

4th Transnational Partnership Meeting of the DAISS Project

SIC – Siauliai, Lithuania

12th – 13thth March 2013

Minutes of the Meeting

Day 1

Tuesday 12th March 2013

Present: – Hilary Hale, Val Sanders, Nita Beeson, Monica Balaj, Francisco Rocha, Assenka Hristova, George Stoeff, Gheorghe Sandulescu, Mariana Bistran, Benas Gudinavicius, Vilma Tubutiene, Paola del Giudice, Asta Jasiulioniene, Elena Andreas, Aurelija Adomavičiūtė, Latchezar Bogdanov

First Work Session (facilitated by ATM)

Welcome and introduction from new participant (HRDC – Elena Andreas)

The session began with a review of the minutes and action points from the last meeting. These were agreed by all partners and signed off as an accurate account of proceedings. This was followed by a review of the agenda for the 4th meeting. The schedule was agreed by all present.

- Review of Quarter 5 activities including actions from previous meeting. Tasks/action points were systematically ticked off and attention was drawn to missing evidence requirements.

Action point: Partners to resend documents relating to dissemination.

- ATM provided feedback from the Interim reports and invited comments from partners
- Confirmation that e-brochure had been translated into 6 languages. Partners to upload onto website (if not already done)

Action point: Partners reminded to update contact database, dissemination and exploitation plans.

- Partners also reminded of the importance of evidencing impact of the project. Methods are to be discussed in session 2 below.

Second Work Session: Workshop – Impact Assessment (Facilitated by ATM & SIC)

The session commenced with a brief presentation by ATM on the importance of measuring and evidencing impact, how it can best be created and maintained in the DAISS project. Partners were asked to work on an exercise aimed at assessing impact in the short term on different target groups in each country. They were also asked, based on their experience to date, to predict what the impact might be post project (i.e. longer term). There was insufficient time to complete this exercise but partners agreed to forward their notes to SIC.

Action points:

- **Partners to complete exercise on 'Reporting Impact' and send to SIC**
- **SIC together with the External Evaluator to collate information from each country and place in Evaluation folder (Dropbox)**

Third Work Session: (Facilitated by ATM)

Workshop – Quality Assurance and Risk Management, Review and Update

- This session focussed primarily on the KPIs. They were reviewed and Partners were reminded that these needed to be updated on a monthly basis and sent to ATM as an integral part of the reporting process.
- The Risk log (a spread sheet with all identified risks, colour coded) was reviewed and updated in agreement with all partners. Where statements were no longer seen as risks they were deleted. No new risks were added.

Action point: Partners to review and update KPIs and Risk log on a monthly basis as part of progress reporting

- **Going Forward: Activities for Quarters 6 – 8**
ATM presented partners with a project plan for the next 2 quarters, with all Work Package tasks colour coded and set to an agreed timeline. Partners were given the opportunity to read through and raise any issues/concerns. There was some discussion around Pilot 2 and whether sufficient numbers could be recruited. Partners were optimistic and felt that there would not be a problem in meeting, and in some cases exceeding the project's targets.

Action point: Partners agreed to mark milestones on monthly progress reports or as and when they had been achieved.

Day 1 of the meeting ended at 4.45 allowing time for socialising and visits.

Day 2

Wednesday 13th March 2013

Present: – Hilary Hale, Val Sanders, Nita Beeson, Monica Balaj, Francisco Rocha, Assenka Hristova, George Stoeff, Gheorghe Sandulescu, Mariana Bistran, Benas Gudinavicius, Vilma Tubutiene, Paola del Giudice, Asta Jasiulioniene, Elena Andreas, Aurelija Adomavičiūtė, Latchezar Bogdanov

Fourth Work Session: Facilitated by SIC/External Evaluator

Evaluation of Pilot 1

SIC gave a presentation to the Group on behalf of the External Evaluator. This comprised a synthesis of feedback received from each country, an expose of the main findings with recommendations going forward. Both qualitative and quantitative data were presented in the report. This was followed by a discussion on technical issues that had arisen and the extent to which these could be included in adaptation prior to the 2nd pilot.

Action point: Partners were asked to prioritise their main concerns regarding technical issues (including those relating to translation) and send these to ATM as soon as possible

Fifth Work Session: Planning for Pilot 2 (ASEV, all partners)

- It was agreed that the second pilot should be completed before the end of May. It was stressed that pilot numbers need to be achieved, in particular the job matching element of the programme.
- It was also pointed out by ATM that the focus of the second pilot was less on technical issues (although clearly these are still relevant) and more on product exploitation and sustainability. Partners needed to ascertain who would want to work with the diagnostic, who would pay to use it post project and how it could be used in future projects.
- The second pilot will be conducted with new organisations, trainers and candidates across a broad range of sectors to enable the widest possible feedback
- It was agreed amongst partners (based on learning from Pilot 1) that a class environment works best and that the pilot should ideally be conducted/facilitated by consortium members who had been trained to interpret results and give informed feedback.
- The importance of fully completing the pilot template was emphasised in order to produce a comprehensive report on results.
- It was agreed that new criteria for evaluation needs to be formulated and circulated to partners. These should include structured questions designed to elicit more quantitative data
- There was general agreement that the Pilot Report would be enhanced by the addition of photos, case studies, postings using social media and real time observation where possible.

Action point: SIC to rework the evaluation template and distribute to partners for comment/approval. This needs to be completed (ideally) by the end of March

Action Point: Partners to enrich reporting on 2nd pilot through photos, case studies, postings using social media and real time observation (with video clippings) where possible. This will be collated by ASEV

Action point: ASEV/ATM to review questionnaire for feedback and report back to partners by the end of March

Review of Employer Engagement Strategies: (SPI, IWG, FORSAS)

- The views of the WP leads were presented to the group by SPI. The point was made that employer engagement was proving more difficult for some countries. Portugal stressed that owing to a weak economy not many companies were hiring new staff so it was difficult to promote the tool as a recruitment tool. It was suggested that it could be used just as effectively as an instrument for internal promotion or for the movement of staff between projects or for more effective work team formation. ATM pointed out that it can also be used for workplace coaching and mentoring to ensure that the two parties are well matched.
- Partners discussed different approaches to employer engagement and exchanged ideas that included networking techniques, seminars and social media (Linkedin, Facebook etc)

Partners concluded the discussion by expressing confidence that they would be able to engage sufficient numbers of employers to conduct an effective pilot.

Sixth Work Session: Exploitation & Sustainability

The session began with a presentation from the WP lead, IPA SA, Romania. The Exploitation plan was reviewed and had been updated.

The presentation was followed by a discussion on possible business models for exploitation. Franchising was a proposed solution but IPA SA were of the opinion that legal issues would render the option too onerous.

ATM gave an overview of the agency model and a brief presentation on what each partner would need to consider in order to move forward. Partners were given a sample of a UK based pricing structure (a spread sheet with inbuilt formulae) that would prove useful for pre-business planning. Models would need to be discussed with key decision makers in each organisation.

Mainstreaming opportunities within VET institution were also discussed as well as the possibility of seeking grant funding support for further development.

Action point: Each partner to consider exploitation options and feed information to IPA SA to inform final Exploitation Report. This needs to be completed and presented at the final transnational meeting – mid September.

Dates for future Transnational meetings were proposed and will be confirmed as soon as possible. Dates suggested were: Genoa, Italy: 23rd/24th May 2013; Final Meeting Athens, Greece: 11th,12th,13th September 2013 – 2.5 days.

The meeting concluded at 5.p.m.

