

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 - Torino, Italy, 20-21 March 2014

PARTICIPANTS

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EXCUSED

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AGENDA

Thursday, 20th March 2014

When	What	Who
14.00 – 14.15	Introduction	Province of Torino
14.15 – 15.15	PreMo and TRACK information and synergies (and agenda): - Introduction, actions and results, practices on certification, synergies and links between the projects	Province of Trento Region FVG EVTA
15.15 – 16.00	Introduction and presentation of the quality approach Presentation of grid and the collected input – short overview	APCMA
16.15 – 18.00	Expected outcome for each “service”: - Definitions of the services are clear and validated - quantitative and qualitative objectives are clear and validated - connected roles and activities of the partners are listed Presentation and summarizing of outcomes	All partners

Friday, 21st March 2014

When	What	Who
9.00 – 9.30	Presentation of the possible collaboration contract (taking over the outcomes of Thursday) Recall of other possible engagements of the network partners (quality of the work process)	APCMA
9.30 – 11.15	Preparation of the collaboration contract (based on customized MoU grid)	APCMA + All partners
11.30 – 12.00	Vortal developments	Mocci and PAT
12.00 – 12.20	Communication and dissemination Plan (products and last developments) + External evaluation report	EVTA and Autonomous Province of Trento + Ext evaluator
12.20 – 13.00	Planning next steps Any Other Business + conclusions	All partners

PROJECT MEETING DISCUSSION

Thursday, 20th March

PreMo and TRACK information and synergies

- ❖ After the welcome by Mr. Carlo Chiama, the Councillor for Employment and Vocational Training of the Province of Torino, Marco Milano presented the Agenda of the meeting and listed the next steps of the project for the months to come.
- ❖ Antonio Mocci started presenting the key issues of the Premo and Track projects, since also the coordinator of the Track project has been invited to define the ways of the possible cooperation between the two projects.
- ❖ Giovanni Tonutti, on behalf of the Region Friuli-Venezia Giulia, described the state of the art of the Track project, focusing on the relevant role given by their model to the validation of competences done by the enterprise hosting the stagiaier, as well as the enterprises validating the skills when the students come back home. In particular the general objective of the TRACK initiative is to increase the quality and attractiveness of VET by transferring innovative practices for the recognition of skills acquired during international mobility. The problem to be faced is the recognition of competences acquired in non formal and informal learning contexts. A model aimed at recognizing the skills acquired in a transnational context should improve the chances of young people on the labour market. Giovanni presented how it is possible to list existing training schemes described by Track, and how a potential user can create a new one and input it in the online system developed by the project.
- ❖ More information at: <http://www.evta.net/track/index.html>.
- ❖ Pauline Vandenbosch and Pier Giacomo Sola integrated the presentation providing some practical example of the activities carried out within Track, introducing the expected achievements and mentioning the ongoing meeting to be held in Gdansk next April.

Introduction and presentation of the quality approach

- ❖ Sabine Weger, responsible for WP6, introduced the topic on the document on Quality Standards, that is still in development. The summary of the feedback received from the partners to the draft Quality Charter are presented and commented.
- ❖ Each section of the document was discussed (1. Preliminary, 2. Preparation, 3. Fund raising, 4. Welcome service, 5. Analysis of people motivation, 6. Matching with companies, 7. Linguistic and cultural preparation, 8. Logistic support, 9. Placement support, 10. Evaluation, documentation, validation). The organisation of the document was analysed and several proposals for changes are requested by the partners. The main suggestions refer to the development of a simple structure, where each section is highlighted to make immediately evident what it is concerned with. Furthermore some unclear issues are better defined. The partners agree that the Charter should be a set of statements, more than guidelines, providing useful hints to both the Premo partners and other new comer organisations. The charter have to stay strictly linked to the working document's content agreed on and in particular it has to be referred to: *Quantitative and qualitative objectives? Criteria's or indicators to measure the quantitative and qualitative performance? Evaluation tools / methods to measure the performance / outcomes? Resources or activities to support/ improve the performance / outcomes?* According to the partners, the philosophy of the charter (based on objectives, indicators, evaluation and communication) has to be preserved. As regards the quality control, partners stated that it will be based on a self assessment procedure. Sabine will prepare a new version of the document, taking into account the comments received, and will circulate it by the end of March The partners are invited to revise it and propose additional corrections, if any, in order to finalise the document as soon as possible.
- ❖ Antonio Mocci underlined that Erasmus+ will not be the only source of funding of new mobility programmes, and the framework of the Charter should not be limited only to this programme.

- ❖ Marco Milano clarified that the Charter is an annex to the Collaboration Agreement. The partners will not sign the Charter, but the Collaboration Agreement, and the Charter will be proposed to the organisations directly involved in a mobility programme when the programme is going to start.

Friday, 21st March

Preparation of the collaboration contract

- ❖ Sabine presented the draft structure of the Collaboration Agreement based on a model of MoU, commenting the principles that inspired her in when preparing this first draft.
- ❖ Some partners remarked that the document should formalize the willingness to continue working together for supporting mobility programmes also after the end of the Premo project. The current version combines some elements typical of a Memorandum of Understanding with other issues typical of a Learning agreement. For this reason the document should be made lighter, without limiting the areas of cooperation, as well as the duration and time of the internships. Then, after defining the framework of the agreement, each partner will prepare other conventions/agreements at local level to implement the framework in a practical way. The document should have more the form and the meaning of a “partnership agreement” (based on the common commitment to support and promote a quality mobility).
- ❖ EVTA agreed with this new vision: they are not organizing mobility, while are promoting cooperation at European level and are interested to be involved in the network.
- ❖ Sabine underlined that – since the APCMA is not interested in organizing a mobility programme – the document should be signed in France by the local Chambers. Now the objectives of the document are clear.

Communication and dissemination Plan, the Vortal

- ❖ Pauline Vandebosch (EVTA) presented the proposed flow diagram for the Vortal, and how it should be organised. All the partners are requested to send her by mid May information about the services that they want to promote through the portal, in order to have a first draft presented at the meeting in Paris in June.
- ❖ She also provided some details concerning the state of development of the brochure and newsletters. 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.

Evaluation

- ❖ Antonio Mocci presented the results of the different evaluations carried out, about the effectiveness of the partner meetings the training course and the monitoring of activities.
- ❖ The key issues are: results are good, but the process for achieving the results are sometimes fragmented; information about and possible correlation between the Premo and the Track projects should be increased; the success of Premo depends on the high commitment of public organization to set up mobility programmes: this process should be speeded-up.

Conclusions

- ❖ Marco Milano presented the scheme of the training course of mobility operators organised by the Italian partners.
- ❖ He also proposed some practical solutions and schedule for signing the Collaboration agreement. Even if it won't be possible to sign it in Paris, contents of the Agreement and the quality Charter should be finalised as soon as possible and validated at the latest in Paris. That's in order to allow Italian partners to test the PreMo methodology. In Paris the partnership will decide if the agreement should be signed during the final event in Trento (together with Track partners) or signed by circulating the document.
- ❖ A draft Agenda for Paris will be sent to the partners as soon as possible and the duration of the meeting (2 half days or 1,5 days) will follow accordingly to the contents (dates are 4th-5th June).

- ❖ The interim report submitted last December gained the green light by the National Agency. Concerning the second advance payment, the Italian National Agency should pay the expected grant in a few days. The coordinator will immediately transfer the payment to each partner. Marco Milano remind all the partners to check carefully their own budget and let the Autonomous Province of Trento know about any inconvenience or need to change.
- ❖ Finally the partners agreed to present a request for extending the duration of the project till the end of November (two more months), in order to have the final conference of the project in Trento at mid November.