

# ECVET goes Business – 1<sup>st</sup> partnership meeting

## October 18<sup>th</sup>-21<sup>st</sup> 2015 / Trim, Ireland

### MINUTES

#### List of Participants

<b>Organisation:</b>	<b>Name:</b>
P1; Auxilium (AT)	Georg Müllner Veronika Rechberger
P2; ÖGB (AT)	Wolfgang Waxenegger Klaus Breuss
P3; FFE (ES)	Lorena Corral
P4; Meath partnership (IE)	Jennifer Land
P5; CZS – CCI (SI)	Mojca Cek
P6; TREBAG (HU)	Enikő Nagy
P7; ARES (IT)	Paola Pietrangelo
P8; FHM (DE)	Reinert Meyer-Stolte Johannes Treu

#### Monday, October 19<sup>th</sup> – meeting day 1

##### **14.00 Official welcome and opening of the meeting** (Meath partnership/Auxilium)

- § Jennifer and Georg welcome partners to Trim and the first meeting of the ECVET goes Business project. All partner organisations are present for the common kick-off.

##### **14.15 Short introduction of partner organisations** (all partners)

- § As representatives, following participants introduce their organisation as well as the staff working within the ECVET goes Business project:
- P4: Jennifer / Meath partnership (IE)
  - P5: Mojca / CZS – CCI (SI)
  - P7: Paola / ARES (IT)
  - P3: Lorena / FFE (ES)
  - P8: Meyer-Stolte / FHM (DE)
  - P6: Enikő / TREBAG (HU)
  - P2: Klaus / ÖGB (AT)
  - P1: Georg / Auxilium (AT)

##### **15.15 Introducing ECVET goes Business** (Veronika, Auxilium)

*Presentation of project overview as well as time table attached (Annex 1 & 2)*

- § Georg explains the background and origin of the project idea before Veronika is giving a detailed overview of the project work. Starting with some background, the objectives, aims, intellectual outputs, multiplier events and milestones are presented. The established working plan structure consisting out of work packages and the embedding of the intellectual outputs and multiplier events is introduced as well. Georg underlines that the main responsible partners for intellectual outputs and multiplier events are stated in the project proposal. However, this only means the leading of the work that needs to be done in these frames requesting contributions of all project partners.
- § The distributed project time table that is also available on Wiggio gives an overview of the main milestones within ECVET goes Business over the 2-year-duration of the project.

**16.00 Coffee break****16.30 WP1 Contractual, financial and administrative issues** (Georg, Auxilium)

*Presentation provided by the Austrian National Agency for Lifelong Learning attached (Annex 3)*

- § Georg gives the presentation provided by the National Agency and goes into detail about finances. October 14<sup>th</sup> was the day of first payment which is the day of the conversion rate for Hungary and stays the same until the next payment from the National Agency after the progress report.
- § Moreover, Georg explains the reimbursement rates:
  - 20 % when the partner contract is signed
  - 20 % after the 1<sup>st</sup> internal progress report
  - 20 % after the interim report
  - 10 % after the 4<sup>th</sup> internal progress report
  - max. 30 % after approved final report

**17.30 Summary and end of day 1** (Georg, Auxilium)

- § Before the end of the meeting day, Veronika gives a short introduction into the Wiggio platform. All partners are already invited and have access to the project documents. Veronika asks partners to inform her about all people of their organisations that need access and explains the installed folder structure for everybody to use and upload their documents also.

**19.00 Common dinner****Tuesday, October 20<sup>th</sup> – meeting day 2****09.00 O1 / WP 5 – Research study** (Jennifer, Meath partnership)

*Presentation for preparation of the research study attached (Annex 4)*

- § Jennifer gives an overview of the intellectual output 1 the research study. Discussions on the integration of foreign workers emerge as country situations differ. The decision is made to not put attention on that but on HR processes and what is needed in companies. The focus is on the use of the potential of transparency instruments in another and different way than for mobility. As main task the consortium will look for the additional value of the instruments and make it accessible to companies.
- § The clear qualitative approach of the research study is underlined. The partnership splits up in three small groups for gathering open, meaningful questions to receive input of the target group for the development of the further ECVET goes Business products.

**10.30 Coffee break****11.00 Continuing of O1 / WP 5 – Research study** (Jennifer, Meath partnership)

*Notes of the brainstorming session attached (Annex 5)*

- § The brainstorming of the small groups is gathered in plenum. Jennifer takes notes for the basis of the development of the ECVET goes Business focus group research documents.
- § Jennifer will send out a draft to partners in the beginning of next week, asking for feedback before finishing the research instrument documents. The final version will be sent out to partners for translation. It is encouraged to start looking for the 10 people participating in the focus group as soon as possible and also a moderator who is familiar with HR terms and guides through the focus group process.

## 12.00 Outlook to O2 / WP6 – Development of HR Handbook (Veronika, Auxilium)

*Presentation of planned development steps for the HR Handbook attached (Annex 6)*

- § Veronika gives an overview of intellectual output 2 the HR management handbook. Work on O2 will start as soon as possible to come along with a rough plan already to the next meeting in Slovenia.

## 12.30 Lunch

## 13.30 Outlook to O3 / WP7 – Training Course Development and Piloting (Treu, FHM)

*Presentation of overview for the training course development and piloting attached (Annex 7)*

- § An overview and insight into the work coming up within intellectual output 3 the training course development and piloting is given. The concrete work for it will start after the next project meeting.
- § Georg raises the issue that both, the handbook and the training course should be stand alone outputs, with the handbook rather focusing on the theory and the training course on activities. Moreover, it is also important that HR and business people write the handbook chapters to be authentic to readers. Both the handbook and also the training course will focus on processes. Partners will stick with the same process they worked on for the handbook also for the later work on the training course.

## 14.00 WP 2 Quality assurance (Georg, Auxilium)

*Presentation of quality assurance strategy attached (Annex 8)*

- § Georg gives an insight into the quality management installed in the project. For the ECVET goes Business project there will be a close cooperation with the external evaluator brainplus.

## 14.30 WP 3 Dissemination (Veronika, Auxilium)

*Presentation of dissemination presentation as well as dissemination template attached (Annex 9 & 10)*

- § Veronika talks about the dissemination work package within the ECVET goes Business project. Also the template to put in all dissemination data is introduced and explained. Meyer-Stolte offers to provide the consortium with 3 logo suggestions for voting. Mojca offers to ask in the GZS – CCI marketing department for layout suggestions for folder and poster.
- § As there is no extra money, leaflets/posters will be available in a printable version for partners and everybody is responsible for own copies. The same financial situation applies to the website why it will contain main and basic information about the project.

## 15.00 Coffee break

## 15.30 WP 4 Exploitation and sustainability (Veronika, Auxilium/Lorena, FFE)

*Stakeholder analysis template attached (Annex 11)*

- § Veronika presents the stakeholder analysis template, explains fields needed to be filled in and asks partners to provide information of a minimum of 40 stakeholders.
- § Also for the sustainability strategy an input is given by Lorena. She presents a questionnaire of gathered headings that will be finalised and sent out to partners. The sustainability strategy however will only be meaningful if products are developed and a more clear and concrete picture of the further use is visible.

## 16.00 Next project steps and developments and discussion of open questions (Veronika, Auxilium)

- § After consideration, it is agreed that the **next meeting** will take place from the **14<sup>th</sup> until the 15<sup>th</sup> of April 2015 in Ljubljana, Slovenia**. The arrival is planned to be on Wednesday to have a full Thursday meeting day and a half day on Friday for all partners to leave after 3 pm.
- § Veronika summarises the upcoming tasks.

## To do list until Ljubljana meeting (04/2014)

WP1: Project Management		
What?	Who?	Deadline
Distribution of partner agreements	P1	20/10
Distribution of financial and administrative documents etc.	P1	30/11
Project management handbook	P1	30/11
Half year progress reports (content development and financial report)	all partners	15/04

WP2: Quality Assurance		
What	Who	Deadline
Elaboration of quality management handbook	P1	30/11
Distribution of peer group evaluation form 1	P1	27/10
Return of at least one evaluation form per organisation	all partners	06/11
Peer group evaluation summary	P1	30/11

WP3: Dissemination		
What?	Who?	Deadline
Send out dissemination templates	P1	30/10
Development of project logo	P8	30/11
Dissemination strategy per partner country	all partners	31/12
Text/content of website	P1 and all partners	24/01
Website development (beta version)	P1	31/01
Newsletter 1	P1 and all partners	31/01
Leaflets and posters	P5 and all partners	31/03

WP4: Exploitation and Sustainability		
What?	Who?	Deadline
Send out stakeholder analysis template	P1	30/10
Returning of stakeholder templates (min. 40/partner country)	all partners	31/01
Send out sustainability questionnaire	P3	30/11

WP5: Research Study		
What?	Who?	Deadline
Draft of research instruments	P4	27/10
Feedback on research instruments	all partners	30/10
Final research instruments	P4	02/11
Translation of research instruments	all partners	30/11
Partners complete research tasks (1 focus group with 10 participants including HR managers, company owners, job stewards, supervisors etc. per partner country)	all partners	22/01
Reporting research results	all partners	29/01
Draft of final research report and executive summary	P4	19/02
Feedback of partners on draft version of research report and executive summary	all partners	26/02
O1 Final research report in English and executive summary in all partner languages	P4 and all partners	16/03

16.30 Official closing of the meeting

19.30 Common dinner