

Go&Learn initiative

European Network

RULE

G&L European Network Management Group



The Go&Learn initiative is a multilateral network supported by the EU LLP funds. It is aimed to organize and manage an international catalogue of study visits to be carried out inside companies all around Europe. The visits have training and guidance aims and should be considered as Training Units that can be proposed to a vast range of users: students of vocational and secondary school, university, employed and unemployed people, teachers and trainers. The hosting companies are strongly committed in training and in knowledge propagation, allowing the visiting groups to learn directly from the source of knowledge, experience and innovation, which is the company itself. Detailed and updated information about the network members, the activities and services available are available in the official website of the project: www.goandlearn.eu and in the national websites of the project partners.

Authors

- > Gilberto COLLINASSI - ENAIP Friuli Venezia Giulia (Italy)
- > Rafal ROLKA - TNOIK (Poland)
- > with the contribution of all the members of the Concept Development Group of the G&L Multilateral Network

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This paper as well as all the other reference documents of the G&L initiative are available for download in digital format in the official initiative website: www.goandlearn.eu



Lifelong Learning Programme

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1 Preface

The rules and standards of the G&L network governance, products and services are described in detail in the following papers, which the one you are reading is part of:

Go&Learn concept

This document, where the rationale and the aims of the initiative are described, with a summary of products and services provided by the network(s).

Go&Learn European network rule

Where the rules adopted to manage the European G&L network and the product and services at European level are listed.

Go&Learn local network rule

Where the rules adopted to manage the local (country or province) G&L networks and the product and services provided at this level are listed.

Standard reference for G&L Products & Services

Where the minimum standard requirements for local and international products (visits, seminars, circuits) are described, as well as the minimum standard requirements for local and international services (hosting, accompanying and pedagogical support, travel and logistics, etc.).

Support documents

A collection of support papers to carry out the activities: agreement between LNMB and company, handbook for the company, insurance forms (if necessary), certificates, etc.

Monitoring data and quality indicators

Rationale and detailed description of the monitoring data to be collected for each seminar/visit carried out and set of quality indicators to be applied to evaluate the activities carried out by the network.

Image Manual

Where all the official logos and graphic formats to be compliant with when preparing information or dissemination products are specified.

Go&Learn commercial frame (G&L partnership internal use only)

Derived from the Sustainability Plan of the project, it is the document where pricing policies, criteria for exchange of services between the network partners, and any other sustainability issue are developed.

All this documents, developed within the LIFELONG LEARNING PROGRAMME 2011 - MULTILATERAL NETWORK 517780-LLP-1-2011-1-IT-LEONARDO-LNW, will be maintained and updated under the exclusive responsibility of the G&L ENMG.

2 The G&L initiative is a network

The G&L initiative aims to promote mutual knowledge of the economic cultures of neighbouring countries, to foster transnational mobility and to exploit the companies' training role, as a real added value for the professional development of European students and workers. Furthermore, the mutual knowledge of local products, services and professions will significantly increase the opportunities of transnational mobility, employment and entrepreneurship.

The G&L initiative finds concreteness in:

- development and maintenance of a common standard structure, defining visit's rules and structure, agreements with companies, logistics and administrative aspects, etc.;
- a Catalogue of International training Circuits, for thematic study linked to existing training/education paths and/or for the economic discovery of lands and countries;
- management and maintenance of a European on-line web catalogue and calendar of opportunities of training/guidance units to be carried out in company.

All this products/services are provided by a European group of local networks.

The G&L initiative in fact is aimed to setup and maintain:

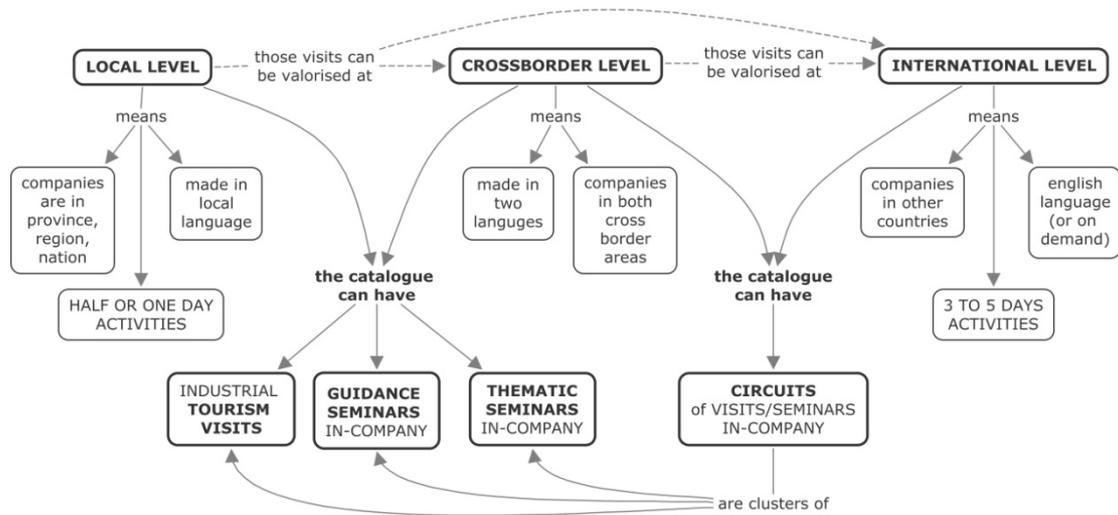
- a number of local **G&L Local Network Maintenance Bodies (LNMB)** in many different countries, which will be in charge of the development, updating and management of the catalogues, the organization of the logistics and support, for the customers of the G&L services;
- the linking of all the LNMBs in a **G&L European Network Management Group (ENMG)**, in charge of the maintenance of the transnational services provided by the initiative (i.e. the G&L multi-language website).

2.1 Network types and levels

Three kinds of networks will be set-up:

- The Go&Learn network of promoters, supporters and stakeholders (entrepreneurs associations, unions, local authorities, tourism development agencies, etc.), with an agreement with the LNMB formalizing the terms of support the partner gives to the G&L initiative at local and European level;
- The Go&Learn network of training providers, which will include all the training providers (schools, universities, VET schools, etc..) organizing and carrying out the activities at local level on behalf of the LNMB, those providers will undersign an agreement with the LNMB formalizing the commitment to be compliant with the G&L standards;
- The Go&Learn network of training companies, with an agreement with the LNMB (or a training provider on behalf of LNMB) formalizing their commitment and duties in terms of visits and seminars they will host.

The possible levels of intervention of the network bodies are:



The ENMG is responsible for the management of activities referring to the International level, the other levels are relevant for the LNMBs.

This paper is about the organization and management rules of the **ENMG**.

2.1.1 Core partners

We call "core partners" the partners of the European project which started up the initiative. The project included for each country involved a stakeholders representative (or a representative of a network of stakeholders), a training body representative (or a representative of a network of training bodies). The stakeholders could be public administrations, chambers of commerce, associations of entrepreneurs. The training members could be training providers, VET schools, secondary schools or universities.

The core partnership composition is the following:

Stakeholders

- IT Friuli Venezia Giulia Region (project leader)
- BE VOKA
- DE BSM
- HU CCISSB
- IT Azienda Speciale Ricerca e Formazione - Cciao Udine
- IT Azienda Speciale Imprese e territorio I.TER - Cciao Udine
- SK SCCI PRC
- PL PZPP

Training partners

- BE KAHO
- DE TRANSLAKE
- HU UNIFLEXIS
- IT EnAIP FVG (on behalf of the Effe.Pi network)
- PL TNOIK
- SK SCCI PRC

2.1.2 Associated Partners

Associated partners are those which were not directly involved in the activities funded by the European Union. This typology of partnership will also be used to extend the membership during the European project duration, since it is not possible to extend the core partnership.

This kind of partnership should hopefully be transformed -at the end of the project- in a core partnership if those members will be willing to become active players of the G&L initiative.

- IT Conferenza della svizzera italiana formazione adulti (CFC)
- IT Consorzio Friuli Formazione network (CFF)
- IT Chamber of Commerce of the Province of Udine

The **expansion of the networks at all levels is a major objective and concern of the G&L initiative**. The network of certified training companies and training providers, combined with the network of stakeholders, promoters, patrons, sponsors, will assure sustainability and the widening and updating of the training/guidance offer.

3 The ENMG (European Net Management Group)

3.1 Composition of the ENMG

The G&L European Net Management Group (ENMG) members should be also members of an LNMB, to secure an easy transfer of the international guidelines and standards to each country. The composition of the body is the following:

- 1 coordinator (appointed by the lead partner during the project duration, appointed by the ENMG members afterwards)
- 2 members appointed by each LNMB member of the group
 - . 1 representative of the training partners of the LNMB
 - . 1 representative of the stakeholders partners of the LNMB

The general assembly of all the ENMG members will meet periodically (at least once per year) and will be allowed to set up working subgroups to carry out specific tasks.

A secretariat will be also guaranteed by the LNMB partners to assist the coordinator in carrying out the operative tasks attributed to the ENMG.

3.2 Aims and duties of the ENMG

ENMG will manage and maintain the G&L international nets and catalogues. ENMG members will be members of the LNMB as well, to secure an easy transfer of the international guidelines and standards to each country.

ENMG will plan activities, update exploitation tools, implement international circuits' catalogues, set up the European promoters and training companies networks, give indications about the typology of visits to be organized, the kind of companies and themes to include.

The ENMG will also collect the data necessary to monitor activities as defined in the G&L Monitoring and Quality document.

An annual dissemination plan, with a planning of dissemination and valorisation activities, deadlines, partners involved, responsibilities will be developed every year by the ENMG. The document will be a reference for dissemination activities for the LNMBs in each country.

3.3 ENMG management

The ENMG coordinator will:

- organize the ENMG meetings, as foreseen in the project for the start-up phase, once per semester after the project ending. The definition of the agenda, premises where the meeting should be held, meeting schedule, etc. will be carried out by the coordinator in strict contact with the ENMG members.
- guarantee relationships with other networks at European level and with the EU stakeholders and officers and also the relationships within the network itself.

The ENMG members will:

- guarantee their participation to the ENMG meetings and activities
- transmit to the ENMG the monitoring data foreseen by the Quality system
- contribute actively in the organization of the ENMG meetings when held in the country the member is reference for
- be compliant with the ENMG indications and documents
- communicate with the ENMG coordinator and other ENMG members between the meetings via Internet (website, Skype)

3.4 Modalities to join or leave the ENMG

The ENMG members are appointed by the LNMB partners of the Go&Learn network, and will remain in charge until the LNMB which appointed them will request for a change. This request can be made by the LNMB in any moment, but the new member should already be identified when the request is sent to the ENMG coordinator.

4 European catalogue and calendar maintenance

The ENMG is in charge of defining the composition of the G&L European catalogue on the base of the proposals made by the associated LNMBs.

Each partner of the network will contribute to the maintenance of the G&L EU catalogue, guaranteeing the organization of the minimum number of visits foreseen per country.

There will be one European Catalogue of training Circuits, which are **clusters of thematic seminars, guidance seminars, industrial tourism visits or any combination of them is called a Circuit**. The themes and typologies of visits allowed to be part of the European Catalogue shall be approved by the ENMG.

The ENMG is obliged to update the G&L website calendars on the base of the local calendars set by the LNMBs, including:

- Companies in each country;
- Appropriate dates agreed with the companies;
- Availability of tutors;
- Availability of other relevant services.

The ENMG is also obliged to include in the EU G&L website links and references to the local catalogues of training seminars/visits managed by each LNMB,

5 Evaluation of activities

The ENMG coordinator will prepare an annual report about the network activities, based on the indicators given in the Monitoring and Quality document, with the resume of:

- description of the catalogue, calendars and activities carried out
- analysis of the feedback data
- proposal for the modifications of products/services in order to pursue a logic of constant amelioration.

6 European Network expansion

The ENMG membership, which refers to representatives of LNMBs, will be exclusively reserved to core partners of the project until the end of the European funded activities. Afterwards the network will be opened for new partners (new LNMB in existing or incoming countries in the partnership). The condition of adhesion and commercial implication of the network maintenance after the project ending will be defined and developed in the "Go&Learn Sustainability plan" document.

n.b. This section will be updated when the commercial frame (sustainability plan) development will be concluded.