TEEUP MEETING 4 MINUTES
28 – 29 April 2010

Kunskapsbolaget Integra AB
Uppsala – Stockholm - Sweden

Project Partners: NWRC (UK) – Calum Morrison, Marilyn Lento, John Hueston, Michael Owens: INTEGRA (SW) – Kenneth OE Sundin, Aram Afsahi, AVM (LT) – Daine Gruosaite-Juskevic, Rasa Bastyte ESCI (FR), Yves Courteaud, Marie-Pierre Vilaflor, Chantal Chapuis. IFOA (IT), Luca Boetti, Ambra Piscopo CHAMBER – GIJON (ES) Rebeca Fernadez Calvillo, TALLINN (EE) – Jekaterina Tserepannikova NORIBIC (UK) – Tim Kelley, Niall O'Somachain and Independent Evaluator – Joe Doherty, CMI (UK) Narinder Uppal

Host Country – INTEGRA, Sweden - Kenneth OE Sundin, Aram Afsahi
WP5 Lead Partner(s): IFOA Italy – Luca Boetti, Ambra Piscopo

Minutes: J Hueston (NWRC – UK)

Day 1 – Wednesday 28 April

Welcome – Integra

Partner Update	Actions: Partners and guests introduced themselves. Each provided an update on other projects including the involvement in future projects.
Integra AB –	Actions: Programme for Meeting (K OE Sundin, A Afsahi) K Sundin and A Afsahi reviewed the programme, evening events, health and safety and general programme with last minute amendments.

Meeting Objectives of Project and Work Packages

Actions:
M Lento - Ppt Presentation (Workpackages Update – 4, 5, 6)
This reviewed the current standing of all tasks which have been completed and those for this meeting which are work In progress.

K Sundin produced a thorough To Do's list for completion by Partners for May – July. Agreement was made by all partners to fulfil project objectives and outcomes.

M Lento to communicate to NORIBIC tasks required to be completed because of early departure from meeting due to other commitments.

Mini Case Studies Ppt Presentations

Mini Case Studies – in English by Partners (2 slides)

- UK – N O'Samachain
- LI – D Gruosaite - Juskevic
- SE – K OE Sundin
- IFOA – A Piscopo
- ESCI – MP Vilaflor
- EE – Jekaterina Tserepannikova
- ES – R Fernandez Calvillo

Discussion on Mini Case Presentations and Templates focused on its impact on the Guidance Tool.

The group divided into three teams to discuss the Guidance Tool design in relation to feedback from mini case studies. In particular – focusing the Guidance Tool to ensure the needs for training migrants and mobile workers is achieved.

Discussion re Comments re Mini Case Studies – Migrants and Mobile Workers for identification and impact on Guidance Tool.

NORIBIC & NWRC (UK) – Migrants and mobile workers realise their rights under the law and using trade unions – they make sure that companies adhere. Further, those migrants in full time positions feel satisfied that their training needs are being met. Mobile workers fall into the category of workers who have moved geographically and their training needs are met.

IFOA (IT) Intro on stereotyping of migrants in Italy. First two presentation on point of reference Italian workshops – Fair Trade migrant workers received as equal partners. Association of world shops provide training tailored to needs. Italy has demand for unskilled migrants for un skilled jobs.

AVM (LT) Migrant require work permit if no national not available or skills to do job thus employers not pushed in going this route.

- Qualified skilled migrant workers are welcomed where specific skill required.
- No language or cultural differences as from neighbouring countries.
- Muslim migrant found it more difficult due to language and cultural differences. However they did agree that training need were met

Integra (SW) - Stats on number of different migrants of different nationalities. Not all migrants but some mobile workers e.g.: pickers from Asia. Another example is data specialist. Sweden does not provide any particular training.
An example of company requiring glaziers they brought them in from Poland, they required language training and bought it from Integra.

ESCI (FR) - Company install machines abroad and have devised hand book to ease language and cultural differences.

Other input - English required but no specific training. Booklet to anticipate problems.

Gijon (ES) - Migrants are treated the same as nationals and given training in language plus leadership training relating to job.

Second example guy travelling to different companies. He did not feel as immigrant when travelling to other countries. However he had to be self sufficient in dealing with any difficulties when in other countries.

Tallinn (EE) - Estonia recruit staff that are highly qualified. Courses on language and culture are provided free. Also counselling provided to aid migrants decisions. Migrants from outside EU requires permit to work in Estonia.

Actions:

- UK Presentation requires resubmission – more info needed and to be resubmitted by 15 May
- LI – Presentation – okay
- SE – Presentation – needs to be redone in suggested structure by 15 May
- IT – Presentation – okay
- FR– Presentation – okay
- EE - Presentation – more information required – needs to follow format and resubmitted 15 May
- ES – Presentation – more information required – needs to be resubmitted by 15 May

Actions: Clarification of Submissions and Resubmissions

The template for Mini Case Studies must be used. Some partners have not submitted this. See below chart which was checked after the Sweden Meeting and related to the above Mini Case Studies Presentations.

Partner	Short slide summary	Mini Case Studies Template in English	Mini Case Studies Template in own partner language
Estonia	√ **to be resubmitted**	√	√
Lithuania	√ **no resubmission**	√	**To be submitted**
France	√ **no resubmission**	√	√
Spain	√ **to be resubmitted**	√	**To be submitted**
Italy	√ **no resubmission**	√	√
Sweden	√ **to be resubmitted**	**To be submitted**	√
UK	√ **to be resubmitted**	**To be submitted**	**To be submitted**

Online Ppt Presentation of Results and Feed into Guidance Tool – T Kelley, NORIBIC
With M Lento (Note: Incomplete results)

Actions:

- Problems with Sector Identification from Partners – Online Poll the sectors for the organisations which participated is unclear. Please use the link provided by L Boetti and identify the sector number and sector and identify the sector number and the sector:

  http://ec.europa.eu/competition/mergers/cases/index/nace all.html

- Partners are asked to fulfil numbers for meeting Online Poll targets urgently so that full analysis can be done.

- For partners who can not meet targets please send an email explaining why targets not made (for ECOTEC file).

- Once Online Poll Targets are made and sector identification are made – T Kelley – NORIBIC will provide overall report for Project. This is confirmed in project proposal and has been agreed by all partners.

- Recap of the development of Framework Model for the Guidance Tool with Indicators and Sample Competences developed after the Meeting in Bourg en Bresse - K OE Sundin – was reviewed.

  The accompanying draft of indicators, sub indicators and competences matrix which was developed in the Bourg en Bresse Meeting was provided by M Lento.

  Both the draft Framework Model for the Guidance Tool and the draft of sample indicators matrix will be provided to all partners for reference by will be provided by M Lento.

- L Boetti said the Guidance Tool must be written in a language suitable for SMEs to understand the use of the tool. This was agreed by R Fernandez Cavillo.

- Each country is to provide a one page description of impact reflecting on their knowledge and culture of migrants and mobile workers (for the Guidance Tool).

  It is imperative that this is reflected in the Guidance Tool to attribute the Tool's design specifically for meeting the needs of migrants and mobile workers by the VET trainers. Realistic examples citing migrants and Mobile workers must be focused on.

- The group agreed that a smaller subgroup would meet (if budget allowed) in the short term future to finalise the Guidance Tool. The group would consist of K OE SUNDIN, (INTEGRA)Y Courteaud (ESCI), L Boetti (IFOA) and M Lento (NWRC).

- M Lento is to check with J Lynch – NWRC Finance Officer re the underspend on the travel budgets to see what funds are available for a subgroup meeting in latter May to finalise the Guidance Tool. This will be done by 14 May 2010.

  Further, M Lento will ask ECOTEC for approval for this meeting and and spend.

Guidance Tool Development Comments & Actions:

K OE Sundin said that the Guidance Tool need to be 10 – 20 pages no more we do not require info on how we arrived at the tool and our own comments inclusive of:

- Introduction
- Description Target audience etc
- Understanding form filling
- How are results analysed and prioritise results and do I trust the tool?
- Trainers Roles, Responsibilities & Methods
- Workplace – Country/Specific culture, sector, work/role
- Individual – country, culture, work experience, learning profile

L Boetti said that the tool must be in a language written for SMEs.

K OE Sundin asked all present if they are happy and understand the framework of the guidance tool.

R Fernandez Calvillo asked for samples which will be provided in the actual tool supplied by the partners.

It was also suggested that an Excel file to be used potentially for tool.

Y Courteaud recommended that the Guidance Tool
Needs to be tested and the tool will be accessible and user friendly.

- From same point of view need to start within the business but different from trainer

- 3 steps for users to better understand Guidance Tool.

Also it was proposed that a pilot Digital Version be developed.

K OE Sundin suggested that the tool be no more than 10 – 20 pages and that the subgroup would finalise this – matrix to be updated by 3lst May and the finalised Tool by 3 June 2010

Actions:

M Lento is to distribute the Guidance Tool Framework which was designed at the Meeting in Bourg en Bresse. Handout

Guidance Tool Testing Actions:

- It was clarified that the Guidance Testing will take place on
- Each country must use 2 VETS to test the Guidance Tool and Each VET must have 2 additional training organisations Test the tool each (2 + 2 + 2) = six testing.

Share and Learn Session – Chartered Management Institute
"Imbedding Competencies in Companies & Professional Organisations"
(Narinder Uppal, CMI) Ppt Presentation

A discussion followed the application of management competencies and how these are used within the UK framework for working with subgroups etc.

ECOTEC Review - Actions
Interim Report – Comments from ECOTEC – M Owens, NWRC – Ppt Presentation

No feedback has yet been provided in written format from ECOTEC to follow-up on the interim review. M Lento expected a follow-up report shortly.

ECOTEC Actions:
Financial Review – J Hueston – Ppt Presentation on Finances for various Form etc.

- K OE Sundin raised the question re the transfer of funds. It was agreed that the next tranache transfer would be by BACS.
- M Lento to consult with Assistant Director of Finance to ensure that The transfer will take place by lst week of May (if feasible)
- It was mooted that Integra would provide an overall invoice covering Refreshments and snacks to NWRC which would be divided between The partners and would be paid of out of the next tranache.

Communications Plan Actions:

- A Piscopo is to provide a very detailed Communications Plan for end of project.
- All partners are to update the Communications Matrix template by 15 June and return to A Piscopo (IFOA)
- IFOA needs to provide copies to M Bonnar, NWRC, for inclusion on Stakeholders section of TEEUP Website.

Communications Brochure Actions:

- Communications Brochure draft provided by M Bonnar, NWRC for Meeting. A Piscopo, IFOA is to revise and amend according to EU Guidelines with necessary logos, descriptor etc. Purpose of Brochure (which is to be online) is to promote website: www.teeup.eu/

- Revised brochure is to include logos and links to all partners. Partners are to provide this by 14 May, 2010.

- Lento and C Morrison, NWRC will approve final version and return to IFOA.
- IFOA is to send to partners for translations to be included on Website.
- Partners can download and use versions for dissemination and exploitation of TEEUP Project.
- A copy needs to be provided to M Bonnar, NWRC so that contacts can be added to "Stakeholders" Page of TEEUP Website (post meeting notification from ECOTEC)

FACEBOOK Actions:

- K OE Sundin agreed to establish a Facebook site to assist in the Communications and Exploitation of the project by the end of first week of May to reach all partners and associations.

Website Update Actions:

- Mary Bonnar will work with Webdesigner V Owens to update all documents including this meetings results and the photographs for the meeting and previous meetings

- Any changes recommended by ECOTEC will also be provided onto Website (report from ECOTEC not yet arrived).

- Partners are no using the TEEUP Website. Partners should all be registered on the website.

- By end of June all partners should have a minimum of 60 registrations on the TEEUP Website.

Evaluation Feedback and Plan J Doherty, Independent Assessor – Ppt Presentation

- A subsequent presentation on evaluation and feedback was provided by J Doherty.
- He requested that the partners provide feedback on this meeting.
- He is currently updating the sustainability and quality plans for the Final Report at the end of the project.
- A contingency Plan has to be revised and uploaded onto the website before the end of the project.

End of Meeting To Do's List

- K OE Sundin led the final part of the meeting and constructed a To Do's list for partners.

- NWRC will distribute these to all partners.

Final Meeting: Actions:

- Final Meeting and Conference is:
  Travel day – 8 September
  Conference – 9th September
  Travel day – 10 September.

- Venue: North West Regional College

- M Lento requested and it was agreed that Partners provide a list of names/invitees for the Conference.

AOB Actions:

Use of several of the emails must be confirmed:

eurelations@ifoa.it (A Piscopo)
boetti@ifoa.it (L Boetti)
eulinks@ifoa.it (D Orlandini)

Please note that ECOTEC is to provide written feedback re the progress of the project. There may be additional To Do's to follow up on.