

PreMO - Preparing Mobility

Lifelong Learning Programme 2007-2013
Sectorial Programme "Leonardo da Vinci"
Transfer of Innovation projects



Programma di
apprendimento
permanente

First partners meeting - Trento, Italy, 3-4 December 2012

PARTICIPANTS

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EXCUSED

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AGENDA

Kick-off meeting

- ❖ Welcome and Presentation of the Agenda
- ❖ Presentation of the project activities and expected results
- ❖ Nomination of the steering committee members and definition of responsibilities
- ❖ Discussion on the proposal of the quality plan
- ❖ Discussion on the draft proposal of dissemination plan
- ❖ Discussion and agreement on roles and milestones
- ❖ Administrative rules

Workshop involving the local stakeholders

- ❖ Short presentation of the project
- ❖ Presentation of the experiences:
Arbeit und Leben
APCMA and Chambre régionale de métiers et de l'artisanat- Languedoc-Roussillon
Partners introduce their experiences and practices as mobility organisers and provide for information on the regulatory frameworks for mobility, on overall characteristics of the three approaches, on main tools developed, on main services delivered (with figures if available), on target groups covered, on funding mechanisms.

- ❖ Discussion. Questions on strengths and weaknesses in delivering the services, main results achieved, future perspectives.
- ❖ Transferability feedback. Analyse the need for adaptation of innovation.
- ❖ Briefing among the partners, conclusion and next step

DISCUSSION

Opening address

- ❖ On behalf of the Province of Trento, Nicoletta Clauser welcomed the participants and underlined the importance of mobility programme as a strategy to improve competitiveness of Europe. She also thanked the French and German partners who expressed their willingness to share their experience and tools with the other partners.
- ❖ Federico Manfreda also welcomed participants and presented the agenda of the two-days event. Unfortunately the Spanish partner could not be present. All the partners presented themselves and their organisation.
- ❖ In particular Giampiero Girardi described the Autonomous Province of Trento's figures and illustrated the main initiatives promoted by the ESFOffice and funded by ESF in the field of the mobility.
- ❖ Hans Thormählen described the characteristic of the Hamburg region. In Hamburg, the responsibility for vocational training is in charge of HIBB-Hamburger Institute für Berufliche Bildung, created in 2007, managing vocational schools of the Hamburg area, totally owned by the Regional Government. There are no similar Institutes in the other German länder, where these activities are directly run by the regional Department of Education.
Arbeit und Leben Hamburg (AuL-HH) was born in a trade union context together with Hamburger Volkshochschule, and its premises are located in the Trade Union building. AuLHH employees 52 staff in Hamburg; its seminars are followed by more than 5.000 participants per year.
- ❖ Maddalena Cremonesi, also on behalf of the second French partner, the Chambre de métiers de Languedoc –Roussillon, presented the projects and activities run by the APCMA - Assemblée permanente des chambres de métiers et de l'artisanat, underlined the close collaboration with several EU countries, including Germany and Italy concerning the mobility of the apprentices.
- ❖ Giovanni Tonutti reminded that the Friuli-Venezia Giulia region coordinates the TRACK project, which is complementary to PreMo, since it is concerned with the certification of knowledge and skills acquired during a mobility period.
- ❖ Mauro Terzoni presented the activities of Regione Marche funded through EU projects, ESF and ERDF. He underlined the importance to find a way to support them the SME's and the employment and the qualification (also through mobility), in particular during the current crisis.
- ❖ Patrizia Mercuri and Maria Cristina Cuniberto presented the activities of the Province of Torino, and the two Departments which will be involved in the project.
- ❖ Marco Milano informed the partners that the presentation of Generalitat de Catalunya will be annexed to the minutes of the meeting.

Documents:

- ❖ PowerPoint presentation: 20121203-01-PAT.ppt
- ❖ PowerPoint presentation: 20121203-02-AuLHH.ppt
- ❖ PowerPoint presentation: 20121203-03-APCMA.ppt
- ❖ PowerPoint presentation: 20121203-04-FVG.ppt
- ❖ PowerPoint presentation: 20121203-05-Marche.ppt
- ❖ PowerPoint presentation: 20121203-06-Torino.ppt
- ❖ PowerPoint presentation: 20121203-07-GenCat.ppt

Focus on the project activities

- ❖ Marco Milano presented the main issues concerning the PreMo project.
- ❖ It started on 1 October 2012 and will be completed by 30 September 2014.

- ❖ Its total budget amounts to 397.978,00, and the grant provided by the Leonardo da Vinci Programme is equal to 298.483,00 Euro.
- ❖ The PreMo project code is: G62F12000150006
- ❖ The PreMo project identification is: 2012-1-IT1-LEO05-02800
- ❖ The project working plan is divided into 7 WPs
 - WP 1 Coordination and management (WP leader: PAT)
 - WP 2 Quality assurance (WP leader: PAT)
 - WP 3 Communication and valorisation (WP leader: PAT)
 - WP 4 Agency for the mobility (analysis of the German agency model and analysis of the services and products used by APCMA and Chambre des metiers Languedoc-Roussillon), coordinated by AuL-HH
 - WP 5 Transfer to national contexts (identification of requested competences and training the operators), coordinated by Friuli-Venezia Giulia Region
 - WP 6 Network of territorial structures for the mobility (elaboration of quality standards and procedures for the services and agreements of cooperation for mobility flows), coordinated by APCMA
 - WP 7 Pilot delivery of mobility services (launch of the local structures), coordinated by PAT
- ❖ **Five** meetings are expected to take place during the project lifetime, about every 6 months.
- ❖ An external evaluator has been appointed by the Province of Trento, to check the quality of the project outcomes and monitor its activities. He prepared a draft quality plan to be presented to the partners.
- ❖ A draft dissemination plan was also prepared. Project dissemination materials are expected to be ready in Spring 2013, while a provisional web site will be prepared soon by the Province of Trento.
- ❖ The guidelines for organising a territorial structure for mobility should be ready, after the analysis of procedures and tools of AuLHH and APCMA at the end of April 2013. AuLHH is expected to lead this activity.
- ❖ The competencies requested to run these structures will be defined: training materials and courses will be developed under the coordination of FVG Region.
- ❖ The materials, information, tools and methodologies collected and developed by the project will be made available in a vertical portal (Vortal), aiming at providing services to all the different target beneficiaries. The French partners are requested to design how it has to be organised, as well as define the profile of the different users and the materials and tools requested by each group.
- ❖ After the pilot delivery of the mobility services in the Spanish and Italian partner areas, a final conference will be organised. Possible synergisms with the Track project will be checked, to verify the opportunity to have a common final event and maximising the effects of both projects.
- ❖ Marco Milano also described some financial rules and presented the Gantt of project activities.
- ❖ All the partners have their own budget for staff, travel and other project specific costs, while only the coordinator has a budget for subcontracting.
- ❖ The partners should appoint their official representative in the Steering Committee **before 14 December 2012**. During each meeting, the strategic decision about the project will be taken by this Committee, where each partner will be represented by one person (who can mandate another person to replace him/her, in case of need).
- ❖ Between two consecutive meetings, partners and the Steering Committee are expected to discuss at distance. Since the use of Skype is not possible for some partners, the Province of Trento will identify alternative solutions to be put in practice when needed.
- ❖ Fourteen deliverables are expected:
 - 1 Interim Report
 - 2 Final Report
 - 3 Quality Plan
 - 4 Website
 - 5 Final Conference
 - 6 Newsletter 1
 - 7 Newsletter 2
 - 8 Newsletter 3
 - 9 Brochure
 - 10 Guidelines Mobility Agency
 - 11 Vortal
 - 12 Competencies 'analysis
 - 13 Services Protocol
 - 14 Dissemination plan

- ❖ Second meeting (in Hamburg), related to VP4, is fixed on **6th-7th May 2013**.
- ❖ Antonio Mocci then introduced the draft quality plan. It consists of the definition of the rules for guarantee that the final outputs of the project and the mobility services organised by the partners respond to the quality criteria necessary to guarantee the success of the project. Partners are invited to fill in all the forms requested by the external evaluator to prevent any possible problem, and start corrective actions as soon as a problem is identified.
- ❖ Antonio Mocci also presented the draft communication and dissemination plan prepared by the EVTA.
- ❖ Finally Marco Milano presented the administrative and financial rules. The contract has been signed by the Province of Trento, but not co-signed yet by the National Agency (NA). As soon as it is ready, a copy will be sent to all the partners.
- ❖ A partnership agreement will be signed by the coordinator PAT with each partner. The document will define the rules to be respected for receiving the EU grant and perform the project activities.
- ❖ In particular the payments will be provided according to the following scheme:
 - ❖ 1st payment: advance 30% of the community grant after receiving the 1st payment from the NA;
 - ❖ 2nd payment: an amount corresponding to the reimbursement of the costs actually incurred by the Partner in carrying out the project by 30th September 2013 and included in the interim report, for a maximum amount corresponding to 70% of its community grant.
 - ❖ the balance: an amount of the community grant corresponding to the reimbursement of the costs actually incurred by the Partner in carrying out the project, not already indicated in the request for the 2nd payment or already paid out.

Documents:

- ❖ PowerPoint presentation: 20121203-08-ProjectOverview.ppt
- ❖ PowerPoint presentation: 20121203-09-Mocci.ppt
- ❖ PowerPoint presentation: 20121203-10-EVTA.ppt
- ❖ PowerPoint presentation: 20121203-11-Management.ppt

Workshop involving the local stakeholders

Partecipanti aggiunti:

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Alessandro Cavagna	Fondazione "Edmund Mach"	alessandro.cavagna@iasma.it

- ❖ Giampiero Girardi welcomed the participants, and invited them to present themselves. He then showed the main objectives of the PreMo project and its relevance for the Province of Trento.
- ❖ Hans Thormählen presented the organisational structure and the activities of the Mobility Agency established at AuL-HH. They cooperate with all 45 vocational schools in the Hamburg area, receiving funds from the Leonardo da Vinci programme. They prepare German apprentices for outgoing mobility (language course, soft skills, socio-cultural preparation) and receives students in incoming mobility.
- ❖ The main sectors are: gastronomy, tourism, harbour, aviation, sales professions, health care.
- ❖ More than 900 placements are planned in 2012. In 2010 they managed 520 outgoing and 191 incoming visits. Thanks to their work, > 6% of Hamburg apprentices participate in mobility in the European Union (as well as Russia, China, India, etc), compared to an average equal to 3% in overall Germany.
- ❖ Statistics show that about 75% of unemployed people following a mobility scheme abroad find a job when coming back home.
- ❖ Maddalena Cremonesi then presented the services for apprentices developed at the APCMA, and as it is applied at regional level y the local Chambers, following the example of Languedoc-Roussillon Region. She underlined how it is important to keep in mind that all these tools and methods have been developed

according to the specific characteristics of the French legislation and practice, and an intelligent use of transfer innovation must be applied when adapting methods and tools in a different country.

- ❖ She also navigated within two websites that have been prepared to support the management of mobility, and monitor the progress of the apprentices when they are abroad.

The following discussion with the stakeholders allowed to precise some first aspects related the way to manage the mobility in the preparation phase and the incoming in particular.

Documents:

- ❖ PowerPoint presentation:
PowerPoint presentation: 20121204-12-AuLHH.ppt
PowerPoint presentation: 20121204-13-IEM.ppt
- ❖ More information available at:
<http://www.hamburg.arbeitundleben.de/index.php?id=1&lang=en>
<http://hamburg.arbeitundleben.de/index.php?s=4&id=1&stufe=1&lang=en>
<http://www.euroapprenticeship.eu>
<http://www.euroapprentissage.fr>

CONCLUSIONS OF THE PREMO PROJECT MEETING

- ❖ The results of the two-day meeting were summarised and assessed.
- ❖ Marco Milano summarised the first steps to be started after the kick-off.
- ❖ The first action is in charge of AuL-HH who has to drive the preparation of the tools for transferring the French and German experience. Hans has in mind a concise document, which can be easily translated and adapted by the partner to their local specificities. All the partners are requested to strictly work in collaboration with AuL-HH to achieve this goal in a smooth way. In case some translation from German to English is necessary, the province of Trento will support AuL-HH in this task.
- ❖ Giovanni Tonutti anticipated that he will send some sample forms to start identifying the professional figures and the skills necessary within a mobility agency, in order to be ready to start with the preparation of the training programme as soon as the guidelines prepared by AuL-HH will be ready.
- ❖ The next partners meeting will be held in:
 - **Hamburg, on 6-7 May 2013.**

Immediate actions:

- ❖ The Province of Trento will prepare the minutes of the meeting.
- ❖ The Province of Trento will prepare the project web site: the URL of the temporary website is:
http://www.fse.provincia.tn.it/transnazionalita_interregionalita/progetti_transnazionali_interregionali/pagina15.html
- ❖ The Province of Trento will update the mailing list with the email addressed of all the concerned people
- ❖ All the partners will appoint their representative within the Steering Committee **by 14 December 2012.**

ANNEXES

All annexes are available in the “Partners Area” – “Documentation”:

http://www.fse2.provincia.tn.it/Trento_fse/premo/index.php

USER: project partner

PASSWORD: premo