

Lifelong learning programme - Leonardo da Vinci sectoral programme -
Multilateral projects for the transfer of innovation

LdV TOI - PreMo-Prepara la Mobilità

2012-1-IT1-LEO05-02800 – CUP code G62F12000150006

Minutes: Partner meeting - Paris, France, 4th-5th June 2014

**Assemblée Permanente des Chambres de métiers et de l'artisanat – APCMA
12, avenue Marceau 75008 Paris**

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EXCUSED

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AGENDA

Wednesday, 4th June 2014

Project Meeting

When	What	Who
9.30	Welcome	
10.00 – 10.15	Introduction	APCMA + All partners
10.15 – 11.00	WP 5 - PreMo: ECVET Unit and EQF referring to job profile “Mobility agency operator” and links with TRACK	Mocci +FVG + PAT
11.00 – 11.15	WP5 - PreMo Training for mobility operators: results	PAT
11.15 – 11.30	Break	
11.30 – 12.00	WP 6 – Validation of the quality charter	APCMA + All partners
12.00 – 13.00	WP 6 – Discussion and Validation of the quality commitments (appendix 1 cooperation agreement)	APCMA + All partners
13.00 – 14.00	Lunch	
14.00 – 15.00	WP 6 – Discussion and Validation of the cooperation agreement	APCMA + All partners
15.00 – 15.15	Break	
15.15 – 17.00	Vortal developments and Game	EVTA
17.00	End of the meeting	

Thursday, 5th June 2014

**Venue: Assemblée Permanente des Chambres de métiers et de l'artisanat – APCMA
12, avenue Marceau 75008 Paris**

When	What	Who
9.30 – 10.00	WP 7 – Mobility agency testing	PAT
10.00 – 11.30	WP 7 – Final conference organization Speakers Audience Tasks Media and dissemination products Joint conference with TRACK	All partners
11.15 – 11.30	Break	
11.30 – 12.00	WP2 and WP3 – Communication and dissemination Plan (products and last developments) + Monitoring report	EVTA and Autonomous Province of Trento + Ext evaluator
12.00 – 12.20	WP1 – Financial matters and reporting	PAT
12.20	Planning next steps Any Other Business + conclusions	PAT + All partners
13.00	End of the meeting	

PROJECT MEETING DISCUSSION

Wednesday, 4th June 2014

WP 5 - PreMo: ECVET Unit and EQF referring to job profile “Mobility agency operator” and links with TRACK; Training for mobility operators: results

- ❖ After a tour de table aimed at introducing all the participants, Marco Milano presented the Agenda of the meeting and listed next steps of the project for the months to come.
- ❖ Antonio Mocci started presenting the ECVET Unit and EQF referring to job profile “Mobility agency operator”, also focusing on some amendments came up in a specific discussion within TRACK partners (ppt. presentation is available in annex). Some critical issues expressed by APCMA and AUL HH concerned the uniqueness of the profile and the fact that EQF level is too homogeneous. Some weakness was observed in relation to the formal adoption of such a profile in the official “repertoires”. At the end of the discussion, partners agreed to use it as a reference point for training and staff recruitment.
- ❖ Giovanni Tonutti, on behalf of the Region Friuli-Venezia Giulia, presented the results of the training sessions, in particular the webinars, according to an online survey made after the end of the course (ppt. presentation is available as an annex). Tonutti explained the link among the competence analysis (during WP4) and the training content.
- ❖ Marco Milano reminded to the Italian partners to organize a local workshop with the participants to the webinars, if they haven’t done it yet.

WP 6: Discussion and validation of the quality charter and the collaboration agreement

- ❖ Sabine Weger, responsible for WP6, introduced the state of the art about the two documents and remind the whole process (ppt. presentation is available as an annex);
- ❖ The last version of the Quality Standards charter (grid), which included all the observations received before the meeting, was discussed and approved.
Partners decided to add a brief introduction to the charter (and to all other products) in order to explain the content of the document and to underline the links among documents. The discussion on the cooperation agreement started off with the list of commitments (Appendix 1). Some amendments on commitments have been agreed: nr. 1 (provision about the budget deleted); nr. 2 (beneficiaries listed in a more general way); nr. 4 (linguistic preparation expressed as an option); nrs. 7 and 8 (merged together and rephrased) and nr. 9 (simplified). Partners as well agreed on implementing the introduction. APCMA will circulate the updated version of the Appendix to the partners.
- ❖ As regards the Cooperation agreement, the document was taken into consideration by partners who proposed some changes and modifications. In particular, the preamble and article should be implemented in order to remind European principles and citizenship and to make the agreement more “open” to external adhesions. The main suggestions concerned the development of a simpler structure, where signatures are at the end of the document and could be collected at any time. Furthermore some unclear issues were better defined. As regards the quality control, partners stated that it will be based on a self assessment procedure. Nevertheless some operational rules have to be defined and listed in an annex to the agreement (i.e. presidency, board, roles, adhesion criteria, withdrawal, etc.). The Autonomous Province of Trento will elaborate a proposal in that sense.
In the meanwhile, Sabine will prepare a new version of the document, taking into account the comments received, and will circulate it as soon as possible.

WP6: Vortal developments and Game

- ❖ Pauline Van den Bosch (EVTA) presented the state of the art of the Vortal, by means of a game. The game allowed partners to know and to familiarize with the different sections of the Vortal (draft version available at: <http://www.evta.net/premovortal/index.html>).

- Pauline informed the partners about next steps. The plan is: to have a marketing text by June; to test the vortal with some beneficiaries before holidays and have feedbacks; to integrate the PreMo vortal with the website and activate the forum by September; to have the vortal working by the end of the project.

Thursday, 5th June 2014

WP 7 – Mobility agency testing

- ❖ Serena Tarter presented the testing of the mobility agency (PreMo products, tools and methodologies), which is one of the task expected in WP 7. In the Trentino region the testing will be done during a mobility initiative, funded by the region itself, called MoVe - Mobilità verso l'Europa. Along this initiative (specifically during the preparatory phase) the mobility operators will experiment products and methodologies (quality grid, guidelines, etc). A specific radio campaign has been launched in order to promote the initiative and the testing.

At the end a survey involving the operators and beneficiaries will be organized.

Antonello Mocchi will soon provide specific questionnaires.

Marco Milano asked all the Italian partners, which are supposed to organize the testing, to consider the best way to do it.

WP 7 – Final conference organization

- ❖ Marco Milano presented a draft programme of the final conference of PreMo and Track project.

Date	Final Conference PreMo-TRACK	Mobility Day (fair)
12 th November 20.00	Welcome dinner	
13 th November 09.00-14.00	Steering Group meeting of the two projects + Joint meeting + stand at the fair	Stands
13 th November 14.00-18.00	8 workshops about PreMo and TRACK results (20 min +Q&A): 2 results each project 2 rotations	Stands + 16 workshop Role of the Project partners
14 th November 9.30-12.30	Conference: Project results and National Agency (9.30-10.30) Round table and signature of the agreement (11.00-12.30)	

The idea is to organize the final conference of PreMo and Track at the same time of a Fair (Mobility Day) that the Autonomous Province of Trento usually organizes every Year in Autumn. That option would ensure a larger audience to the dissemination of the two projects. On 13th morning, PreMo and Track projects would have their own Steering Group separately; then they would have a joint meeting in order to fine tuning the final Conference.

During the Fair, the projects would share a unique stand to disseminate projects' results and partners' initiatives. The dissemination could be done also by means of workshops. The proposal is to organize 2 parallel sessions of 8 workshops. One session devoted to Premo's and Track's results; another would allow partners or local stakeholders to present their own initiatives.

The Final conference will take place on 14th morning: first part would be devoted to present the results of the two projects; the second, related to quality mobility and on competences recognition, would be based on a round table format.

At the end of the FC the official signature of the cooperation agreement is expected.

After the discussion, partner approved such a proposal.

In the meanwhile also the dates were approved: 13th and 14th November.

The Autonomous Province of Trento will soon ask the partner to send information about: a) who are they going to involve as a stakeholders (to favour the networking); b) who is going to sign the agreement; c) who is interested (and on what topic) to organize a workshop (during the fair).

A discussion was opened concerning the signature. APCMA explained that they are not able to sign the agreement, for sure not in Trento. The lead partner asked all the partners to think about to proceed with the signature. The same question will be asked to the Track partners.

WP2 and WP3 – Communication and dissemination Plan and evaluation

- ❖ Pauline Vandenbosch provided some details concerning the state of both brochure and newsletters development. The brochure and the first newsletter are already available on the project website, and the second newsletter is going to be finalized. The third newsletter will be prepared in June, and the Dissemination calendar will be completed thanks to the information to be received from the partners. She will prepare and send in a few days a checklist with the contributions requested to the partners before the meeting in Paris.
- ❖ Antonio Mocci presented the results of the evaluation carried out, as regards the last meeting in Turin. (ppt. presentation is available in annex)

WP1 – Financial matters and reporting

- ❖ Marco Milano presented the situation of the budget and invited all the partners to pay a lot of attention on expenditures flow and on keeping all the supporting documents. He also explained the state of the art of the payments. As regards the postponement of the final date of the project, he confirmed that the official request will be send to the national agency by the end of this month.

Conclusions

- ❖ Marco Milano summarise all the important results of the meeting in terms of decisions taken and activities implementation.
- ❖ As for the decisions:
 - Approval of the quality grid
 - Approval of the amended version of the quality commitments (appendix 1 of the cooperation agreement).
 - Approval of the amended version cooperation agreement.
 - Approval of the dates for the Final conference (13th and 14th November 2014).
 - Approval of the general scheme for the Final conference.
- ❖ To do:
 - Vortal developments according to the plan and the timetable suggested by EVTA (a to do list will be soon send to the partners);
 - Testing of the Premo' products (specific questionnaires will be soon prepared)
 - Request for postponement of the end of the project