



LIFELONG LEARNING PROGRAMME (2007-2013) – LEONARDO DA VINCI  
MULTILATERAL PROJECTS – TRANSFER OF INNOVATION

Project “Getting Health & Safety Across Europe – H&S@WORK”  
GRANT AGREEMENT n. 2012-1-IT1-LEO05-02795

VERBALE RIUNIONE/MINUTE OF THE MEETING  
DATA/DATE: 13/06/2013  
LUOGO/VENUE: Ajaccio

PARTECIPANTI/PARTICIPANTS:

<i>ORGANISMO/ORGANIZATION</i>	<i>NOME E COGNOME /NAME SURNAME</i>
Pole Emploi Corse	Brigitte Garderes
Pole Emploi Corse	Sylvain Rugraff
Pole Emploi Corse	Manuela Bertoncini
Agenzia Liguria Lavoro	Anna Gradino
Agenzia Liguria Lavoro	Sabrina Bressa
Agenzia Liguria Lavoro	Stefano Tarigo
Provincia Livorno Sviluppo	Maria Giovanna Lotti
Provincia Livorno Sviluppo	Silvia Caturegli
Provincia Livorno Sviluppo	Guido Dal Miglio
Provincia Livorno	Veronica Castagnini
Sfera s.r.l.	Paolo Nanni
Oake Associates	Kenny Payne
Green Network	Mette Serup
Interprete	Emanuele Barbieri

VERBALE DELLE INFORMAZIONI E DELLE DECISIONI /MINUTE OF INFORMATION AND DECISIONS:

8.30 AM – Start

*1) Delivery to the partners of Partnership Agreement and Bilateral Contracts duly signed by all partners*

The signed agreements were handed in partners of the program excepted to the Polish partner who is absent because of the problems of transport.

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## ***2) Approval of the minute of 1st Steering Committee, Genoa 17-18 January 2013***

The report of the steering committee of January 13th, 2013 is approved by the partners

## ***3) State of analysis and adaptation of the products/materials for TOI***

Presentation of the analysis and the adaptation of products (Kenny PAYNE):

BASECAMP: presentation of the elements of Communication on the safety

What it is necessary to transfer in a innovative way it is the way, the method to communicate on the health and the safety with the work.

Presentation of the activities of the last 10 years in Livorno.

In the themes already handled by the province of Livorno, Kenny Payne would add the theme on the risks connected to the fires

We look for a shape of simple innovation of communication for all the partners with the difficulties connected to the language ...

Objective: find a communications tool simplified and "to sell" it to the professionals for the public for whom it is intended.

Works on the materials sent by Livorno but are missing elements concerning the distribution of the information. Most of the elements communication are documents

Powerpoint but would be needed an intranet documentation with hypertext links.

The Support PowerPoint is not still adapted.

The produced document will be translated into English (not in French).

The structure of the courts of the works of Livorno was amended, fitted out.

A proposal is made for the steering committee of creation of a web page.

Possible to create another portal with links towards the directives and the pages connected) to the safety of the various partners.

The Interest of the Web site, it is the facilitated update.

Idea to realize a new course by basing itself on the work of the province of Livorno (cartoons is relatively catchy for the young audience).

The Learning it is the learning no matter the support (E-learning or other one).

The software "articulate" uses worked again PowerPoint, this one is a tool used by English and Denmark.

A problem however, in "ARTICULATE" it is possible to put a sound track but there are technical difficulties (the transfer is long).

The Software is free / open and cost nothing to the partners.

K.Payne makes a demonstration in preview

Best practice: every partner can identify best practice and can come to complete the document.

Concerns: Health and Safety of the work of the women: in GB this question is not specifically connected to the safety but to the employment and to the safety.

Make something simpler to facilitate the approach.

Legislative and statutory specific aspects of every partner can be integrated(joined) into the Internet portal.

The various modules: those used in the courses connected to the safety plan of training courses.

Question: has to one make do all the modules (23 in everything) or specifically one or several modules?

Some modules are generic, others are specific on very precise diseases.

or example, the question of the "women": paragraph to be attentively read (+ internet link): ex: to be pregnant is not an occupational disease but this "state" pulls consequences on the safety and the health in the work.

Aimed public: the young people who go into the environment of the work, who the school environment gives up But also at an intermediate level the employers and in an upper level the managers / entrepreneurs.

Conclusion:

Are we enough strong to realize this whole project?

Opportunities: the partnership, the innovative material, the qualification,

Weak points: be lacking thorough knowledge of the subject of the partners, a superficial approach of the material, the level of qualification, various legislations.

Let us wish we that our public obtain a diploma, a recognized qualification or simply a certificate of participation?

Presentation of the tool ARTICULATE proposed by Kenny: internet version of the documentation stemming from exchanges of Livorno.

Exchange with the room: it is doubtless too ambitious (in particular with regard to the legislation and to the integration)

Objective: not necessarily to share contents but main objective it is the appropriation / raising awareness.

According to Kenny, ARTICULATE remains a playful tool.

Interesting project but " activity of transfer " which is going to concern all the partners. Capital gain of the European project it is essentially the raising awareness it is our added value. ARTICULATE can be used to make this raising awareness.

How every partner carries the information?

Suggestion to spread ARTICULATE with the persons receiving benefits to verify if the product can correspond to needs.

If the tool does not suit we can modify it, readjust it

Question: use of the software ARTICULATE or the other supports?

"Articulate" integrates the work of Livorno (video, Comic strips).

#### **4) 5) 6) –Presentation of the brochure, the logo and the web site:**

Brochure = passport for the information towards the company which presents the partners and the themes.

The brochure is translated into English – Italian.

Each can translate this doc in the language of the country.

On BASECAMP another more technical leaflet in various languages for the foreigners.

The migrant can find information important on the safety for the work. The note must be updated.

Require to make apparaitre on all the documents administrative three logos of intoxicate and a sentence at the end of page



And the sentence at the end of page:

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### ***7) State of qualitative monitoring of the project***

Qualitative presentation: results of the meeting of Livorno.

Mapping of the project – List experiences of Livorno.

The main Activities: training, information and now about the level of conscience of the public concerning the risks and the prevention.

The Innovation in the project: how to facilitate the communication and not the tool.

Presentation of the list of the activities to be realized in the program: on certain aspects, delays but no critical delay, they are formal delays

For the next meeting: proposal to define indicators on the levels of realization and on the results of the questionnaire of satisfaction.

The leader underlines the importance to send to Guido Dal Miglio the reports of result(profit) of the activities realized on territories

### ***8) 9) Intended meetings***

- London: in October 3rd and 4th, 2013

- Poland: in February, 2014

- Danimarca: May 2014

- Livorno: July, 2014

- Bilbao: in September, 2014. Define precise calendar by anticipation (during the next meeting in London).

### **TECHNICAL BOARD for financial and administrative management:**

**a)Check of administrative documents and declarations sent by the partners in order to organize the financial reporting**

In October make a balance sheet intermediate and to realize a report on the level of progress of every person receiving benefits.

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## **b) Revision and check of state of compilation of financial reporting, documents to be produced**

A single financial statement will be made on the program with as indicator the Spending level, the rate of spending to this day. All the financial statements must be ready before the next meeting for an evaluation of the envelope.

The changes in the budget will have to wait for the next steering committee.

Flexibility of the spending or on the total amount of the budget?:

There is a flexibility in the typology of the spending.

The total budget is fixed. But we could study possibilities when the totality of the budget will be strengthened in general (The flexibility between the partners will then be possible).

It is important to spend at least 40 % du budget

### **10) Other**

Pole emploi: difficulties on the spending connected to the "human resources" which will be more raised than those estimated at the deposit of the program quite as OAKE.

Pole emploi also wishes to have the possibility of financing more trainings

After the analysis of the intermediate financial statement this possibility will be studied.

o 1.00 P.M. : closure