



The DAISS Project



Final Transnational Partnership Meeting of the DAISS Project

HRDC

12th – 13th September 2013

Minutes of the Meeting

Day 1

Thursday 23rd May 2013

Present: – Elena Andreas, Hilary Hale, Val Sanders, Jackie Rawling, Monica Balaj, Assenka Hristova, Vilma Tubutiene, Paola del Giudice, Asta Jasiulioniene, Francisco Rocha, Gheorghe Sandulescu, Mariana Bistran

First Work Session (facilitated by ATM)

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 final meeting. The schedule was agreed by all present.

- Review of Quarter 7/8 activities including actions from previous meeting. This focused primarily on outstanding tasks to be completed by partners.

Action point: Partners to complete KPI's and send to ATM with September report.

Second Work Session: Pilot 2 - Report (facilitated by ASEV)

ASEV gave an overview of the results of Pilot 2. It was pointed out and agreed that it was difficult to compare the results of Pilot 1 and Pilot 2 as each partner conducted the tests in a slightly different way. However, it was possible to draw some overall conclusions. Partners agreed on the following:

- The economic situation in most participant countries had impacted on the use of the diagnostic as a job matching tool. Employers were not recruiting to any great extent but were open minded and accepted that the situation would not always remain the same and that in more prosperous times the tool could be used as an aid to recruiting 'the right person for the job'.
- The second pilot benefited by using trainers that were more confident and had a much better understanding of the system. All partners had good resources and were well prepared – factors which had a positive impact on the pilot and improved results.

Partners were reminded that the final report will need to reflect what went well and what needs to be improved going forward.



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Third Work Session – Final Evaluation Report for the DAISS Project- (led by SIC/External Evaluator).

The External Evaluator thanked all partners for their contributions to the final report. She reported a high degree of enthusiasm for the project and gave a short summary of the main findings. These were presented from the perspectives of different target groups (end-users, Trainers and employers). A draft of the final report will be distributed to partners prior to 30th September.

Action point: Partners to send lessons learned on each work package to external evaluator (from a partner perspective) by the 20th September (all partners)

The session concluded with suggestions from partners as to how the candidate experience could be improved. In particular, it was reported that some candidates had a tendency to rush through the test. Data protection issues were also discussed briefly. As a result the following action points were agreed:

Action point: A statement to be added to log in page advising participants to 'take their time when completing the footprint'. (ATM)

Action point: A sentence about the hover tips to be included in footprint instructions (ATM)

Action point: A statement to be added indicating how personal information will be handled (data protection) This will be distributed to partners for approval and translation. (ATM)

SIC gave a presentation on the positive feedback received from case studies and experiences across the partnership.

Session 3 (part 2) facilitated by IPA SA - Romania

IPA SA presented the final Exploitation report. This was a highly detailed, informative body of work that included many examples of mainstreaming, multiplication and commercial opportunities for future use of the job matching tool

Fourth Work Session Final Report Requirements (session 1 – facilitated by ATM)

This work session focused on partner contribution to the final report in terms of deliverables, results, impact and evidence requirements. Partners were given e-copies of the final report and all sections that required input were highlighted. It was agreed that in terms of results, partners would focus on the adaptation of the system for their countries and the target groups that participated.

Action point: All partners to complete the required sections of the report and return to ATM by 30th September or before if possible

This section was followed by a presentation of the draft version of the final Dissemination Report. A table was circulated indicating which pieces of evidence were still required. Partners agreed to forward these to ATM as soon as possible. This was followed by a video presentation of an interview



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with an Italian employer who had used the Diagnostic as a job matching tool. ATM also presented the 'DAISS' project on U-Tube. Partners requested a translated version of the marketing tool.

Action point: ATM to facilitate this.

The final half hour focused on preparation for the Dissemination conference on the following Day. The order of presentations was established and a programme prepared for distribution.

Day 1 ended at 4.30 followed by a sightseeing trip to central Athens.

Day 2

Friday 13th September 2013

Dissemination conference: 10.30 – 1.p.m.

Guests arrived at approximately 10.15. ATM gave a brief introduction to the project followed by a presentation on the fundamentals of the DISC system and how it had been adapted for the project.

Each partner then gave a short presentation on the impact of the project in their country, how the project had been received, the benefits to the target group and plans going forward. Following the presentations there was an opportunity for delegates to trial the system.

Fifth Work session – Final Report Requirements (session 2 – financials, facilitated by ATM)

Partners were reminded of the financial evidence requirements for completion of the final report. They all provided with e-copies of the financial tables and were reminded that grant payments must be evidenced by Bank transfer receipts with a signed letter confirming receipt of funds. They were also reminded of the need to provide a summary sheet detailing relevant exchange rates together with subsistence policies and VAT status.

Partners were requested to keep copies of all receipts and invoices relating to project expenditure and to keep staff timesheets available for any audit inspection that may occur in the future.

Partners were reminded that they cannot claim any expenditure after 30th September 2013.

Action point: Partners to forward all financial information to ATM as soon as possible but no later than 30th September.

Evaluation sheets were distributed for completion by partners. The final meeting concluded at 4.p.m.

Our appreciation and thanks to the hosts HRDC
