

Centre de Recherche Public Henri Tudor

# Meeting Report

---

Kick-off Meeting Report

## General Information

<b>Date</b>	31.10.2013		
<b>Time</b>	08:30 to 17:00	<b>Real End</b>	17:00
<b>Place</b>	Centre de Recherche Public Henri Tudor		
<b>Reporter / moderator</b>	Aleksandar Kalev		

This project has been funded with support from the European Commission.  
 This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

## Participants

Name	Company	Presence ( P - present, A - absent, E - excused)
BALAZOVICOVA, Eva	RDA Senec-Pezinok	Excused
EVARISTO, David	CRP Henri Tudor	Present
GAASCH, Romain	CRP Henri Tudor	Present
GLOD, Alain	Ministère de l'Economie et du Commerce extérieur	Present
GRUNEWALD, Sandra	CRP Henri Tudor	Present
KALEV, Aleksandar	CRP Henri Tudor	Present
KOBELA, Tomas	RDA Senec-Pezinok	Present
LALKOVSKA, Anna	Balkan Agency for Sustainable Development	Present
MARINOV, Dimitar	Balkan Agency for Sustainable Development	Present
LAWRENCE, Keith	Keith Lawrence Evaluation Services	Present
MAYER, Hélène	CRP Henri Tudor	Present
MURAT, Julie	AFT	Present
PEGEL, Christine	ANEFORÉ	Present
ROSSETTI, Jonathan	ITL	Present
SEYWERT, Jeff	ANEFORÉ	Present
WITTMANN, Rachel	CRP Henri Tudor	Present

This project has been funded with support from the European Commission.  
This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

## **Document Modifications**

Ver.	Date	Author	Modifications
00.01	20.11.2013	AKA	Creation
00.02	20.11.2013	AKA	Creation
00.03	22.11.2013	AKA	Creation
00.04	26.11.2013	SGR	Review
00.05	27.11.2013	AKA	Validation First Draft
00.06	28.11.2013	AKA	Modification after Keith Lawrence comments
00.07	29.11.2013	HMA	Modification after Julie Murat comments
00.08	04.12.13	AKA	Modification after Julie Murat comments
00.09	16.12.13	AKA	Modifications after Tomas Kobela comments
01.00	16.12.13	AKA	Final Version Verification and Validation

This project has been funded with support from the European Commission.  
 This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

## Agenda

31st October 2013		
Time	Item	Responsible person
08:30 – 09:00	Registration	
09:00 – 09:15	Welcome	David Evaristo (CRP Tudor)
09:15 – 09:30	ANEFORÉ - Luxembourg National Agency	Christine Pegel (ANEFORÉ)
09:30 – 09:45	Evaluation Expectation WP8	Keith Lawrence
09:45 – 11:30	Project Review (WP2 to WP7)	Sandra Grunewald (CRP Tudor) + All partners
11:30 – 12:00	Central Project	Julie Murat (AFT) + Jonathan Rossetti (ITL)
12:00 – 13:00	Lunch	
13:00 – 14:00	Central Project	Julie Murat (AFT) + Jonathan Rossetti (ITL)
14:00 – 15:15	Project Management	Aleksandar Kalev (CRP Tudor) + Rachel Wittmann (CRP Tudor)
15:15 – 15:30	Break	
15:30 – 16:00	Project Time Line	Aleksandar Kalev (CRP Tudor) + All Partners
16:00 – 16:30	Project Summary	Aleksandar Kalev (CRP Tudor)
16:30	Closing	

This project has been funded with support from the European Commission.  
 This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

# Report

## Welcome

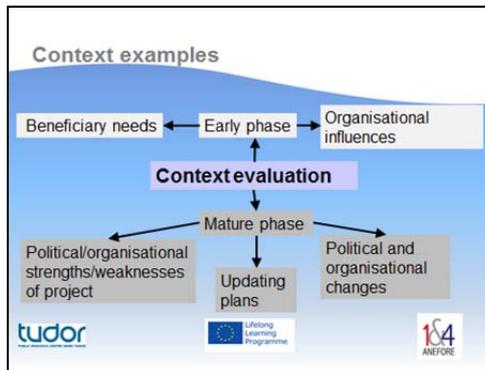
- Welcome speech by David Evaristo Transport & Logistics Program Manager in CRP Henri Tudor
- Welcome speech by Christine Pegel – ANEFORÉ, Luxembourg National Agency

## Evaluation expectations and requirements

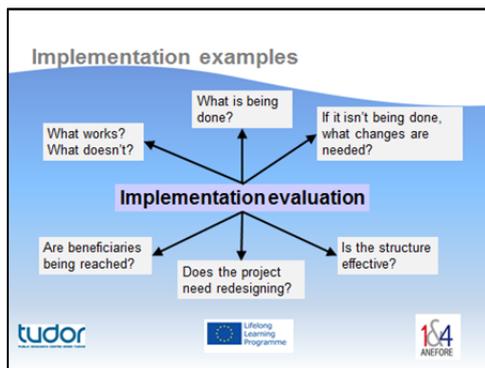
- Keith Lawrence from KLEV Evaluation, introduced:
  - The evaluation and assessment process, which will be followed during the project time frame.



- Context Evaluation

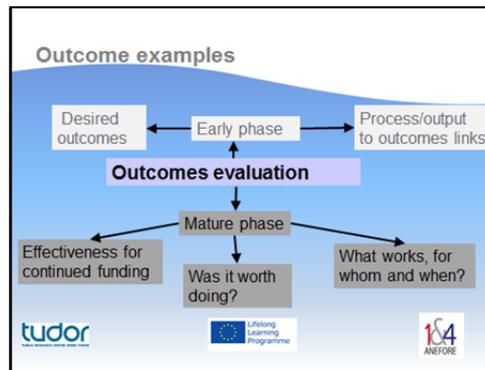


- Implementation Evaluation



This project has been funded with support from the European Commission.  
This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

- Outcomes Evaluation



- Best practices and lessons learned from previous projects

## Project Review WP2 to WP7

Sandra Grunewald moderated the overall project review regarding work packages 2 until 7.

Each work package has been reviewed recalling its main data::

- Workpackage description
- Workpackage leader presentation
- Workpackage main activities and objectives
- Workpackage deliverables
- Workpackage time line

### Workpackage 1 – Project and Quality Management

1. Rachel Wittmman from CRP Henri Tudor presented:
  - a. The rules for timesheet submission. It was decided that each project partner send monthly its timesheet to CRP Henri Tudor.
  - b. The rules regarding travel and subsistence expenses. It was decided that each project partner send no later than one month after a project event its expenses to there was no real opportunity for the partners who had not met before to get to CRP Henri Tudor.
  - c. Each partner received the following project templates: PPT presentation template, meetings report template, timesheet template.

### Workpackage 2 - Transfer and deployment coaching

1. During the overall project description discussion it has been concluded that it would be necessary to understand, define and adopt common vocabulary regarding the coaching and some key concepts definition such as “**competency**” and “**skills**”.

This project has been funded with support from the European Commission.  
This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

## Workpackage 3 - Deployment - Qualification framework

1. Jonathan Rossetti raised a question regarding the Freight Handler definition, as consequence it's appeared that the Consortium's members don't have the same understanding under the Freight Handler job title.
2. Julie Murat and Jonathan Rossetti based on their experience with the CENTRAL project highlighted a potential issue regarding the Workpackage 3 scheduled activities dead line. They proposed to allow one to two additional months in order to complete planned deliverables.

## Workpackage 4 - Deployment - ECVET point assignation

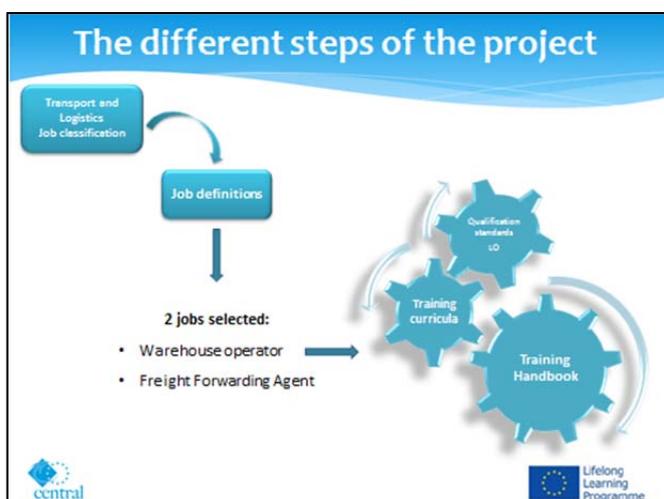
1. Most of the consortiums members don't understand the notion, of **national scientific committee, the implicated actors and their roles.**
2. Some of the consortiums members asked to receive more information's' regarding the ECVET weighting criteria

## Workpackage 7 – Dissemination and exploitation

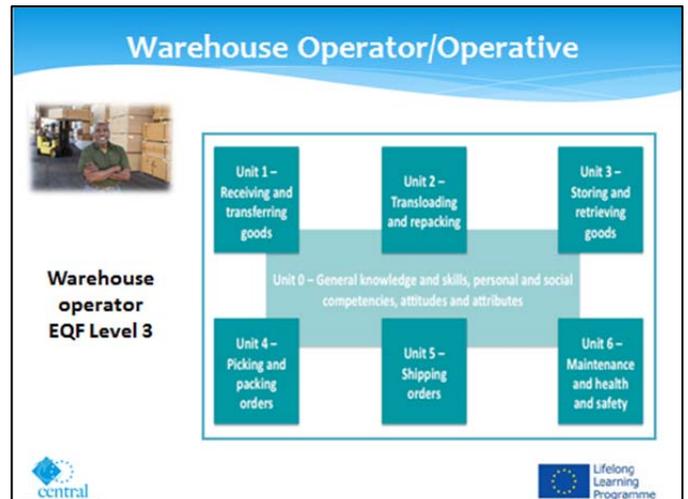
1. Each partner received European Commission logos and communication text.
2. Since the overall project budget was reduced by the European Commission, consequently the deliverable translation budget line was removed. This was raised as an potential issue, outlined as follows: *the ability of the project to produce good translations in all the intended languages.*

## Recall on Central Project

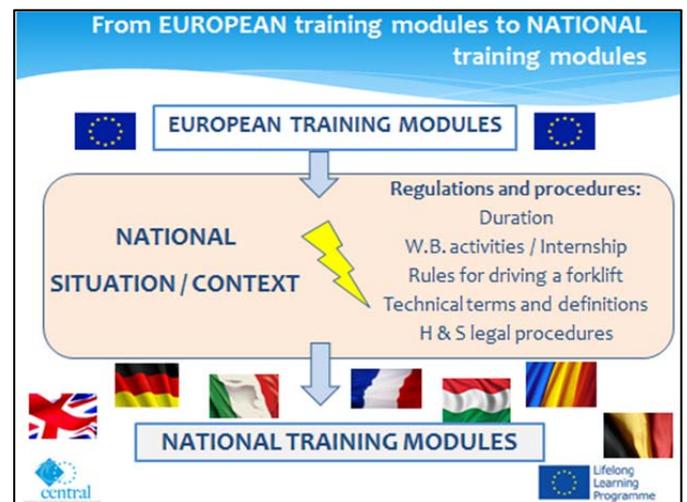
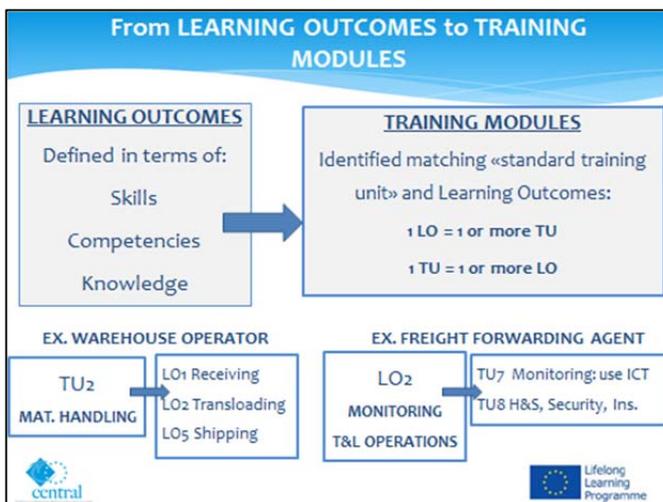
As a member of the Institution that leads the project, Julie Murat ensured the presentation to the current List consortium.



This project has been funded with support from the European Commission.  
 This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.



As a member of the Central Project deployment, Jonathan Rossetti gave the partners an overview of ITL's experience and some advices regarding the previous environments and challenges.



As an active support of transport and logistics sector development in Luxembourg a member of the Luxembourg Ministry of Economics joined the group to get to know the previous project and have a better understanding of the expected impacts.

This project has been funded with support from the European Commission.  
This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

## Actions

### Workpackage 1- Project and Quality Management

All project partners synchronised their agenda's and scheduled all project events.

### Workpackage 2 - Transfer and deployment coaching

1. CRP Henri Tudor team will send to all project partners a first draft regarding the “**competency**” and “**skills**” definitions as well as the coaching concept
2. During the next project steering committee scheduled on January 2014 and hosted by AFT, will be organised a “social event” (team dinner).

### Workpackage 3 - Deployment - Qualification framework

1. CRP Henri Tudor team will send to all project partners a first draft regarding the Freight Handler job definition.
2. Taking into account the raised issue regarding the Workpackage 3 scheduled activities dead line. It was decided to extend the overall Workpackage 3 and 4 production time with 2 months for each of them.

### Workpackage 4 - Deployment - ECVET point assignment

1. CRP Henri Tudor and AFT members will send to all project partners a detailed definition about the notion of **national scientific committee** as well as suggestion of complementary profiles.
2. AFT and ITL members/colleagues will provide to all partners more explanation regarding the existing CENTRAL ECVET weighting criteria and other relevant ECVET topics.

## Other Actions

1. A **glossary gathering the most relevant** terms related to the project activities and deliverables will be created and publish on our project intranet in order to enhance a common understanding as well as to facilitate future communication, within the project consortium
2. A process flows will be created for most of the activities especially those related to Workpackages 2, 3 and 4.
3. Build relationships with other European projects similar to LIST project

This project has been funded with support from the European Commission.  
This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

## **LIST Consortium Meetings Agenda**

Place	Title	Date	Host
Paris (FR)	First Project Steering Committee	30-31.01.2014	AFT
Piacenza (IT)	Second Project Steering Committee	15-16.05.2014	ITL
Bratislava (SK)	Third Project Steering Committee	16-17.10.2014	RDA
Sofia (BG)	Fourth Project Steering Committee	23-24.04.2015	BASD
Luxembourg (LU)	Final Closing Project Meeting	21-22.09.2015	CRP Tudor