



**ECVET system for no borders in the Green Economy sector
supporting Employability, Adaptability and European Mobility in VET systems and
Labour Market**

**THIRD TRANSNATIONAL MEETING, Madrid 12-13 February 2015
Meeting minute**

Thursday 12 february 2015

Place: CECE, Calle del Marqués de Mondéjar, 29, Madrid

Participants

N.	Partner n.	Organization	Name
1	P0	Camera di Commercio di Siena	Maria Girimonte
2	P1	Eurobic Toscana Sud srl	Barbara Signorini
3	P1	Eurobic Toscana Sud srl	Donatella D'Agostino
4	P2	CONFAO	Monica Pierucci
5	P3	CST	Matteo Fortunati
6	P4	Provincia di Siena	Miriana Bucalossi
7	P4	Provincia di Siena	Rita Pisanello
8	P7	IDEC	Xenia Chronopoulou
9	P8	CECE	Selina Martin
10	P9	ODIP	Georgiana Giba
11	P9	ODIP	Margareta Ivan
12	P10	CPI	Barbara Kunčič
13	P10	CPI	Katja Kavnik

Description of activities

CECE staff welcomed the partners in Madrid and, after a short presentation, declared the meeting open. P1 Eurobic Toscana Sud made a presentation of the meeting's agenda (ANNEX 1) introducing partners' s representatives participating in the meeting for the first time.

After the presentation of meeting's agenda, P1 Eurobic Toscana Sud, together with P2 Confao, made a report on the progress of Ecovet project. With the help of a scheme Barbara Signorini and Monica Pierucci illustrated the situation of the project after the submission of the interim report (see Annex 2). Barbara and Monica illustrated the achievements related to each work package underlining the results of the first year of project. Particular attention was paid to the WP 3 and 4 which represents the basis for the following project development from content point of view (analysis of national contests and description of professional profiles related to the Italian one).

The meeting continued with the presentation of the field analysis results in each partner country. For their description see ANNEX 3. In general each partner underlined the difficult to compare its own professional profile with the Italian one, whose competences seem to be too wide and also referred to a higher EQF level than 5.

At 16.30 the skype conference with Silvia Seyer-Weiß from IBW (Austria) began: the discussion was based on the next progress of the project with particular attention to the organization of the next meeting in Vienna and the dissemination seminar. According to Eurobic and CONFAO it was better to realize the next meeting in July in order to have enough time to carry on project activities and to have enough information about the results of experimentation in each territory of the project. Mrs Seyer-Weiß underlined the necessity to verify these dates in consideration of Austrian holidays. At the same time the consortium discussed about the organisation of the dissemination seminar: it will be the occasion to share project results with experts of green economy sector. In particular the seminar will allow to compare the results of the first proposal of adaptation and to discuss in depth about performances, skills, knowledge and competences of the different profiles in order to verify the comparative matrix defined by the partnership. The discussion ended with the decision to bring one expert from each country (all partners agreed that it was not important a big number of participants but a small group of experts).

After a deep analysis of the most important actions to realize in the next months (related to the most delicate phase of the project) the partnership shared to fix the dates for the meeting in Vienna for 6-7 July (1 day for the internal meeting and half a day for the dissemination seminar) and to confirm them by the end of February after checking with experts.

The skype call with Mrs Seyer-Weiß continued with the presentation of the results of the field analysis in Austria.

The last part of the first day of meeting was dedicated to the presentation of the transnational comparative Matrix and of the first proposal for adaptation presented by Donatella D'Agostino (Eurobic) and Monica Pierucci (CONFAO). After the analysis of the first attempt to match Italian profile and its macrocompetences with the competences of the other European profiles (see ANNEX 4), the consortium decided to dedicate to this crucial phase of the project much more time, giving to each partner the task to complete themselves the grids of the matrix with the contribution of their experts in order to share with them the results of our analysis.

The first day of work ended at 18.00.

The meeting continued with the partnership dinner organized by the host partner, CECE.

Friday 13 February 2015

Place: CECE, Calle del Marqués de Mondéjar, 29, Madrid

Participants

N.	Partner n.	Organization	Name
1	P0	Camera di Commercio di Siena	Maria Girimonte
2	P1	Eurobic Toscana Sud srl	Barbara Signorini
3	P1	Eurobic Toscana Sud srl	Donatella D'Agostino
4	P2	CONFAO	Monica Pierucci
5	P4	Provincia di Siena	Miriana Bucalossi
6	P4	Provincia di Siena	Rita Pisanello
7	P7	IDEC	Xenia Chronopoulou
8	P8	CECE	Selina Martin
9	P9	ODIP	Georgiana Giba
10	P9	ODIP	Margareta Ivan
11	P10	CPI	Barbara Kunčič
12	P10	CPI	Katja Kavnik

Description of activities

The second day started with the presentation of the first proposal for adaptation: Donatella D'Agostino (Eurobic) and Monica Pierucci (CONFAO) presented the results of the analysis of a unit of competence of Italian profile where skills and competences were matched with those of related profiles (see ANNEX 5).

The discussion continued with the presentation of next steps of the project: Monica Pierucci made a presentation of WP 5 and 6 in order to identify tasks and deadlines. In particular she explained the importance of the definition of Memorandum of Understandings and the related model of LA (Learning Agreements) for the specific implementation of ECVET-compatible experimentations. In particular the consortium discussed about the possible ways to realize the experimentation in each territory: the experimentation could be virtual or based on real projects of mobility. For this reason it will be necessary to verify in each country the real possibility to make experimentation using projects in progress.

The last part of the meeting was dedicated to the analysis of transversal Work Packages (project management, monitoring and evaluation and dissemination).

About project management (WP1), Mrs Barbara Signorini explained to partners that it will be necessary for each partner to check its budget in order to identify possible savings and to define eventual requests of change among the different categories of expenses. Mrs Signorini remembered to all partners the next deadline for financial monitoring fixed according to the internal procedure to the 10 April 2015 (expenses incurred by 31/03/2015). These tasks will be recapped by coordinator partner in a specific communication by email.

About Monitoring and evaluation (WP7), Mrs Barbara Signorini said to partners that the next week a satisfaction questionnaire about the meeting will be available on line in the reserved area of project web site and invited them to fill it.

About Dissemination (WP8), Mrs Barbara Signorini explained to all partner that it is necessary to define a selected mailing list (made of project stakeholders) to spread project newsletter. As provided by the project each partner has to define a list of (at least) 20 addresses.

The meeting ended at 12.00 after a final recap of the most important conclusions in order to define next tasks and deadlines.

Action plan

WP	ACTION/RESULT	TASK ASSIGNED TO	DEADLINE
1	Administrative and financial monitoring (expenses incurred by 31/03/2015)	All core partners	10/04/2015
1	Check of budget in order to verify possible savings or necessity of changes	All core partners	30/04/2015
5	Transmission of grids to fill	P1 – P4	20/02/2015
5	Transmission of compiled grids	P6-P7-P8-P9-P10	10/04/2015
6	4 th transnational meeting in Vienna: definition of dates and experts	All core partners	27/02/2015
7	Transmission of satisfaction questionnaire	P1	20/02/2015
7	Submission of satisfaction questionnaire	All core partners	27/02/2015
8	Definition of selected mailing list for newsletter	All core partners	10/04/2015