

## PreMO - Preparing Mobility

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

**ARBEIT UND LEBEN HAMBURG, Besenbinderhof 60, 20097 HAMBURG, 6<sup>th</sup>-7<sup>th</sup> MAY 2013**

### PARTICIPANTS

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Maria Pasqual	Generalitat de Catalunya	maria.pascual@gencat.cat
Silvia Tamanini	Interpreter	

### EXCUSED

Province of Turin
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Further participants in the Agency Visit (workshop):

Eva Lukaschek	Arbeit Und Leben Hamburg Mobilitatsagentur
Katrin Busche	Arbeit Und Leben Hamburg Mobilitatsagentur
Ninja Foik	Arbeit Und Leben Hamburg Mobilitatsagentur
Miriam Seiglitz	Arbeit Und Leben Hamburg Mobilitatsagentur
Julien Pasquier	Arbeit Und Leben Hamburg Mobilitatsagentur

### AGENDA

#### 6<sup>th</sup> MAY

- ❖ Welcome and Presentation of the Agenda
- ❖ Presentation of the Spanish partner
- ❖ Visit to the agency (workshop):
  - General structure of the promotion of mobility in Hamburg (setting-up of the mobility agency);
  - Outgoing concept: input, open questions, outgoing specific functionalities of mobility platform;
  - Outgoing concept: intercultural preparation;
  - Incoming concept: input, open questions, incoming specific functionalities of mobility platform.

- ❖ The French approach (tools, skills and competences pre-recognition, and recognition/certification methods)
- ❖ The Guidelines for the territorial structure for mobility (working groups and plenary)
- ❖ Results: the Guidelines for the territorial structure for mobility.

#### 7<sup>th</sup> MAY

- ❖ Operators' skills and competences. The path to the training course:
    - Identification of competences
    - Training planning (identification of beneficiaries, methodologies, time schedules...)
  - ❖ External evaluation
  - ❖ Next tasks and actions (territorial focus groups, partners' agreements, territorial agencies constitution...).
  - ❖ Meeting conclusion (steps and decisions)
  - ❖ Further elements on WP5.
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### DISCUSSION

#### 6<sup>th</sup> MAY

- ❖ Hans Thormählen and Brigit Broedermann welcomed participants on behalf of Arbeit und Leben and underlined the importance of WP4 and the contribution expected from all partners during the 2 meeting days.
- ❖ Marco Milano also welcomed participants on behalf of the Province of Trento (Premo Lead partner) and introduced the agenda. The Province of Turin apologized for not attending. EVTA is also absent (unexcused).
- ❖ Brigit Broedermann and Marco Milano moderated the event.
  - Angels Font on behalf of Generalitat de Catalunya, introduced (see *GeneralitatCatalunya\_mobility.ppt*) the Unit of International Programmes for Vocational Education and Training. The Unit works as Mobility Platform within the regional Ministry of Education of the Government of Catalonia; makes sure that mobility is recognized in students' training paths, supporting training centres; deals with finding partners for international mobility starting from various international platforms and according to specific cooperation agreements (characterized by mutual services).

Mobility abroad for EQF levels 3 and 4 usually lasts one month, and two months for level 5.

The study visit then moves on to the mobility agency Mobilitäts-Agentur from ARBEIT UND LEBEN with specific workshops managed by the operators.

- ❖ Hans Thormählen introduces the Agency that has more than 20 employees and is funded by the trade union and public sector. Thanks to the Agency, 8% of base training participants in Hamburg take part in international mobility projects (see *Präsentation General Structure of Mobility 2013-05-06ht-bb-en.ppt*).

Mobility was launched in the Nineties and was initially addressed to expert workers but was then extended to other target groups when it started to be included in the vocational training curricula. Since 2010, each vocational school (45 schools in the region bound to the “dual model”) has an international mobility expert and relates with the Agency.

Promotion is very important and involves trainers, users, authorities and even party representatives. Important partners are the Chamber of commerce and craftsmanship and the various professional orders. There is a group of ECVET experts in the Agency too.

The mobility agency's goal and duty is to create and maintain partnerships abroad and relations with stakeholders. As regards schools, it is a matter of planning the mobility contents (teachers, foreign partners and the Agency are involved) within a “financial”

agreement and a “learning agreement”. All these activities are funded by the Region of Hamburg, the ESF, by companies, sometimes even by participants themselves and by private sponsors.

Companies do not receive contributions to send apprentices abroad and the agency even convinces them about the opportunity to send their apprentices abroad. Companies simply pay the apprentice’s salary while abroad.

The mobility agency works in relation to sectors: aerospace, technical and craft professions. There are also the food and wine sector, the catering sector and the logistics and publicity sector.

- ❖ Miriam Seiglitz introduces (see: *PP\_PresentationMobility.ppt*) the various phases through which the Agency supports the outgoing mobility action thanks to the mobility Platform. The “outgoing” is referred to beneficiaries and trainers. The beneficiaries are offered information about the training path, forms for their participation (an application form, europass cv in English and a cover letter), suggestions for the placement. The trainers are offered topics for work placements abroad, developing units of learning outcomes, a communication platform ([commsy.mobilitaetsagentur-hamburg.de](http://commsy.mobilitaetsagentur-hamburg.de)) for the tutoring of trainees. The platform allows participants to register and gives companies the chance to host an internship by choosing from a list of various internships and tools for the management of the project. Miriam also mentioned the criteria for the selection of the beneficiaries: reliability, motivation, self-reliance, open minding and flexibility. Before leaving, participants attend multicultural training sessions to prepare for their experience abroad. During this phase, mobility scouts are also involved to share their experience with everyone. The Incoming phase (see *PP\_PresentationMobility-Incomingteam\_03.05.2013\_MS.ppt*) is organized as follows: Organization of the stay (i.e. Guidance to language class for enrolment; Preparation and accompany to job interview; Support and orientation); Language course; Socio-cultural program and intercultural training (Feeling like a stranger, Self-perception, Perception of others, Dealing with conflicts, Communicative skills); Continuous evaluations (talk about experiences at work, in the host family, in the city); Farewell. The description of the financial agreement and of an idea for a budget is the occasion to discuss differences among Premo partners as regards the payment of management fees (requested by AuL HH, don’t requested by APCMA or Regional chambers and by the Unit of International Programmes for Vocational Education and Training in Catalunya).
- ❖ Eva Lukaschek points out some aspects of the assessment and some of the uses of the platform workplace and communication (see. *12-11-26\_presentation mobility platform.ppt*). As regards the assessment it is carried out according to the experience built up but also according to the logistics and the quality of the host family hospitality. There are student forums in the platform (a person takes care of the forum daily).
- ❖ Birgit Broedermann illustrates the intercultural workshops (see. *PP\_PresentationIntercultural Training\_BB.ppt*), that last 2 days and are addressed to all beneficiaries of mobility abroad (participation is compulsory): during the workshops, the expectations of each student are examined, of cultural identity, stereotypes, conflict management, role playing, group work, can of worms (complicated situation); assessment of the workshop. Socio-metrical approaches are used (evaluation of the relations in a group); An important variable is to learn the language of the host country. At a local level there are German language courses for foreign partners and the Agency requires participants to be taught the local language before entering a company.

❖ The afternoon session starts with Maddalena Cremonesi from APCMA who introduces (*see: APCMA 6 may.ppt*) the French approach (tools, skills and competences pre-recognition, and recognition/certification methods). Starting from the French process of institutional decentralization and the features of the new Erasmus for All programme, APCMA is taking part in a process for the identification of the prerequisites a regional mobility platform must have (actually APCMA is working on guidelines in relation to: mobility and Apprenticeship and regional European mobility platforms). According to needs, the programme is then defined as are its functions (Pyramidal tower, centralized, network):

- prepare
- supervise and assist
- support
- validate and assess
- communicate and develop and make sustainable

Furthermore, it is important to consider social, technical and institutional skills, international skills and pedagogical skills. Special grids are prepared to check the training objectives. At the end of their experience students and the professors revise what they have done and include their new skills in their curriculum.

❖ Guide lines for a Mobility Agency:

The session for the elaboration of the guide lines took place through work groups that were supported by facilitators. The work groups discussed three matters (*see Proposal for the guide lines.docx*):

1. Mobility Platform
2. Outgoing concept
3. Incoming concept

Each group discusses the topics in order. The facilitators illustrate the outcomes of the plenary assembly.

#### **As regards the Mobility platform:**

First, the discussion addressed the platform's role and opportunities it offers as regards mobility actions and if it should be addressed only to operators or also to beneficiaries.

Some interesting elements:

- The platform is definitely useful for the preparation and management of mobility: therefore it is necessary to start from a very clear need analysis;
- It must be considered with the involvement also of an external technician able to deal with the functional design of the website. The platform must be easy to use and be used (once you have implemented it you have to use it);
- Plan and activate only the functions you need and that can be managed. Avoid repetitions and avoid duplicating work (for example Forum)
- Involve all actors in the platform to make it a community (it must work on a whole) and support processes to favour the creation of a network;
- It is useful to guarantee clarity and security of the process (for instance checklist);
- Something must always be going on
- Do not force its use (it must be natural)
- Information and communication part.

### As regards outgoing concept

The guidelines must consider all the points listed in the proposal for the guidelines (which are fully agreed) but starting from at least 3 levels of mobility, divided per groups.

#### A) IVT:

1. very young people going abroad for “discovering” (pedagogical projects) (short term);
2. young people going abroad for learning (no exams and specific objectives) (short term);
3. high level (specialist) (long term).

#### B) after IVT

1. Employed people;
2. Unemployed people.

#### C) VETPRO

Teachers and trainers

### As regards incoming

1. The incoming is a condition for sustainability of long-term mobility and for the Agency itself.
2. Preconditions: framework to approach companies/set up (political/institutional commitment)
3. Awareness promotion in companies and local communities (including families); intercultural and cultural change /international
4. Regular contacts (annual meetings, interactive approach, etc) depending on the stakeholders
5. Scale of the incoming flow
6. Use of EU documents (Europass) and ECVET Tools
7. Importance of the interfacing hub (contact person and staff)

A mobility agency is sustainable in the medium-long term only if it joins incoming and outgoing because it offers its companies and organizations the chance to experience the needs for mobility much more compared to when they simply implement outgoing activities. Companies/organizations can better understand the problems of foreign partners and all this improves the efficiency of the service on both sides.

Note: the agenda has been changed. The first session regarding the recognition of skills is moved to the following morning taking the place of the intervention on dissemination that will no longer take place due to the absence of EVTA.

#### Documents:

PowerPoint presentation:

- *GeneralitatCatalunya\_mobility.ppt*
- *Präsentation General Structure of Mobility2013-05-06ht-bb-en.ppt*
- *PP\_PresentationMobility.ppt*
- *12-11-26\_presentation mobility platform.ppt*
- *PP\_PresentationMobility-Incomingteam\_03.05.2013\_MS*
- *PP\_Presentation Intercultural Training\_BB.ppt*
- *APCMA 6 may.ppt*

Word documents:

- *Proposal for the guide lines.docx*

## 7<sup>th</sup> MAY

- ❖ The session opens with a debriefing about the guidelines.  
The tour de table is also the occasion for some clarifications as regards the transfer of innovation: the partnerships think it would be better to enhance the role of P4 Generalitat de Catalunya in the project, so to gain the most from its experiences in mobility (strengthening its role of transferring partner). The Lead partner and Generalitat Catalunya will discuss on that in the next weeks.  
As regards the guide lines partners suggest to include in it a description of the mobility activities in each country (a specific sheet to collect the information will be sent together with the minutes).  
Besides the three matters suggested in the *Proposal for the guide lines.docx*, a short introduction will have to be included referring to the pre-conditions and general conditions.
  - **Tonutti** opens the talk on the process to reach the definition of a training path for operators that they intend to offer in autumn in Friuli. He introduces a flow chart (see *SMP - operatore agenzia mobilità EN.docx*) describing how work processes were identified and the fact sheets gathered regarding skills and a form to collect the profile information (see *SAC - operatore agenzia mobilità ENGLISH.ppt*).Supply methods are also decided: training as a workshop and use of video communication tools for e-learning. A suggestion is made to create groups of trainees in various receiving regions. It is necessary to assess the opportunity to address a part of general training to guidance operators. A more specific training could be addressed to operators who already deal with transnational mobility. Training will be in Italian.
- ❖ Antonello Mocci introduces the Notes on the appreciation questionnaires referring to the kick-off meeting and the first workshop (see *notaquest1(Dec2012)*). He explains the methodology adopted and describes the outcomes: all in all the Kick-off meeting and the first workshop were a success. He also introduces a monitoring form that will be useful for an intermediate evaluation report. A form on Quality plan that will be sent by Antonello Mocci within the 15<sup>th</sup> of June
- ❖ Marco Milano explains some reporting aspects and in particular he pre-announces that he will send some supporting forms (the timesheet model and travel expenses claim form). He reminds partners to keep their daily cost calculation declarations for each staff member and back them up with a project letter of engagement.
- ❖ As regards EVTA Giovanni Tonutti suggests to meet them and give them one last chance to safeguard a common dissemination of the PreMo project (EVTA is a sub-contractor) and TRACK project (EVTA is a partner). The decision is made to summon EVTA to Trento for a meeting in which they are asked to suggest a consistent dissemination plan that can put the project in the position to implement the upcoming dissemination products: Logo, Brochure and Newsletter.

### Documents:

PowerPoint presentation:

- *SMP - operatore agenzia mobilità EN.ppt*

Word document:

- *SAC - operatore agenzia mobilità ENGLISH.docx*
- *notaquest1(Dec2012) (2)*

- ❖ 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>

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## CONCLUSIONS OF THE PREMO PROJECT MEETING

### DECISIONS MADE AND IMMEDIATE ACTIONS:

- ❖ Birgit Broedermann summarized and assessed the conclusion of the meeting.
- ❖ Marco Milano summarized decisions made:
  1. WP2: all partners have to fill in the form on Quality plan that will be sent by Antonello Mocci within the 15<sup>th</sup> of June;
  2. WP3: PAT will call formally (within beginning of June) EVTA to a meeting in order to establish next steps (see above);
  3. WP4: PAT will prepare and send to all partners a grid aimed at defining the mobility on-going actions in every region and the needs (of the transfer); the grid should be filled and sent back by 5<sup>th</sup> June .
  4. WP4: PAT and AuL HH will meet in Trento next 13 June to work on the guidelines.
  5. WP5: Tonutti will send questionnaires to collect the competences profiles to all partners, to be filled in and sent back within 15<sup>th</sup> of July.
  6. WP5 Tonutti will send questionnaires a need analysis (learning) grid to the receiving partners, to be filled in and sent back within 15<sup>th</sup> of July.
  7. The next partners meeting will be held in:  
**Trieste (Italy), on 29<sup>th</sup> - 30<sup>th</sup> October 2013.**
  8. The training course (16 hrs) will be held on 28<sup>th</sup> and 29<sup>th</sup> October
  9. As regards the role of GenCat a discussion with the Premo LP will be soon activated.
- ❖ The Province of Trento will prepare the minutes of the meeting.

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### ANNEXES

All annexes will be available soon on the web site

[http://www.fse.provincia.tn.it/transnazionalita\\_interregionalita/progetti\\_transnazionali\\_interregional\\_i/pagina15.html](http://www.fse.provincia.tn.it/transnazionalita_interregionalita/progetti_transnazionali_interregional_i/pagina15.html) within the “Partners Area” (User: *project partner* Password: *premo*).