Implementation period: 2010-2013

Role of IME GSEVEE in the project: Ultimate beneficiary

Short description:

The programme concerns the five (5)-month nationwide coverage of vacancies, across Local Government Organisations of A' and B' grade (municipalities, regions). In order to implement this project, IME GSEVEE collaborated with the aforementioned bodies, which began by placing their proposals on the implementation of public benefit actions, stated their respective HR needs and then hired the unemployed beneficiaries. It is worth noting that an open tender procedure took place for the short-listing and selection of beneficiaries, taking into account social criteria.

During the project, the beneficiaries had the opportunity to work (depending on their specialty) for public benefit actions on the preservation of natural environment, the promotion of cultural heritage, as well as the procurement of social, educational and sport-related services.

The overarching objective of the project is to help beneficiaries capitalise on this professional experience and increase their future employment opportunities.

Objectives – results:



1,792 beneficiaries on a national scale (5-month jobs) divided as follows:

- 459 beneficiaries in the Region of Attica,
- 59 beneficiaries in the Region of Western Macedonia
- 59 beneficiaries in the Region of Western Greece
- 153 beneficiaries in the Region of Ionian Islands
- 410 beneficiaries in the Region of Thessaly
- 652 beneficiaries in the Region of Epirus



08

Affirmative actions for promoting women participation in economic decision-making

Financing scheme: Progress Programme 2007-2013

Implementation period: 2013 -2015

Role of IME GSEVEE in the project: Partner

Partnership: General Secretariat for Gender Equality - Coordinator, IME GSEVEE, SEV

Short description:

The project concerns the implementation of interventions aimed to promote the balanced participation of men and women in economic decision-making. The following actions have been planned and implemented to that end:

- Design and promotion of strategies to encourage the balanced participation of men and women in the business community;
- Raising awareness of social partners, enterprises and the public on issues concerning gender equality as well as balanced participation of men and women in economic decision-making;
- Empowering women who seek to assume positions of responsibility, by organising training workshops and coaching sessions.

In particular, IME GSEVEE within the framework of this project organises workshops primarily aiming to present good practices and exchange useful experience, but also raise awareness and highlight the advantages of the balanced participation of men and women in positions of responsibility (Managers and CEOs) in economic decision-making centres.

Objectives – results:

-  27 trainees
-  2 workshops
-  1 training manual for workshops
-  110 coaching beneficiaries (women)
-  1 training manual on business support services (coaching)
-  Publicity actions (one-day-conferences, information material)
-  1 online tool for the evaluation of executive officers
-  1 study
- Promoting women's participation in economic decision-making centres of listed companies

Support and strengthening of GSEVEE and its member-federations

01

Raising awareness, publicity and dissemination activities of GSEVEE's actions under the Operational Programme Human Resources Development

02

Support of the institutional and entrepreneurial capacity of GSEVEE





01

Raising awareness, publicity and dissemination activities of GSEVEE's actions under the Operational Programme Human Resources Development

Financing scheme: Operational Programme "Human Resources Development", NSRF 2007-2013

Implementation period: 2011-2015

Role of IME GSEVEE in the project: Ultimate beneficiary

Short description:

With a view to make its interventions more effective, IME GSEVEE undertook a series of activities aiming to strengthen small and micro enterprises and achieve institutional empowerment of GSEVEE in the framework of the Operational Programme "Human Resources Development".

The project primarily aims at informing small enterprises about the services provided by IME GSEVEE encourage their participation in these services and enable them to use all resources and opportunities available in the modern business environment. On a second phase, the project aims at disseminating the results of the activities concerning the upgrade of GSEVEE interventions across local, national and European level.

In order to achieve the above objectives, a "mixture" of awareness and publicity tools that combines publications, media involvement (press, radio, and internet) as well as organisation of events, has been applied.

Objectives – results:

-  11 newsletters
-  12 day- conferences
-  5 exhibitions
-  1 conference
-  3 briefings
-  2 press conferences were coordinated
-  7 publications of studies
-  13 informative leaflets
-  75 press advertisements
-  6 web-banners
-  2 informative videos
-  6 radio spots

Financing scheme: Operational Programme “Human Resources Development”, NSRF 2007-2013

Implementation period: 2009 -2015

Role of IME GSEVEE in the project: Ultimate beneficiary

Short description:

The project aims at supporting and upgrading the intervention role of GSEVEE, in order to generate policy proposals, promote social dialogue and contribute to the development, of a new growth productive model of the country, with the participation and expansion of small enterprises represented thereof.

In this framework, the following actions for supporting and enhancing the efficiency of GSEVEE and its member-federations operational activities (organisational, administrative and coordinating) were designed:

1. Preparation of specific critical studies and surveys aiming to strengthen the operational capacity of GSEVEE and establishment of its positions with regard to the main issues that concern small Greek enterprises.
2. Operation of thematic study domains and establishment of a Documentation Office, with the view of coordinating all studies and surveys and shaping policy proposals.
3. Establishment, expansion and management of a library and enrichment of library collections.
4. Identification of needs and implementation of training programmes for the elected, trade unionists of GSEVEE, as well as for the sectoral/local member-federations.
5. Development and establishment of networks and partnerships at national and European scale.
6. Enhancement of the institutional capacity of GSEVEE’s local/sectoral federations, by conducting a sectoral or local study and an action plan for each federation.

Due to the fact that each of these actions/ sub-projects is independent, it is deemed necessary to describe them separately, as follows:

1) Preparation of studies and surveys

The preparation of studies and surveys is a fundamental activity for the establishment of GSEVEE’s positions and consequently the enhancement of its institutional and operational capacity. These studies and surveys fall in the following categories, depending on their subject, nature and purpose:

i) Studies on the operational capacity of GSEVEE

These studies lay the foundations of GSEVEE’s operational organisation and evolution and include:

- Study on the operational planning and the executive bodies of GSEVEE (IME GSEVEE and KEK GSEVEE).
- Study on the compilation of a communication plan, regarding all actions undertaken by GSEVEE under the Operational Programme “Human Resources Development”.

ii) Consecutive opinion polls-studies on the economic climate

In the framework of GSEVEE’s public intervention in issues concerning small enterprises, the



following opinion polls are taking place:

- Economic trends (conducted on biannual basis, in order to collect comparative data).
- Households' revenue-expenses (conducted on annual basis, in order to collect comparative data).
- Special issues (insured persons and pensioners of OAAE-Insurance organisation of self-employed, consumers' behaviour regarding malls, taxi service evaluation etc.).

iii) Thematic studies

In order to optimise the research work of IME GSEVEE, specialised thematic surveys have been designed and implemented, in areas concerning small enterprises. Indicatively, the following topics are covered:

- Shopping malls' policy in Greece and in Europe.
How competition works in the Greek market and which are the impacts on the functioning and sustainability of small enterprises.
- Formulation of GSEVEE's proposals, on training policies for small and micro enterprises' employees and their connection with the actual needs of the labour market.
Reflecting the current situation and formulation of proposals with regard to vocational qualifications, procedures for the certification of professional competences and the development of sectoral, professional qualifications and specialisations represented by GSEVEE.
- Alternative financing tools and small enterprises.
- Small enterprises' access to finance: recent developments in Europe and Greece.
- Over leveraging European economy and a short description of the European banking sector.
- Deregulating the opening hours for Sundays.
Manufacturing sector.

2) Operation of thematic study domains

The action concerns the establishment and operation of thematic domains as well as a documentation office, aiming to strengthen GSEVEE's negotiation position, through the implementation of studies and the exploitation of scientifically processed data.

More specifically, the thematic offices corresponding to the thematic modules covered, are the following:

- Office of Economic Analysis and Small Enterprises
- Office of Employment and Social Policy
- Office of Education and Lifelong Learning

The various actions for the documentation complement the work on the offices, by collecting scientific data and by conducting studies.

3) Establishment, expansion and management of the library

The action concerns the establishment, expansion and management of IME GSEVEE's library, in order to cover all scientific, informative needs and help the organisation to carry out its research work.

To implement the above objective, a number of tasks have taken place, including purchase of

books, subscriptions in scientific magazines, as well as purchase of public/private organisations' papers and publications. The content has been classified according to the principles of Library Science and with the usage of a modern Library Automation Software (ABEKT).

The collection of titles covers a broad spectrum of themes within the interest of IME GSEVEE; indicatively the following are mentioned: economic policy, competitiveness, access to finance, taxation, employment policies, labour markets, social insurance, equality and social inclusion policies, educational policy, vocational education and training, lifelong learning, professional competences, certification of knowledge and skills, connecting education-training to employment.

Furthermore, in the framework of this action, the history archives of GSEVEE are being collected, recorded and processed. These archives consist of texts, photographic and other material of major significance for the trade union movement and small enterprises in Greece.

Objectives - results

-  1,400 books
-  10 subscriptions to scientific magazines
-  1 Library Automation System
-  GSEVEE's historical archives

4) Identification of needs and implementation of training programmes for trade unionists

This action concerns the design, organisation, management and monitoring of activities aimed to inform and train trade unionists of GSEVEE and its member-federations. The thematic modules for the training, are: 1) Economy and small enterprises; 2) Social Policy and Employment; 3) European Union, Greek state and Regions; 4) Education, Lifelong Learning and certification of qualifications; 5) Trade union activity of small enterprises' employers (GSEVEE, federations, trade unions).

The joint objective of all training activities is to inform on new developments, to exchange knowledge and experience on topical issues of the economic and social life which concern small enterprises but at the same time constitute major areas of political decision-making and trade union claims. The training activities are taking place on national scale and feature a dual approach, combining both physical presence of the trainee and distance learning (home study). At a later stage, the complete training programme was updated and became part of the e-learning platform, in order to maximise benefits.

Objectives – results:

-  1,000 persons benefited from the training programmes (500 persons via physical participation and 500 ones via distance learning)
-  25 training programmes
-  5 training manuals (1 for each thematic module)
-  6 “train the trainer” programmes (59 participant trainers)
-  1 e-learning platform (virtual classroom) and the respective educational material
-  Multimedia material – informative video for those interested in the action



5) Development and establishment of networks and partnerships between GSEVEE and social partners, trade unions, professional and research organisations at national and European level

The action concerns the formation of networks and partnerships of GSEVEE and its affiliated bodies (KEK GSEVEE and IME GSEVEE) with social partners, trade unions, professional and research organisations in Greece and abroad; this constitutes a prerequisite for the enhancing GSEVEE's institutional and operational capacity.

In a first instance, there was an investigation on the cooperation opportunities, which were mapped, expanded and evaluated; this, led to the planning and implementation of the following tasks: series of working meetings, organisation and/or attendance in conferences/ day-conferences, exchange of policy proposals, bilateral meetings etc.

The overarching objective of this action to develop and strengthen the communication with more players and organisations both at national and international level, to expand thematic areas of mutual interest, to formulate joint positions and proposals, to collaborate for actions and programmes and finally, to impact and contribute on the national and European policies.

Objectives - results:

-  31 bilateral meetings with organisations from abroad
-  8 bilateral meetings with organisations within the country
-  5 collaboration networks
-  Information material on the activities of GSEVEE and its affiliated bodies

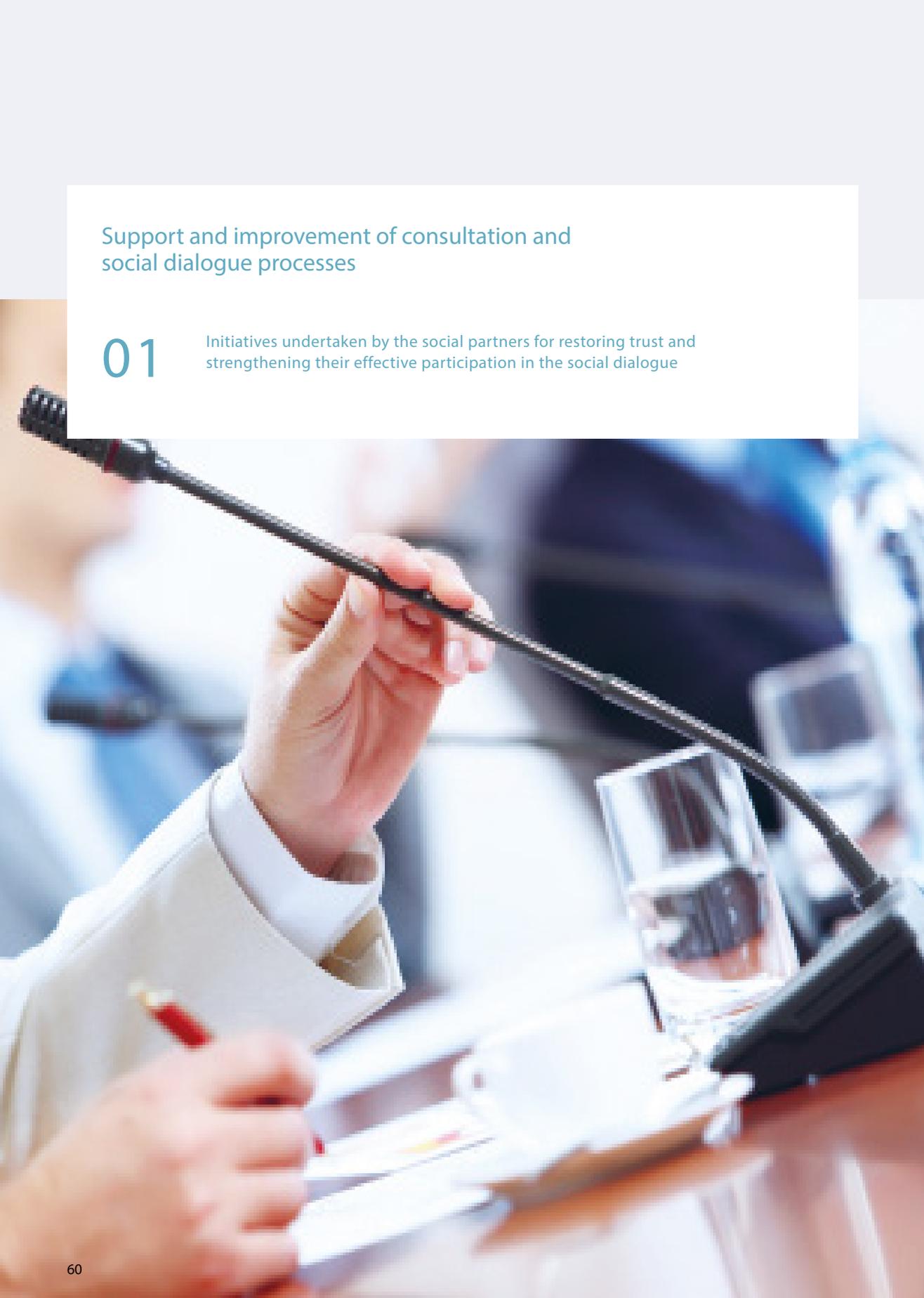
6) Enhancement of the institutional capacity of sectoral and local federations of GSEVEE

The action concerns the support of sectoral and local federations of GSEVEE in order to further enhance their institutional role, their active participation in the social dialogue, as well as their operational and institutional status, so that they can effectively represent GSEVEE at local and sectoral level.

In order to achieve the above objectives, first, the current status and the development perspectives of each federation (local or sectoral) were recorded, hence paving the way for a case-specific action plan. Later on, the action plan began to be implemented, which is the basic assistance tool towards sectoral and local GSEVEE federations. It has to be noted that an important part of the action plan's implementation relates to actions aimed to promote and strengthen the public status of federations, in order to turn them more recognisable by local communities and therefore reveal their role and action.

Objectives – results:

-  34 studies on local federations
-  19 studies on sectoral federations
-  Publicity and dissemination activities (newsletters, presentations, day-conferences, etc).

A close-up photograph of a person in a white suit jacket holding a black gooseneck microphone. The person's hand is visible, gripping the microphone. In the background, a conference table is set with a glass of water, a white cup, and some papers. The scene is brightly lit, suggesting an indoor meeting or press conference.

Support and improvement of consultation and social dialogue processes

01

Initiatives undertaken by the social partners for restoring trust and strengthening their effective participation in the social dialogue



01

Initiatives undertaken by the social partners for restoring trust and strengthening their effective participation in the social dialogue

Financing scheme: Operational Programme “Human Resources Development”, NSRF 2007-2013

Implementation period: 2014 - 2015

Role of IME GSEVEE in the project: Partner

Partnership: INE GSEE- Coordinator, IME GSEVEE, INEMY ESEE, House of Hellenic Industry, INSETE

Short description:

The project is a joint effort of the institutional social partners [GSEVEE (Hellenic Confederation of Professionals, Craftsmen and Merchants), SEV (Hellenic Federation of Enterprises), ESEE (Hellenic Co-federation of Trade and Entrepreneurship), SETE (Association of Greek Tourism Enterprises) and GSEE (Greek General Confederation of Labour)] and its objective is to upgrade the trilateral social dialogue (state, employees and employers) on key-issues of the social and economic life by recording the current situation and by submitting opinions and proposals to empower its effectiveness.

One of the key participants of the project is the International Labour Organisation (ILO), which provides support at both technical and research level. The scope of the project concerns the thematic classification of four fields of interest in order to improve the quality and effectiveness of the social dialogue:

1. Social dialogue structures at national level (SEV).
2. Trilateral social dialogue at sectoral level (ESEE).
3. Social dialogue on vocational education and training, focusing on the notion of apprenticeship (GSEVEE).
4. Social dialogue on discrimination issues detected in the labour market (GSEE).

Studies recording the strong and weak points of the current social dialogue are conducted across all examined fields with the participation of all institutions concerned; the level, quality and thoroughness of the social dialogue, as well as the effectiveness of its structures are also under research; moreover, all deficits and malfunctions are pointed, while upgrading proposals are compiled.

Objectives – results of the partnership:

-  4 individual thematic studies that depict the status of the social dialogue
-  4 policy papers with highlights and proposals for the upgrade of the social dialogue
-  3 study visits
-  14 workshops
-  2 day-conferences
-  7 training seminars
-  1 conference

Publications





Studies - Surveys

Title	Author	Year
1 Presentation of CSR [Corporate Social Responsibility] good practices applied in Greek and/ or foreign enterprises, focused on small enterprises, and action plan for the coaching support methodology”	A. Galani	2015
2 SMEs cluster development in urban areas	Institute of Regional Development (IPA) Panteion University	2015
3 Innovation, clustering and small enterprises	A. Angelakis, E. Moka (Review)	2015
4 Identification and analysis of mentoring systems aiming to boost the entrepreneurship in Greece and the EU	Militos Consulting SA	2014
5 Differential analysis of the needs of SMEs at the Municipality of Athens	Premium Consulting	2014
6 Social Security of Traders, Craftsmen and Self-Employed persons: OAEE 2014	Vardaros, L. Kotsonopoulos	2014
7 Vocational education and training in Greece: weaknesses, opportunities and perspectives	Acronym Business Consultants LTD	2014
8 Identification of the educational needs of small enterprises and the impact of training programmes	Special Account of Funds and Research, Patras University	2014

Studies - Surveys

	Title	Author	Year
9	Overview of the external evaluation report of Lifelong Education Programmes 2010-2014 undertaken by IME GSEVEE	National Center of Social Research and Hellenic Adult Education Association (HAEA)	2014
10	Mapping of technological, organisational and financial innovation initiatives in small enterprises	Logotech SA	2014
11	Clusters' Guide for small enterprises	S. Zygiaris	2014
12	Development a coaching scheme for women entrepreneurs-members of GSEVEE trade union bodies	Neoanalysis Consultants MEPE	2014
13	Development of a business support, coaching and support system for small businesses' entrepreneurship	Remaco SA and Stochasis SA	2013
14	Evaluation of the business support services for Small-Medium Enterprises (SMEs) implemented in other EU countries.	Stochasis SA	2013
15	Guidelines for the reinforcement of the position of women in trade unions	M. Karageorgou, M. Papagiannopoulou	2013
16	Alternative sources of financing and small enterprises	N. Daskalakis	2013
17	Access to finance of small enterprises: latest progress in Europe and Greece	N. Daskalakis	2013
18	Over-leverage of the European economy and an overview of Europe's banking sector	N. Daskalakis	2013
19	Incentives and barriers in the participation of adults in lifelong education (collaboration with INE GSEE)	Th. Karalis	2013
20	Liberalisation of Sunday's working hours	G. Thanopoulos, V. Motsou	2013
21	Innovation in small enterprises	Special Account of Funds and Research- Athens University	2013



	Title	Author	Year
22	Development of clustering and networks across small enterprises	Speed SA	2013
23	Guide of Intellectual Property Rights for small enterprises	N. Saitaki	2013
24	Innovation Guide for small enterprises	A. Livieratos	2013
25	The policy for malls in Europe	P. M. Delladetsimas, G. Loukakis- Education and Research Committee at Charokopeion University	2013
26	The policy for malls in Greece	P. M. Delladetsimas, G. Loukakis- Education and Research Committee at Charokopeion University	2013
27	Competition in the Greek market and impact on operation and sustainability of small enterprises	Speed SA	2012
28	Surveying the conditions and shaping proposals on vocational skills, certification procedures of professional qualifications and the configuration of sectoral qualifications for professions represented by GSEVEE	Acronym Business Consultants LTD	2012
29	Fuel fraud and smuggling: Policy measures	D. Mardas	2012
30	Action plan for the promotion of women in the collective bodies of GSEVEE and the establishment of a gender equality service	Centre for Research on Women's Issues (CRWI) Diotima	2012
31	The sector of processing	N. Daskalakis	2011
32	Formulating the GSEVEE proposals with regard to the training policies of persons employed in small and micro enterprises, and connection with the needs of the labour market	Acronym Business Consultants LTD	2011

Studies - Surveys

	Title	Author	Year
33	Survey identifying the needs for further education of the trade unionists of GSEVEE	Marc SA	2010
34	Small and Micro Enterprises' financing	N. Daskalakis, A. Paparsenos	2009
35	Case study on the programmes, aiming to promote flexible forms of employment (part time jobs and internships)	S. Vardaros	2008
36	External evaluation of lifelong education programmes on entrepreneurship and IT	Hellenic Adult Education Association (HAEA)	2008
37	Expansion of educational needs of small and micro Greek enterprises	K. Tsekouras, I. Koutsonikos, A. Gkypali	2008
38	2006- Employment rates in craft industry	G. Ioannidis, E. Papadopoulou, S. Vardaros	2007
39	Adult education and training techniques	M. Karantza, N. Philips	2007
40	Increase of employment rates at micro enterprises and self-employed: Incentives and Barriers	D. Gravaris, S. Lapatsioras, Ch. Ioannou, G. Ioannidis, E. Papadopoulou, M. Kitsios	2006



	Title	Autho / Research team	Year
1	Biannual survey of the economic climate in small enterprises	Marc SA, IME GSEVEE	2011 - 14
2	Annual survey of households' income and expenses	Marc SA, IME GSEVEE	2011 - 14
3	IME GSEVEE Research on OAEE insured persons and pensioners	Marc SA, IME GSEVEE	2013
4	Research for the evaluation of TAXI services	Marc SA, IME GSEVEE	2011
5	Survey of economic climate: Insurance - Pensions	Marc SA, IME GSEVEE	2010
6	Survey of economic climate on current events	Marc SA, IME GSEVEE	2010
7	Imperatives and problems encountered by enterprises	Marc SA, IME GSEVEE	2009
8	The impact of economic crisis and problems encountered by enterprises	Marc SA, IME GSEVEE	2009
9	Economic crisis and Greek enterprises: Assessment of GSEVEE proposals	Marc SA, IME GSEVEE	2009
10	Working hours – Sales period Malls	GSEVEE	2006

Educational material

Title	Author / Research team	Year
01 Taking advantage of the CSR [Corporate Social Responsibility] funding tools focusing to social inclusion and entrepreneurship actions	A. Ntili	2015
02 Methods and techniques to build CSR [Corporate Social Responsibility] networks on local level	A. Ntili	2015
03 Photovoltaic systems and Renewable Energy Sources (RES)	P. Karaisas	2014
04 Smart electric installations and remote management	G. Sarris	2014
05 Geothermal energy – Solar thermal energy – Energy saving techniques	Ch. Malamatenios	2014
06 Technical training of plumbers	S. Oikonomou	2014
07 Hybrid cars' technology	G. Kapetanakis , P. Karampilas	2014
08 Diesel-engine systems	N. Arkoulis, G. Giannos	2014
09 Replacement of coolant in A/C of cars	V. Koutsoukos, P. Tsoulas	2014
10 Technical training of professional locksmiths	N. Tsiatis in cooperation with the Association of Certified Professional Locksmiths (SAEK)	2014
11 Training of school canteens' managers	A. Desypris	2014
12 Management of coolants causing the greenhouse effect	G. Xiros	2014
13 Technical training of refrigeration engineers	D. Poulianos	2014
14 Technical training of glaziers	A. Karali	2014
15 Technical training of driving and road safety instructors	P. Papadimitriou	2014



Title	Author / Research team	Year
16 New food & culinary standards	G. Palisidis, G. Boskos	2014
17 Modern techniques and special processing for carpets-tapestries cleaning	S. Pagkalos	2014
18 New construction related techniques for the production of alumina and iron	S. Lamprakopoulos	2014
19 Technical training of insulation/sealing professionals	Ch. Chatziastrou	2014
20 Property appraisal and new legislation governing the real estate agencies	M. Apostolidis, N. Manomenidis	2014
21 Technical training of laundry professionals	S. Pagkalos	2014
22 Training of technicians handling the installation and maintenance of liquid and gaseous fuels' burners	S. Psychogiou	2014
23 Specialised beautician techniques: Permanent makeup and cosmetic tattoos	E. Mikelatou	2014
24 Training of elevators' technicians on the new installation and maintenance standards	G. Gkithonas	2014
25 Management of food hygiene and safety standards at butchers' shops	G. Boskou	2014
26 Good practices for the promotion of gender equality in the economic decision-making centres	K. Panourgia	2014
27 Economy and small enterprises	A. Papakonstantinou, L. Kanavvas, I. Ntokas	2013
28 Social policy and employment	E. Kontogianni, G. Karoulas, V. Papakonstantinopoulou	2013
29 European Union, Greek state and regions	I. Karatrasoglou, G. Karoulas, E. Kourtidis, A. Tsartsara, A. Tsiropoulou	2013

Educational material

	Title	Author / Research team	Year
30	Education, Lifelong Learning and Certification of Qualifications	P. Lintzeris	2013
31	Trade unionism of small enterprises' employers (GSEVEE, federations, trade unions)	K. Katsoudas, G. Karoulas, V. Papakonstantinopoulou	2013
32	Educational techniques for the reinforcement of women's role and the upgrade of trainers' skills	M. Papagiannopoulou	2013
33	Reinforcement of women's role and the upgrade of trainees' skills: boosting their participation in liability positions inside trade union structures and decision-making bodies	M. Papagiannopoulou	2013
34	Small enterprises: innovation and clustering	I. Katsikis	2013
35	Usage of internet in small enterprises	K. Mamoukaris	2012
36	Spreadsheets and data bases in small enterprises	A. Andreatos	2012
37	Digital business	K. Mamoukaris	2012
38	Entrepreneurship in small enterprise	S. Gkoumas, K. Tefa	2012
39	Quality Management in small enterprise	S. Gkoumas, K. Tefa	2012
40	Taking advantage of business opportunities	S. Gkoumas, K. Tefa	2012
41	Small enterprise: advertisement and promotion	K. Mamoukaris	2012
42	Small enterprise: Pricing and budget management	A. Lyngitsos	2012
43	Small enterprise: financing tools	A. Lyngitsos	2012
44	First aid	S. Papalexandris	2012
45	New food standards	G. Palisidis, G. Boskos	2012
46	Environmental protection and energy saving at small enterprises	N. Papamanolis	2012



	Title	Author / Research team	Year
47	Environmental education for technical specialties	N. Papamanolis	2012
48	Adult education: principles and methods, adapted on the special conditions of small enterprises	I. Theodorou	2012
49	Entrepreneurship	S. Gkoumas	2008
50	Specialised IT applications for Small Enterprises	K. Mamoukaris	2008

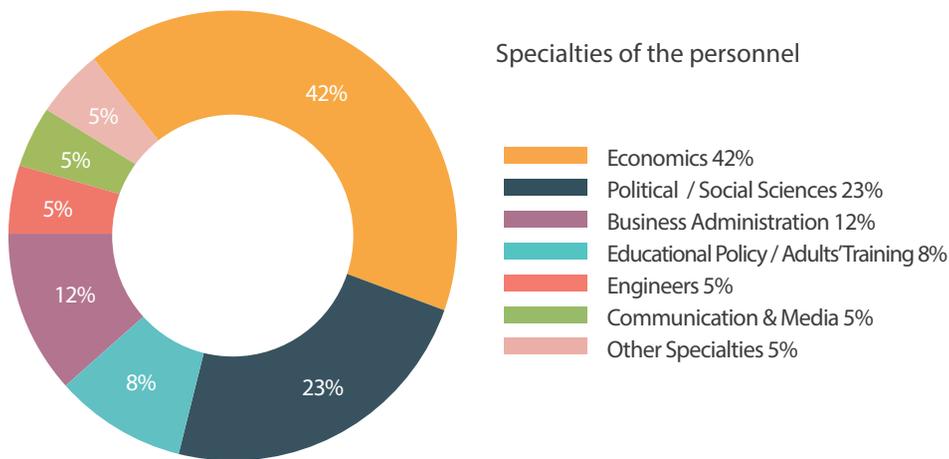


Structure and Human Resources



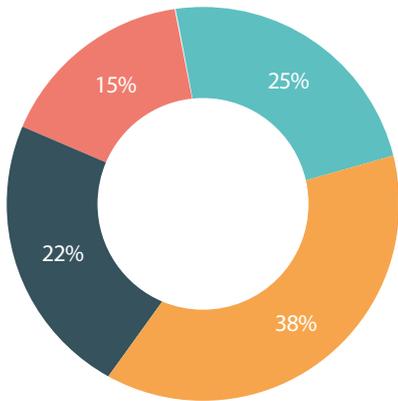


The personnel of IME GSEVEE consists of executives highly qualified, of know-how and expertise capable of covering a broad range of scientific fields and specialisations, such as economics, political/social sciences, business administration, educational policy, communication etc.



The number of employees amounts to fifty-five (55) persons working in the headquarters of IME GSEVEE in Athens, and in the regional structures in Thessaloniki, Patras, Larissa, Ioannina and Iraklion of Crete.

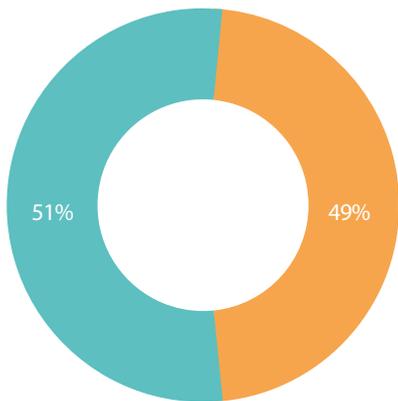
The educational level of the personnel of IME GSEVEE is especially high, since 78% of employees hold at least one University diploma, 23% have completed post-graduate studies (MA or MSc holders) and 15% of them are awarded with a PhD.



Educational level of personnel

- Secondary education 22%
- University diploma 38%
- Post-graduate education 25%
- PhD 15%

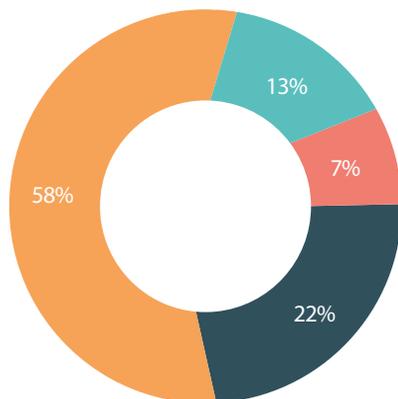
With regard to gender stratification, 51% of the employees are women and 49% men.



Personnel per gender

- Women 51%
- Men 49%

As far as age groups are concerned, 58% of the employees fall into the 35-44 age group, 22% in the 25-34 age group, 13% in the 45-54 age group and 7% in the 55+ group. The average age of employees is 39 years old.



Personnel's age groups

- 25 -34 22%
- 35-44 58%
- 45-54 13%
- 55+ 7%





Apart from the standard personnel, IME GSEVEE collaborates with numerous (external experts), such as trainers, experts, advisors, researchers, graphic designers etc.

Periodically, there are vocational training programmes which aim at further developing the skills and knowledge of IME GSEVEE personnel, so that they can keep up with the pace of fast-growing technologies and catch up with new methods and tools.

Recruitment of employees is conducted with transparent procedures, upon publication of the relevant Call for Expression of Interest.



Certifications / Quality Management





Quality Management

In order to ensure the optimum level of internal organisation and the provision of high added value services, the central office of IME GSEVEE implements the Quality Management System (QMS), in compliance to the International Standard EN ISO 9001:2008. The system's scope is the "Design, implementation and assessment of studies/ surveys, business support services' actions for small enterprises and educational projects" (Certification Registration Number: 041130213).

The system run by the central office of IME GSEVEE, has been certified by TÜV HELLAS (TÜV NORD) in October 2013. Thereafter, an external inspection is taking place on an annual base, to verify whether IME GSEVEE meets the requirements governing the aforementioned standard.

Within this framework, the primary objective of the system is to enhance end-users' satisfaction, by putting special emphasis on the prevention of problems, on the efficient troubleshooting, whenever required, and on the implementation of actions which improve the system and the services provided thereof.

Management skill for the implementation of NSRF projects

IME GSEVEE in order to achieve efficient administration and management of projects under the National Strategic Reference Framework (NSRF), implements Project Management Capacity System.

The system has been certified in April 2009 by the Managing Authority of the Operational Programme: "Human Resources Development" (Reference Number: 9.2202/6.376/13-04-2009).

The implementation of the system actually ensures that the project will be completed with utmost effectiveness, efficiency and according to the requirements prescribed by the relevant institutional and regulatory framework. Each project comprises of separate phases (programming, design-, implementation, monitoring-) while an implementation methodology, combined with special tools, is designed for the completion of each phase.

Partnerships





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Based on its institutional role, GSEVEE contributes in the shaping of policies, pertaining to small and medium-sized enterprises at national, European and international level. To that end, it participates (along with its affiliated entities, IME GSEVEE and KEK GSEVEE) in various bodies, committees and organisations, while it concludes partnerships and implements development activities and programmes.

As social partner at national level, GSEVEE participates in numerous bodies such as the Hellenic Manpower Employment Organisation (OAED), the National Organisation for Health Care Services Provision (EOPYY), the Social Security Organisation (IKA), the Economic and Social Council of Greece (OKE), the Monitoring Committees of CSF (Community Support Framework) Operational Programmes, the National Organisation for the Certification of Qualifications & Vocational Guidance (EOPPEP) and the National Council for Lifelong Learning.

At European and international level, GSEVEE participates in the European Association of Craft, Small and Medium-sized Enterprises (UEAPME), which represents small and medium-sized enterprises (in manufacturing, trade and services) across Europe, while it has as permanent representation in the European Economic and Social Committee (EESC). Apart from the above-named bodies, GSEVEE retains a constant collaboration with the European Parliament, the European Commission (Directorate General for Employment, Social Affairs & Inclusion and Directorate General for Enterprise and Industry), the Representation of European Commission to Greece, the Permanent Representation of Greece to European Union, the European Foundation for the Improvement of Living and Working Conditions (EUROFOUND) and the European Centre for the Development of Vocational Training (CEDEFOP). Furthermore, GSEVEE keeps an open policy dialogue with various associations, such as the European Vocational Training Association (EVTA) and the association for Small Business Standards (SBS).

With regard to the implementation of development activities and programmes on a national scale, IME GSEVEE is working closely with the respective institutes of other trade union organisations which represent employers and employees and are involved in the institutional social dialogue for the collective bargaining for the conclusion and verification of the National General Collective Agreement. Moreover, through the between the social partners and the



Ministry of Labour (under the NSRF 2007-2013), IME GSEVEE, the Labour Institute of the Greek General Confederation of Labour (INE GSEE), the “Shelter of Hellenic Industry” of the Hellenic Federation of Enterprises (SEV), the Institute of Trade and Services of the Hellenic Co-federation of Trade and Entrepreneurship (INEMY ESEE) and the Institute of the Association of Greek Tourism Enterprises (INSETE) are entitled to carry out activities, in order to boost the institutional capacity of trade unions which represent employees and employers. Beyond the Institutes of the above-mentioned social partners, IME GSEVEE joins partnerships, established with various bodies, such as the Hellenic Manpower Employment Organisation (OAED), the Centre for Renewable Energy Sources and Saving (CRES-KAPE), the Institute of training formation and professional education for the members of the Technical Chamber of Hellas (IEKEM TEE), the Social Multicenter of the Greek Civil Service Confederation (ADEDY), the General Secretariat for Gender Equality, as well as many universities and research centres across the country.

IME GSEVEE, in the framework of implementing the “social benefits’ programmes” and aiming at the maximum multiplier effects on employment rates thereof, has also conducted partnerships with Local Government Organisations (LGOs). More precisely, IME GSEVEE has established collaborations with Attica’s LGOs, such as the Region of Attica, the Municipality of Helioupolis, the Municipality of Piraeus, the Municipality of Amarousio, the Municipality of Mandra-Eidyllia and the Association for the Protection and Development of Hymettus. In parallel, it joins partnerships with regional entities, such as the Achaia Regional Unit, the Municipality of Erymanthos, the Municipality of Northern Tzoumerka, the Municipality of Dodoni, the Social Protection, Solidarity and Preschool Education Organisation of Ioannina Municipality (OKPAPA), the Municipality of Igoumenitsa, the Municipality of Souli, the Municipality of Georgios Karaiskakis, the Municipality of Central Tzoumerka, the Municipality of Nikolaos Skoufas, the Municipality of Kalampaka, the Municipality of Larissa, the Municipality of Kalamaria, the Municipality of Neapoli-Sykies, the Municipality of Kordelio-Evosmos, the Municipality of Voio, the Regional Unit of Lefkada, the Regional Unit of Kefallinia, the Regional Unit of Zakynthos and the Regional Unit of Corfu.

In European level, IME GSEVEE has entered partnerships with the following bodies: the European Vocational Training Association (EVTA), the Centre of Expertise for Vocational Education and Training International Centre of Know-how for the Vocational Formation and Education (KCH International), the European Civil Society Platform on Lifelong Learning (EUCIS-LLL), the Cyprus Productivity Centre, the



Cyprus Commerce of Trade and Industry, Germany's Federal Institute for Vocational Education (BIBB) etc.

Last but not least, IME GSEVEE has developed specific partnerships in order to promote the connection between research community and private sector with an emphasis to strengthening academic-business links, encouraging collaboration practices and conducting studies on entrepreneurship, innovation etc. Under this spectrum, it joins forces with the University of the Aegean, the structure for employment and career of the Higher School of Pedagogical and Technological Education (ASPATE), the Institute of Regional Development of the Economic and Regional Development Department of Panteion University, as well as Italy's National Confederation for the Craft Sector and Small and Medium Enterprises (CNA).



Infrastructures and systems





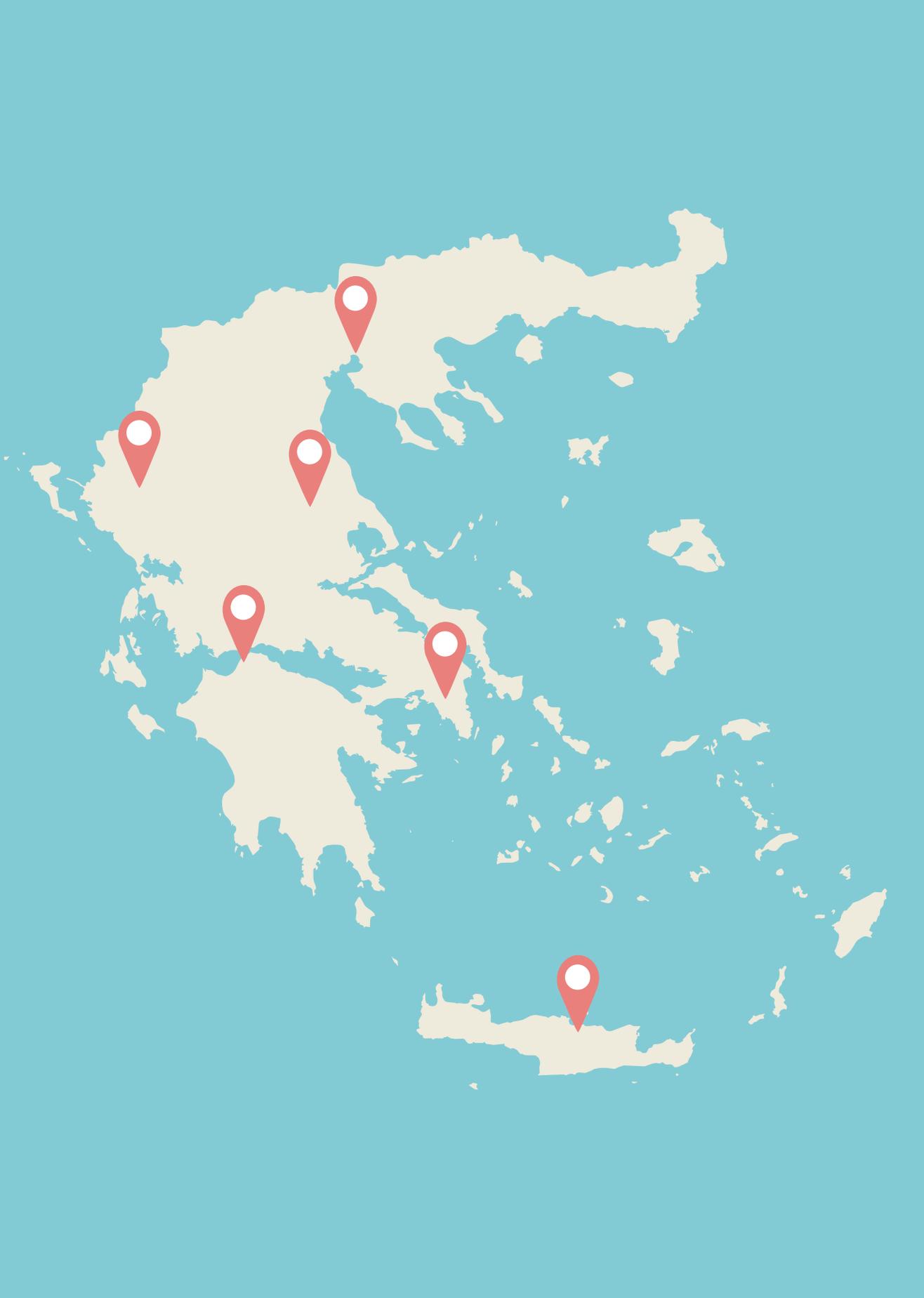
IME GSEVEE is based in Athens and it has branches in Thessaloniki, Larissa, Ioannina, Patras and Iraklion of Crete. In order to obtain the maximum geographical coverage for its actions, IME GSEVEE teams up with a nation-wide network of sectoral/ local federations and trade unions of GSEVEE, as well as with other professional bodies, aiming to bring its actions in cities where there are no IME GSEVEE branches.

IME GSEVEE structures are hosted in premises properly designed and accessible by people with disabilities, while all facilities are fully equipped. More precisely, the premises feature a capable number of educational and training classrooms which are organised and fully equipped with state-of-the-art training resources and facilities, materials and supplies, such as computers, printers, inter-active boards, video-projectors, video and DVD players, monitors and laptops.

IME GSEVEE uses "ARGUS ERP" software, to organise and keep track of its operational resources. ARGUS ERP enables the integrated management and monitoring of all the activities performed by the organisation. Moreover, in order to ensure maximum effectiveness regarding dissemination and publicity actions, IME GSEVEE has access in modern graphics' design and processing software.

Special care is given on the security of the technological infrastructure, by using the appropriate antivirus software and by running preventive check programmes; the organisation also features a management system to access classified databases, in order to enhance information safety.

The Athens' headquarters also hosts a library which includes a big collection of Greek and foreign language books, magazines, scientific reviews and other publications. The titles cover the scope of activities undertaken by IME GSEVEE such as economy, development, social security, social policy, employment, lifelong learning, business administration, innovation, IT and fields of broader scientific interest. The library of IME GSEVEE is constantly being updated according to the international and Greek bibliography based on its users' needs.



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