EVA

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Lifelong Learning Programme

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Referenced Documents

ID	Reference	Title

Applicable Documents

ID	Reference	Title

Executive Summary

This document forms the Monthly Project Progress Report -MPPR04 for the Implementation of the EVA Project (henceforth, "Project").

Summary:

The dynamics of the professional integration of those groups that are the most excluded from the labour market has always been complex. This has become even more complex during the last years, particularly in Europe since 2008, as a result of the economic crisis which has led to a massive decrease in the availability of work.

What is different this time however is that this is true not only for those groups traditionally at risk of social exclusion but also more professional groups like the young graduates are struggling to access the labour market. In parallel it's also becoming increasingly necessary to tackle the challenges coming from social and demographic changes in society related to:

- The aging population,
- The changes to the labour market with the emergency of new types of jobs and the transformation of the existing ones along with the growth of further innovation tendencies,
- The general low demand for non-qualified work and the parallel increase demand of skilled labour;
- Economic changes including the shifting of the advanced economies core business from the industrial sector to knowledge-based services.

Taking all these into consideration the quality of the vocational guidance interventions becomes even more vital. Traditionally, this has consisted of a balanced mix of information, training and counselling but often such interventions are based on empirical approaches and they lack concrete real life dynamics that would take into account theoretical reference paradigms and developed organizational logistic and technological pre-conditions.

The project is co-funded by the Education and Culture DG under the Lifelong Learning Programme, Leonardo Multilateral projects.

The present document contains information regarding the progress of the project.

Document Glossary

Term	Description
Progress Report	Project Progress Report
Table of Contents	Table of Contents

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None

1. Introduction

1.1. Purpose of the Monthly Project Progress Report -MPPR04

The current Monthly Project Progress Report -MPPR04aims the documentation of the following actions:

- ✓ accomplishments during the reporting period;
- ✓ items not completed during the period;
- ✓ proposed activities for the next period;
- ✓ reference of new issues identified this period from the Project Issues Log;
- ✓ reference of any issues resolved this period from the Project Issues Log;
- ✓ identification of any predicted slippage to the schedule, along with cause and corrective action;
- ✓ identification of any predicted cost overrun, along with cause and corrective action.

1.2. Scope of the project

The E.V.A. project aims at providing answers to the urgent need to strengthen the competences of the guidance counselors from Vocational Guidance Centers and from the Employment Centers. This will focus on developing flexible methodologies to capture the seekers' actual skills ("what I can do") and promote a direct and fast match between job demand and supply through the adaptation and the transfer of the Video-curriculum tool that was developed in a previous EU project called V.I.D.EO. The VIDEO work had a great impact in promoting the job seekers' skills often unearthing skills that were hidden and linking them

to new sectorial and geographical contexts and also to new groups of users (such as the young graduates accessing the labour market) who need specifically tailored interventions to increase their employability.

The Project Partnership will help to provide an answer to this critical situation by creating a methodology to train the operators from the Employment Centers of the countries concerned in the creation and exploitation of the Video-curriculum tool for new contexts and the new target groups.

1.3. Project Objectives

- To adapt and transfer to Italy, Greece, Spain and the United Kingdom, the Video-CV Model as pointed put in the frame of the V.I.D.E.O. project (www.videocurriculumproject.net)
- To train the operators of the Employment Centers and/or Vocational Guidance Centers in the four partner countries in using the Video-CV (methodology, filming, etc.)
- To realise at least 104 Video-CVs;

2. Status Overview

This document is the June 2013 Project Report of the EVA project, covering the period from 01/01/2013 to 30/04/2013. It summarises the main activities of the Project, any changes made on the initial plans, and any issues that came up during the reporting period.

The general status overview for the Project is illustrated below:

	Overall	Scope	Quality	Effort	Risk	Timeline
Red						
Orange						
Green						

Red: Critical situation
Orange: Management attention required
Green: On track

Due to structural changes within both Provincia De Roma and Manchester City Council the project started later than anticipates. Therefore, there are some delays in critical deliverables of this month that require management attention.

Overall there was a noticeable progress made during the fourth month of the project regarding WPs 1 and 2.

The status of the current tasks are outlined below:

Task	Start / Finish
WP1 Project monitoring and management	01/10/12 - 30/09/14 on going
WP2 Needs analysis (including SWOT)	01/10/12 - 31/12/12 completed
WP3 Testing Possible model	01/01/13 - 31/03/13 completed
WP4 Model Final Tuning	01/04/13 - 30/06/13 on going
WP5 Experimentation and Validation	01/07/13 - 31/12/13 on going
WP6 Transferring the Video Cv model	01/01/14 - 30/06/14 on going
WP7 Evaluation and Capitalisation of Results	01/07/14 - 30/09/14 on going
WP8 Monitoring and General Evaluation	01/10/12 - 30/09/14on going
WP9 Promoting and Advertising Project Results	01/10/14 – 30/09/14 on going

3. D-ID Project Monthly Progress

3.1. Progress Measurement

3.1.1. Progress in the various project activities

The progress made in the various project activities during the reporting period is illustrated below:

3.1.2. Milestones scheduled and achieved during the reporting period

WP1 – agreed format for the monitoring and evaluation of the project

3.1.3. Milestones scheduled but not achieved during the reporting period

WP 2 – All partners completed a Needs analysis of the VIDEO CV model and this was used to produce the EVA SWOT analysis

WP 3 - No information received to date from partners or package lead as to progress / results

WP4 No information received as to progress

3.1.4. Milestones scheduled for next period

WP5 Experimentation and Validation - partners to provide information on preparation for three days training in and lead partners of package (Provincia di Roma) to provide details of current actions

3.1.5. Deviations and adjustments

No deviations but some adjustments to be confirmed in September 2013 due to changing staff across partners .

3.2. Issues

3.2.1. Open Issues

Due to structural changes at Manchester City Council the Project manager has left and a new manager has been appointed in July 2013. This may lead to a time delay in delivering their contribution to WP3

3.2.2. Issues that changed status during the reporting period

N/A

3.2.3. New Issues

N/A

3.2.4. Resolved Issues

N/A

3.3. Risks

3.3.1. Active Risks

ID	Priority*	Description	Identification Date	Risk Area	Mitigation Strategy	Events that change priority
1	High	UK desk survey and the peer review Details about the local networks of UK Employment Centres	June 2013	WP3	New manager appointed and progress planned in August 2013	
2	High	Manchester to sign agreement and return	June 2013	WP1	New manager to sort on return from leave on 27 July	

* Priority is calculated as P: probability [0..1] * I: impact [0..5] (0=No Impact, 5=High Impact). The range is from 0 to 5, where 0 is the lowest and 5 the highest priority.

3.3.2. Risks that changed status during the reporting period

N/A

4. Action Items

4.1. Open Action Items

Num	Action	Responsible	Due Date	Status
WP1	Project management	Provincia Di Roma	On going	Current
WP 2	Needs Analysis	Euro Innovanet	31/12/12	Completed
WP 3	Testing Possible Model	Euro Innovanet	31/03/12	Pending
WP 4	Model Fine Tuning	Euro Innovanet	30/06/13	Pending
WP 8	Monitoring and Evaluation	Nornir	30/09/14	Current

4.2. Action Items closed in last period

Item-Number	Action	Responsible	Date opened	Closing Date
WP 2	Needs Analysis and Adaptation	Euro Innovanet	01/10/12	31/12/12

5. Appendices

5.1. Deliverables Traceability Matrix

An updated Deliverable Tracking Matrix is attached to this progress report. The Deliverable Tracking Matrix is a Google Doc that has been printed as a PDF file containing all the deliverable documents during the Project and the calendar days that they are going to be issued.

5.2. Project Gantt chart

N/A

Annex 1

WORK PACKAGES

WP1- PROJECT MANAGEMENT (10/2012 – 09/2014). LEADER: PROVINCIA DI ROMA with the cooperation of NORNIR (for project monitoring).

WP2 - NEEDS ANALYSIS AND ADAPTMENT OF THE STARTING MODEL (10/2012 – 12/2012). LEADER: EURO INNOVANET SRL.

Partners will be requested to participate in the evaluation of the Video-CV model to be implemented, further developed and transferred.

In parallel, partners will have to:

- create a team of operators (Employment and/or vocational guidance operators) that will be involved in the experimentation of the Video-CV tool (32 operators in total, 8 in each country)

- select 16 Employment centres, Vocational Guidance centres or similar, were to transfer the Video-CV tool (4 in each country).

Such Centers will be equipped with video camera, light kit, etc.

OUTPUT: Report containing the structural model as a result of A SWOT analysis (actors, script, communication solutions, technological options, logistics and duration of the Video-CV).

WP3 - TESTING THE POSSIBLE MODEL AS POINTED PUT IN THE PREVIOUS WORK PACKAGE (01/2013 – 03/2013). LEADER: EURO INNOVANET SRL.

The aim of this package is to analyse the conditions for the transfer of the Model proposed and to analyse the national contexts, the training needs of the employment operators and vocational guidance operators. Partners will be also asked to do a research about the exploitation of the Video-CV tool in their countries. Furthermore, in each participating country partners will involve –through the peer review method- at least 8 operators (form Employment Centers or Vocational Guidance Centers) and 5 stakeholders with the aim of evaluating the starting Video-CV Model proposed.

OUTPUT: Survey aimed at verifying the possible adaptation of the structure-model pointed out, in view of

the transfer activity.

WP4 – MODEL FINAL TUNING (04/2013 – 06/2013). LEADER: EURO INNOVANET SRL

The aim of this work-package is to point out the final E.V.A. Video-CV Model and to start the experimentation of it.

OUTPUT: - "Integrated E.V.A. Model", beta version

- Kit of training guidance materials addressed to Employment operators and Vocational Guidance Operators. The kit is aimed at providing such operators with the technical and methodological information to realize and exploit the Video-CV tool. The paper will be translated in Italian, Greek and Spanish.

WP5- EXPERIMENTATION AND VALIDATION (07/2013 – 12/2013). LEADER: PROVINCIA DI ROMA

The aims of this phase are: realizing a 3-days training in each country so as to train the appointed operators in the methodology of the Video-CV tool creation; starting the experimentation with the shooting of 2 Video-CVs in each country (total: 8 experimental Video-CVs).

Partners will be requested to realize an evaluation report concerning the experimentation in their countries.

OUTPUT: - "Integrated E.V.A. Model", final version

- Compared report concerning the results of the experimentation in all the countries.

WP6 – TRANSERRING THE VIDEO-CV TOOL (01/2014 – 06/2014). LEADER: PROVINCIA DI ROMA

The aim of this package is to transfer to the Italian, British, Greek and Spanish networks the final Video-CV Model (E.V.A. Model).

In each country, 32 operators - chosen among the 4 Centers (Employment or Vocational Guidance Centers) appointed in each country- will be involved in the Video-CVs shootings (8 operators in each participating country).

The whole number of Video-CVs expected in this phase is equal to 96 (24 in each country).

OUTPUT: - At least 96 Video-CVs

- Video-CV Database with data searching systems
- Guidelines to create and exploit the Video-CV tool for new kind of users

WP7 – EVALUATION AND CAPITALISATION OF RESULTS (07/2014 – 09/2014). LEADER: PROVINCIA DI ROMA

The general aim of this package is to give the maximum visibility is possible to the project results, also through the realization of events such as "career days" in each country.

Partners will be asked to prepare a report concerning the results of the transfer activity. The report will have to include a synthesis of the feedbacks given by at least 16 operators and 48

protagonists of Video-Cvs. The national reports will be compared in the frame of a transnational compared report on the transfer of results.

OUTPUT: - 4 national reports concerning the transfer activity results (one per country)
- 1 transnational, compared report concerning a general evaluation of the transfer activity as well as the implementation in each country of a Video-CV service.

WP8 –MONITORING AND GENERAL EVALUATION (10/2012 – 09/2014). LEADER: NORNIR

The aim of this package is to keep under control and evaluate the project activities from the point of view of the expected results, their quality and the respect of the delivery deadlines for each core product to be realized.

OUTPUT: - Monitoring report (November 2013)

WP9 – PROMOTING AND ADVERTISING THE PROJECT RESULS (10/2012 – 09/2014). LEADER: PROVINCIA DI ROMA

The aim of this package is to advertise the project products and activities, through: project website, partners personal websites, dedicated events (such as the "Career days"), creation of a dedicated TV channel in the UK, project brochure and leaflets, newsletters.

OUTPUT: - Brochure in 4 languages (to be realized within the third month; 1000 copies)
- 6 Newsletters (English and Italian)
- Leaflets addressed to the final users (12th month, 2000 copies)
- Project mega-poster (20th month)
- Project book in 4 languages (1200 copies)

NB: all the research reports will be provided by partners in English.

PARTNERSHIP MEETINGS

Three main meetings will take place during the project.

First meeting: scheduled in January, 2013 – Rome (IT)

Second meeting: Scheduled in February 2014 – Granada (ES)

Third Meeting and project conference: September 2014 – Rome (IT)