

ECVET goes Business – 2nd partnership meeting

April 13th-15th 2015 / Ljubljana, Slovenia

MINUTES

List of participants

Organisation:	Name:
P1; Auxilium (AT)	Georg Müllner Veronika Rechberger
P2; ÖGB (AT)	Wolfgang Waxenegger Klaus Breuss
P3; FFE (ES)	Marta Palacio
P4; Meath partnership (IE)	Jennifer Land
P5; CZS – CCI (SI)	Mojca Cek Andreja Sever
P6; TREBAG (HU)	Enikő Nagy
P7; ARES (IT)	Paola Pietrangelo Roberto D'Amico
P8; FHM (DE)	Johannes Treu Pia Winkler

Thursday, April 14th – meeting day 1

10.00 Official welcome and opening of the meeting (Gospodarska Zbornica Slovenje/Auxilium)

- § With all partner organisations being present at the second transnational meeting, the common work starts with the official welcome.

10.15 Short report about the past project months – status quo (Auxilium)

Presentation of status quo attached (Annex 1)

- § Veronika sums up the tasks already achieved during the past project period and draws deductions. No questions arise.

10.45 E1 / WP4 – 1st Multiplier Event, Slovenia (Gospodarska Zbornica Slovenje)

Presentation of multiplier event attached (Annex 2)

- § Mojca presents the results of the first multiplier event held to the partnership. The event was successful and there was interest for ECVET goes Business project and products. However, with 48 participants being present, Gospodarska Zbornica Slovenje plans to organise an additional multiplier event and asks of the co-ordinator could check back with the National Agency if this is possible.
- § Fields considered as important by the participants are the employee selection, training policy/further education as well as the individual career plan (yearly qualification target meeting with the boss).

11.30 Coffee break

12.00 O1 / WP5 – Research study (Meath Partnership)*Presentation of research study attached (Annex 3)*

- § Jennifer gives an overview of the results from the research study. All partners managed to achieve a good balance of stakeholders and also stuck to the five core questions. Key factors of organisations are for one whether they are from the public or private sector as well as the size of the company. Out of the research study results the conclusion can be drawn that ECVET is rarely known which why it will be of high importance to focus on the WHY to use ECVET and European transparency instruments.
- § The report will be sent out in two versions. The full report with annex (lists of participants as well as signature lists) as well as a public version to be published on the website (without confidential personal information).

13.00 Lunch**14.30 O2 / WP6 – Development of HR Handbook (Auxilium)***Presentation of overview ECVET and transparency instruments and overview for the HR Handbook attached (Annex 4-5)*

- § Georg talks about ECVET and European transparency instruments and gives an overview with links for further consultation before Veronika presents the overview of intellectual output 2 the HR management handbook. Group discussion questions are introduced for a brainstorming in three groups which follows.

15.30 Coffee break**16.30 Continuing of O2 / WP6 – Development of HR Handbook (Auxilium)***Brainstorming guidelines and presentation of brainstorming results for the HR Handbook attached (Annex 6-15)*

- § Presenting all group results, discussion follows on how to set up the HR management handbook and if connected chapters or separate articles not referring to one another should be considered. As well further discussion on whether there is an overview and how it could possibly look like come up. Step by step agreements are made on the structure and content of the HR management handbook as well as on the further work plan in order to achieve a high quality product. It is also agreed that there will be an overview which will be graphically designed in a matrix layout, showing which instruments are useful in which HR management process.
- § The intellectual output leading partner will create a template and send it out to partners in accordance to agreements made.
- § An interactive PDF with links is suggested to be considered for publishing.

17.00 O3 / WP7 – Training Course Development and Piloting (FHM)*Presentation of considerations for curriculum and training course attached (Annex 16)*

- § Pia gives an overview of the O3 curriculum development and training course. Johannes presents first considerations of how the output could be achieved in joint development.
- § Discussions in connection to the before worked on O2 HR handbook start as through agreements made also corresponding adoptions need to be considered for the curriculum development and training course.

17:30 Summary and feedback day 1 (Auxilium)**20.00 Common dinner**

Friday, April 15th – meeting day 2

09.00 WP1 Contractual, financial and administrative issues (Auxilium)

- § Georg reminds partners of the first internal progress report. First, a scanned version should be send before feed-back will be given. After the changes implemented only partners are asked to send hard copies.
- § It is reminded that in the IO timesheets no management tasks are supposed to appear. Partners are asked to stick to the days in the proposal and the therein related categories. For the first progress report partners are also asked for a proof of the connection between person and organisation (f.e. employment contract) and also a proof that the person in the timesheet is paid by the organisation (f.e. payslip).
- § Once the progress report is finished the next payment will be made.

09.30 WP 3 Dissemination (Auxilium)

Presentation of dissemination presentation attached (Annex 17)

- § Veronika talks about the dissemination work package within the ECVET goes Business project, sums up the tasks already achieved and those coming up. Everyone is asked to keep working on their Dissemination and report them in September before the progress report.
- § For the magazine article 1, P5 volunteers to take over this activity. P7 from Italy volunteers to lead the facebook activities for the project with all partners being ask to actively participate. LinkedIn activities will be discussed during the next project meeting.

10.00 WP 4 Exploitation and sustainability (Auxilium/ FFE)

- § Veronika reminds partners to keep filling the stakeholder analysis template and asks partners to provide information in the template format of a minimum of 40 stakeholders that were agreed on during the first project meeting until September the latest.
- § For the sustainability strategy that will be set up in the second year of the ECVET goes Business project, P3 from Spain will provide a questionnaire and present it will deadlines during the upcoming meeting.

10.30 Coffee break

11.00 WP 2 Quality assurance (Auxilium)

Quality management handbook and first peer group evaluation attached (Annex 18-19)

- § Georg talks about the quality management installed in the project and outlines that two documents are already available for everybody on Wiggio. The cooperation with the external evaluator brainplus will get more intense once ECVET goes Business products are being developed.

11.30 Next project steps and developments and discussion of open questions (Auxilium)

- § Based on the discussion following the O2 HR management handbook and introduction into the O3 curriculum development, the implementation of an extra meeting is discussed. Following the methodology from the handbook and initiating a common setting and development, an extra meeting in October would be highly meaningful for the quality of the curriculum development. The co-ordinating organisation will ask for an approval by the National Agency and will then come back to partners. If possible, the meeting will take place in **Berlin, Germany** as the airport there is easily reachable from all countries from the **17th until the 19th of October 2016**. The arrival is planned to be on Monday to have a full Tuesday meeting day and a half day on Wednesday for all partners to leave after 3 pm.
- § Veronika summarises the upcoming tasks.

To do list until next meeting (10/2016)

WP1: Project Management		
What?	Who?	Deadline
Meeting minutes sent out to all partners	P1	30/04
Variance analysis III, IV	P1	30/06; 30/09
Internal progress report II	all partners	30/09

WP2: Quality Assurance		
What	Who	Deadline
Distribution of peer group evaluation form 2	P1	20/04
Return of at least one evaluation form per organisation	all partners	30/04
Peer group evaluation summary	P1	31/05
Interim quality report	P1	30/09

WP3: Dissemination		
What?	Who?	Deadline
Send dissemination materials (leaflet, poster) to P1	P5	20/04
Revision of dissemination materials and send to all partners	P5	30/04
Translation and final version of all dissemination materials	all partners	15/05
Continuous facebook activities	P7 and all partners	ongoing
Magazine article 1	P5	31/07
Newsletter 2	P1 and all partners	31/08
Interim dissemination report sent to P1	all partners	30/09

WP4: Exploitation and Sustainability		
What?	Who?	Deadline
Returning of stakeholder templates (min. 40/partner country)	all partners	30/04
Report of Multiplier Event 1	P5	15/05

WP5: Research Study		
What?	Who?	Deadline
Draft of final research report and executive summary	P4	29/04
Feedback of partners on draft version of research report and executive summary	all partners	06/05
Finalisation of research report and executive summary	P4	13/05
Translation of executive summary	all partners	30/05
O1 Final research report in English and executive summary in all partner languages on EC/VET goes Business website	P1	30/05

WP6: Development of HR Handbook		
What?	Who?	Deadline
Template sent to partners	P1	30/04
Fill template with key words and send to P1	all partners	21/05
Peer review of concepts	all partners	31/05
Writing the chapter	all partners	15/07
Send written chapter to P1	all partners	18/07
Peer review of written chapters	all partners	31/07
Revision of chapter	all partners	31/08
Finalisation of HR handbook	P1	30/09
Translation of HR handbook in all partner languages	all partners	31/10
O2 Final HR handbook publication in all partner languages	P1	04/11

12.15 Official closing of the meeting

12.30 Common lunch