

# ECVET goes Business – Final partnership meeting

## October 4<sup>th</sup> - 5<sup>th</sup> 2017/ Graz, Austria

### MINUTES

#### List of participants

<b>Organisation:</b>	<b>Name:</b>
P1; Auxilium (AT)	Georg Müllner Carina Maas
P2; ÖGB (AT)	Ute Sonnleitner Wolfgang Waxenegger
P3; FFE (ES)	Marta Palacio
P4; Meath partnership (IE)	Jennifer Nolan
P5; CZS – CCI (SI)	Mojca Cek
P6; TREBAG (HU)	Enikő Nagy
P7; ARES (IT)	Paola Pietrangelo Roberto D'Amico
P8; FHM (DE)	Pia Winkler

#### Wednesday, October 4<sup>th</sup> – meeting day 1

##### **18:00 Official welcome and opening of the meeting (Auxilium)**

- All partners are welcomed by Georg and give a short insight about their project related activities during the past months.
- Each partner presents their contribution to the meeting and final conference. Partners give feedback on the presented ideas.

##### **20:00 Common dinner**

#### Thursday, October 5<sup>th</sup> – meeting day 2

##### **09:00 WP1 – Contractual, financial and administrative issues (Auxilium)**

- Georg gives an overview over recent financial issues and sets the deadline for the Final Economic Report: 15.11.2017.
- He reminds partners to stay in their budget and use working days as declared (e.g.: IO1 days for IO1, no shifting). All partners are requested to send their time sheets until the 15<sup>th</sup> of November as well.
- Also, the money should be spent like it is declared (e.g. translation money for translations, nothing else even if something is left over).
- However, there is one area where the project team will need to shift money: due to the additional meeting in Berlin all partners need to shift money to the travel budget.
- Please be sure to keep all receipts/invoices/prove of payment for all exceptional costs (without valuated tax)! A desk check is always possible and in the case of this event we will need to send those documents.

##### **09:45 WP2 – Quality Assurance (Auxilium)**

- Georg presents the past evaluation report, shares the lessons learnt and opens the floor for a discussion about what aspects were appreciated by the partners and if they have any recommendations for the future.
- The current Variance analysis is also presented to the partners and it is clear that the project is on time with the exception of the delayed date of the partner meeting.

**10:30 Coffee Break****11:00 WP3 - Dissemination (Auxilium)**

- For upcoming dissemination activities, keep in mind that we have two unique products that we should share with as many people as possible!
- Please refer to the project website (and the possibility of the free download of the handbook) when promoting the project. Also, please implement a link to the project website on your own homepages!
- Keep in mind, that the feedback of a dissemination activity is more important than the activity itself. The more concrete the feedback is, the better ☺
- Partners share their recent dissemination activities with the group.
- Upcoming dissemination events: Georg and Ute will be at a conference in Bratislava (9<sup>th</sup>&10<sup>th</sup> of October 2017), Georg will present the project as part of an ECVET success story in November 2017 and the Austrian ME will have a second part on 17<sup>th</sup> of November.
- A final newsletter will be released in the end of October 2017.

**11:30 WP4 – Exploitation and sustainability (FFE)**

- The first draft of the exploitation and sustainability strategy is ready and presented to partners.
- The inputs will be reviewed and the draft will be revised according to the feedback of the pilots until the 23<sup>rd</sup> of October.
- The final version will be ready in the end of October 2017 and implemented after the project has ended.

**12:30 Common Lunch****13:30 O3/ WP7 – Training Course Development and Piloting (FHM)**

- Pia presents the results of the overall evaluation report in regards of the national pilots:
- Overall, the curriculum was perceived very well! (excellent/very good)
- A few ideas of change are introduced:
  - offer the curriculum in separate modules according to the individual needs of the target audience
  - shorten the comments of participants in the report (summarise them)
  - shorten the names of partners in the report
  - offer an annex with all comments of participants to the NA but don't make the annex public.
- Also, Pia will draft ½ -1 page of guidelines on how the curriculum should be used.

**14:30 Next project steps and developments and discussion of open questions (Auxilium)**

- Since it is stated in the proposal that the core training materials should be translated, the partnership agrees that the Powerpoint Presentations should be translated in all national languages, but NOT the comments below the slides and no other materials. **The invoice for any translations has to be dated in October, NOT later!!!!**
- The project team discusses the next steps and possible follow up projects to ECVET goes Business.
- Pia reminds the partnership that the Wiggo platform will be deleted b in the middle of November. Therefore, all partners are asked to save the files locally if they want to keep access to the ECVET goes Business materials.

**15:30 Coffee Break****16:00 Preparations for the final conference**

- All partners join in for the last preparations of the final conference that will be held on the next day.
- It is clarified, who will be responsible for which task and partners are given the opportunity to exchange feedback on their prepared contributions to the conference.

**17:00 Summary and closure of the meeting**

- Carina summarises the results of the partner meeting as well as the deadlines that have been set.

## To do list until the end of the project

WP1: Project Management		
What?	Who?	Deadline
Meeting minutes sent out to all partners	P1	30.10.2017
Final Economic report → Please send all your requested documents!	P1	15.11.2017

WP2: Quality Assurance		
What	Who	Deadline
Distribution of peer group evaluation form of Graz meeting	P1	10.10.2017
Return of at least one evaluation form per organisation	All partners	27.10.2017
Peer group evaluation summary	P1	14.11.2017

WP3: Dissemination		
What?	Who?	Deadline
Continuous dissemination and promotion activities	All partners	ongoing
Newsletter 4	P1 and all partners	31.10.2017

WP4: Exploitation and Sustainability		
What?	Who?	Deadline
Full documentation of each project partner	All partners	15.11.2017

WP7: Training Course Development and Piloting		
What?	Who?	Deadline
Send your <b>translations</b> of the CORE MATERIALS (only PPPs, without the comments below the slides) to Pia!	All partners	15.11.2017