TRANSFER OF INNOVATION, MULTILATERAL PROJECTS, LEONARDO DA VINCI - LIFELONG LEARNING PROGRAMME (2007-2013)
AGREEMENT n° 2013-1-IT1-LEO05-04065 cod. CUP: G63D13000380006

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

KICK OFF MEETING, Siena 19-21 February 2014
Meeting minute

Thursday 20 February 2014

Place: Camera di Commercio Industria Artigianato Agricoltura di Siena,
Piazza Matteotti, 30 – Siena – 5th Floor

Participants

N.	Partner n.	Organization	Name
1	P0	Camera di Commercio di Siena	Massimo Guasconi
2	P0	Camera di Commercio di Siena	Laura Burroni
3	P0	Camera di Commercio di Siena	Maria Giulia Sampieri
4	P0	Camera di Commercio di Siena	Maria Girimonte
5	P0	Camera di Commercio di Siena	Elena Iacopini
6	P0	Camera di Commercio di Siena	Anna Gloria Danese
7	P1	Eurobic Toscana Sud srl	Barbara Signorini
8	P1	Eurobic Toscana Sud srl	Donatella D'Agostino
9	P2	CONFAO	Monica Pierucci
10	P3	CST	Tiziana Muzi
11	P4	Provincia di Siena	Miriana Bucalossi
12	P4	Provincia di Siena	Rita Pisanello
13	P5	CNA Siena	Luciano Checcucci
14	P6	IBW	Silvia Seyer Weiss
15	P7	IDEC	Xenia Chronopoulou
16	P8	CECE	Cristina Gaitan
17	P9	ODIP	Margareta Ivan
18	10	CPI	Barbara Kunčič
19	10	CPI	Jure Šuligoj
20	10	CPI	Davorin Majkus

Description of activities

Mr. Massimo Guasconi, president of Camera di Commercio di Siena (P0 applicant), welcomed all partners and introduced the meeting agenda explaining the value of Ecovet project referring to the importance of the environmental theme in our territories and the necessity to work in order to define shared models in vocational training sector. According to Mr Guasconi, the mutual recognition is necessary to improve the level of expertise in Europe and to widen the opportunity in labor market.

After Mr Guasconi, Barbara Signorini from Eurobic Toscana Sud (P1 coordinator partner) welcomed all partners and invited them to a brief greeting. Then she proceeded with the presentation of the meeting agenda (annex 1), after the introduction of Mrs Beatrice Romano and Mrs Daniela Liparoti as official translator of the meeting.

Barbara Signorini explained to partners the reason why the project started late: from the moment of the submission of the project to Italian national authority to the beginning of it, the national Italian profile of "HIGHER TECHNICAL EDUCATION AND TRAINING FOR ENVIRONMENT, ENERGY AND SAFETY IN COMPANIES/FIRMS" Ecovet project was based on, has been removed from the list of national profiles. This situation had led to a necessary debate with Italian national agency but also with the Region of Tuscany, institution which has, in Italian system, the competence in vocational training matter and which is very interested in the project's results.

In order to proceed with the realisation of Ecovet project, Mrs Signorini communicated that, in the meanwhile, Italian partners had decided to focus project's activities on the regional profile provided by Ecovet project (TECHNICIAN FOR THE DESIGN AND THE DEVELOPMENT OF ENERGY-SAVING SYSTEMS) which is related to the national one according to Tuscan system.

The meeting started with the presentation of each partner:

ROLE		NAME
P0	Applicant Organisation	Camera di Commercio Industria Artigianato Agricoltura di Siena
P1	Management co-ordinator	Eurobic Toscana Sud srl
P2	Core partner	CONFAO - Consorzio nazionale per la formazione l'Aggiornamento e l'Orientamento
P3	Core partner	CST - Centro Italiano di Studi superiori sul Turismo e sulla promozione turistica
P4	Core partner	Provincia di Siena
P5	Core partner	CNA - Confederazione Nazionale dell'Artigianato e della Piccola e Media Impresa di Siena
P6	Core partner	ibw - Institut für Bildungsforschung der Wirtschaft (ibw Austria - Research & Development in VET)
P7	Core partner	IDEC S.A.- ΑΙΝΤΕΚ ΣΥΜΒΟΥΛΟΙ ΕΠΙΧΕΙΡΗΣΕΩΝ ΕΦΑΡΜΟΓΕΣ ΥΨΗΛΗΣ ΤΕΧΝΟΛΟΓΙΑΣ ΕΚΠΑΙΔΕΥΣΗ ΑΝΩΝΥΜΗ ΕΤΑΙΡΕΙΑ

P8	Core partner	CECE - Spanish Confederation of Education and Training Centres
P9	Core partner	ODIP - Asociatia Observator pentru Dezvoltarea Invatarii Permanente
P10	Core partner	CPI - Institute of the Republic of Slovenia for Vocational Education and Training

Annex 2 shows the ppt presentation of each partner.
After a coffee break, at 11.15 Monica Pierucci from CONFAO (P2 core partner) presented a synthesis of Ecovet project, illustrating its structure (work package), its aims and the work plan. Particular attention is dedicated to the presentation of best practice Ecovet project is based on. With the help of Mrs Tiziana Muzi from CST (P3 core partner – together with CONFAO and CPI represent the partners of Leonardo "NETWORK project" where the best practice was developed) she made a presentation of the *Vademecum of the ECVET Management system* (see annex 3-4)
The meeting continued with the presentation by each partner (representatives of 6 different European countries) of their National VET Systems and of the ECVET System implementation in order to share the state of the art in each countries. The presentations, which took place from 12.00 to 16.00 with a break for lunch, were characterized by a constant debate among partner about similarities and differences between the different national systems (annex 5-6).
After the presentation of national system, the coordinator partner passed to the next point of agenda: the presentation of the professional profile which is the object of the adaptation and transfer of innovation ECoVET Project. Mrs Donatella D'Agostino made the presentation of Tuscan profile TECHNICIAN FOR THE DESIGN AND THE DEVELOPMENT OF ENERGY-SAVING SYSTEMS . This professional profile, already sent to all partners in order to identify similar profile of their vocational training system, represents the starting point of the project. For the description of profile see annex 7.
The presentation of Italian profile was followed by the presentation of the professional profiles of other 5 countries similar to the one identified in Italy. The presentation of the profiles was followed by a very interesting discussion about the different descriptions in order to identify similarities (EQF level, knowledge and competences, etc).
The last part of the meeting saw the presentation of the Communication Plan, prepared by coordinator partner. Mrs Barbara Signorini illustrated the strategy for the partnership and showed all tools defined in order to ensure a correct and efficient communication among partners (internal communication plan) and to promote Ecovet aims and results towards stakeholders (external communication plan). For a presentation of communication plan see annex 8.
Each tool was presented to partnership and shared together in order to consider every suggestion or remark according to the participative method provided by the project. In particular each partner was called to express his preference about the different version of the project logo proposed by coordinator partner. Barbara Signorini explained the simple idea which is on the basis of the image proposed: a person (someone who works in green economy or a student) who takes his baggage of knowledge, skills and competence and looks at Europe. Then she showed different versions of the logo and an example of corporate image based on one of the proposals submitted to partner (in jpg format and printed version). For an overview of tools and materials related to communication plan see annex 9.
The first day of work ended at 18.30.

The meeting continued with the partnership social dinner organized by the applicant Camera di Commercio di Siena. Mrs Laura Burroni explained that the dinner, like coffee break and buffet lunch of 21/02, was offered by the applicant so it was necessary for each partner to consider these expenses in order to verify the respect of the maximum eligible daily rates for subsistence.

Friday 21 February 2014

Place: Camera di Commercio Industria Artigianato Agricoltura di Siena,
Piazza Matteotti, 30 – Siena – 5th Floor

Participants

N.	Partner n.	Organization	Name
1	P0	Camera di Commercio di Siena	Laura Burroni
2	P0	Camera di Commercio di Siena	Maria Giulia Sampieri
3	P0	Camera di Commercio di Siena	Elena Iacopini
4	P0	Camera di Commercio di Siena	Anna Gloria Danese
5	P1	Eurobic Toscana Sud srl	Barbara Signorini
6	P1	Eurobic Toscana Sud srl	Donatella D'Agostino
7	P2	CONFAO	Monica Pierucci
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Description of activities

The second day started with the presentation of Project Management handbook and operational-management tools, with particular attention to administrative procedures. The coordinator partner illustrated the referring documents for administrative and financial management (General Agreement between NATIONAL AGENCY and Beneficiary with its annexes, subcontracts between beneficiary and partners, project budget and the Guidelines for Administrative and Financial Management and Reporting) and proposed to partnership a procedure to ensure an efficient administrative and financial management of the project. Mrs Barbara Signorini suggested to introduce a procedure of constant monitoring which provides for the presentation of information about the expenses incurred by each partner every 4 months. After the approval of the procedure, the coordinator partner continued with the definition of the next deadline and with the description of each category of expenditure (with the presentation of specific tools -format, files for reporting, defined in order to ensure a correct administrative and financial management). For a description of the project management handbook and for a presentation of tools see annex 10-11.

The last part of the meeting was dedicated to recap the most important aspects emerged during the 2 days of works in order to plan next project steps. In particular Mrs Monica Pierucci

(CONFAO) and Mrs Barbara Signorini (Eurobic Toscana Sud) presented and shared with all partnership the next steps with particular attention to each Work Package.
The meeting ended at 11.15 in order to move in the conference room for the start up dissemination conference.

Action plan

WP	ACTION/RESULT	TASK ASSIGNED TO	DEADLINE
1/7	Transmission of handbook for project management and monitoring and evaluation kit and relative tools (results R.1.1 – R.7.1)	P1	By the end of March 2014
1	Transmission of financial monitoring	All partners	By 10th April 2014
2/8	Transmission to all partner of internal and external communication toolkit	P1	By the end of April 2014
2/8	Development of the project web site	P1	By 30th April 2014
2/8	Transmission of own logo + a short description of their own structures in English version for the project + references (address, telephone number, fax, name and surname of project coordinator within each partner institution)	All partners (P0-P10)	By the end of March 2014
2/8	(when possible) Transmission of news and contributions to the project thematic newsletter	All partners (P0-P10)	For the duration of the project according to work plan
3	Collection of all ppt presentations used by partners during the first transnational meeting monitoring (result R.2.2)	P1	By the end of March 2014
3	Preparation of final version of Working Paper in English and national language (result R.3.2)	P1-P4-P6- P7-P8-P9-P10	By the end of March 2014
3	Collection of the professional profiles identified in this phase (in national languages and translation in English at least of the relevant parts)	P1-P4-P6- P7-P8-P9-P10	By the end of March 2014
3	Definition of the research kit for desk analysis	P1-P2	By the end of March 2014
3	Transmission of the compiled desk analysis	P1-P4-P6- P7-P8-P9-P10	By the end of June 2014

3	Definition of a summary comparative analysis matrix based on the results of the desk analysis	P1-P2	By the end of July 2014
4	Organization of the second transnational meeting (Greece)	P0-P1	By the end of September 2014
4	Analysis of the best practise and its potential adaptation and implementation to the new sector (green economy) -	P1-P4-P6- P7-P8-P9-P10	By the end of September 2014 (results will be shared during the 2nd transnational meeting