

Go&Learn initiative

Local Network RULE

G&L European Network Management Body



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.

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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



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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

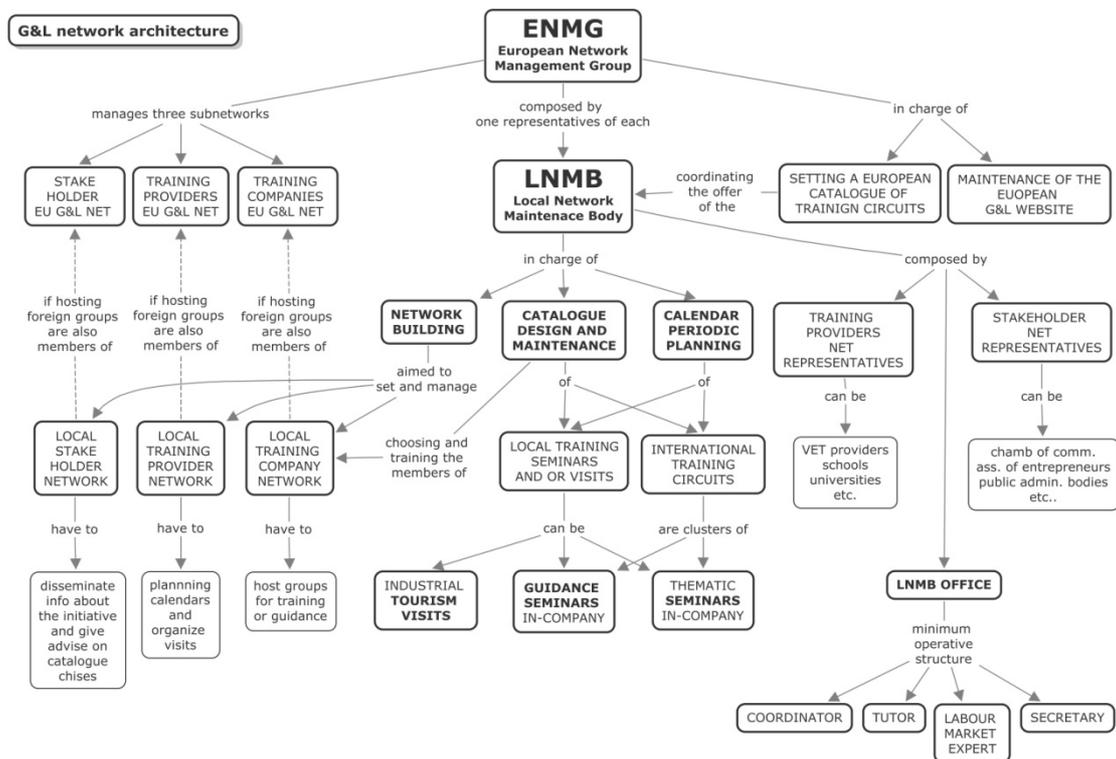
Three kinds of networks will be set-up:

- 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 Go&Learn network is a very flat structure, with only two levels:

- **European level**, in charge of the coordination of the local nodes as far as the international frame of the G&L initiative is regarded; will plan activities, update exploitation tools, implement catalogues, set up the EU promoters and training companies networks, choose the typology of visits, companies and themes, collect the data to monitor activities.
- **Local level**, which means a level corresponding to the European standard classification NUTS2 (regional) or NUTS3 (province) -not higher, nor lower-. If the LNMB is set at NUTS2 level, there won't be in that region any G&L NUTS3 bodies and vice versa. National bodies are not foreseen, though there could be autonomous agreements at national level between local bodies of the G&L structure.
- **Clusters**, where the partnerships allow it, there could be LNMBs covering 'clusters' of NUTS classifications (i.e. more provinces and/or regions, also at cross-border level). Those LNMBs will have anyway exactly the same hierarchical level as the other and no other LNMB should be present in those territories.

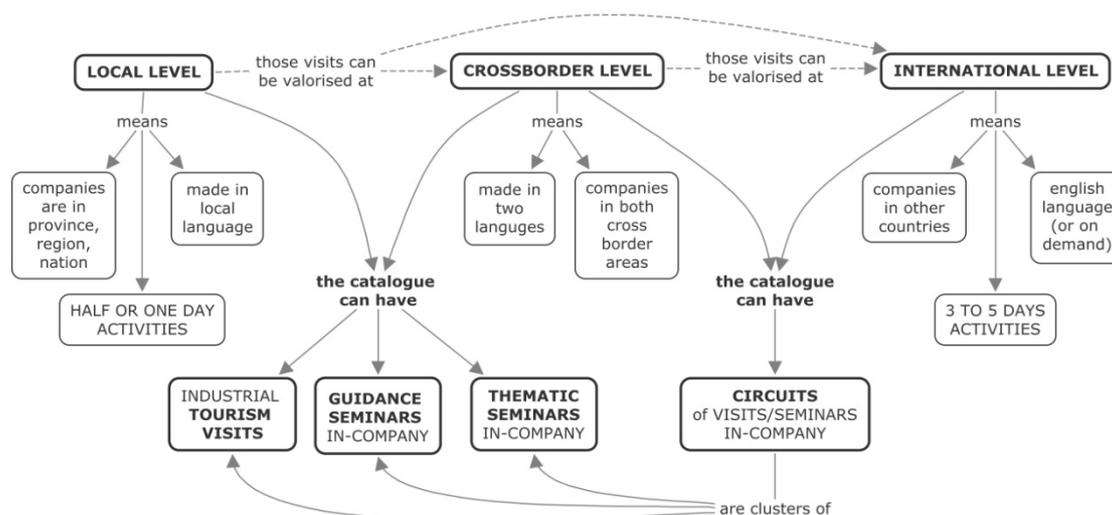
The following scheme shows the G&L general architecture:



At **Local level** each LNMB is itself a networks' net, since it manages at local level a network of stakeholders and sponsors, a network of training bodies, a network of training companies providing local training and guidance units (seminars in company and economic discovery visits).

At **European level** we find the same organization, i.e. a group of LNMBs representatives managing a network of European stakeholders and sponsors, a network of training bodies and a network of training companies providing transnational training and guidance units (so called circuits of seminars and tours of economic discovery).

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 **LNMB**.

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 LNMB (Local Network Maintenance Body)

As already said, the LNMB is referring to a "local level", i.e. the corresponding to the European standard classification NUTS2 (regional) or NUTS3 (province) -not higher, nor lower-. Thus, there could be more than one LNMB in a country, after the project lifespan. National bodies are not foreseen, though there could be autonomous agreements at national level between local bodies of the G&L structure. Each LNMB will be independent from the others and will have its own coordinator as representative inside the ENMG.

There can also be LNMB which include clusters of NUTS regions/province, both national and/or international, when the partnerships will allow that approach (i.e. the Lake Constance LNMB, which involves three different countries in a cross-border area).

3.1 Composition of a Local Net Maintenance Body

During the lifespan of the project, the LNMB should be set up by the national partners of each member country; where the Implementation partner will guarantee operation, while the Dissemination partner will guarantee exploitation.

The LNMB will update, maintain and implement the local catalogues of seminars/visits, if any, and the catalogue of international G&L circuits. It is suggested to establish the LNMB partnership through the undersignment of a "good will" agreement with all the partners. The good will should specify the different responsibilities of the members of the three sub-networks composing the LNMB (stakeholder net, training provider net, training companies net).

For the lifespan of the EU Project, an **LNMB Office**, with the role of operative setting and maintenance of the catalogue and management of the visits/seminars must be set. The minimum structure foreseen by the G&L Project is the following:

- 1 Coordinator, appointed by the Training provider members
- 1 Labor market expert, appointed by the Stakeholder members
- 1 Tutor facilitator, appointed by the Training provider members
- 1 Secretary, appointed by the Training provider members

3.2 Aims and duties of the LNMB

The core aim of the LNMB is to develop, implement, maintain and disseminate G&L circuits catalogue as far as the international frame is regarded. The LNMB has also extended autonomy in organizing and proposing in the territory of reference local and cross-border catalogues.

It is strongly suggested that the international circuits catalogues should be organized by the LNMB after having settled a local catalogue of visit/seminars, proposed to local customers, thus having had the occasion to identify the companies suitable to be involved in international activities.

3.2.1 The main duties of the LNMB Office

The LNMB will provide research and analysis in regard to key economic and touristic/cultural areas in regard to G&L objectives. The LNMB will choose, attract and recruit the training companies, signing agreements to include them in G&L circuits' catalogues.

The LNMB will update periodically (at least twice per year) its own G&L international circuits proposal on the basis of the results of the monitoring and evaluation of the activities already carried out, if any, and of analytical research aimed to recruit more companies.

The LNMB Office is expected to:

- provide research/analysis of the key economic and cultural areas of regional development
- establish, maintain and update the G&L circuits catalogue
- sign the agreements with the training companies and to maintain the relationships with those partners
- organize the visits and the enrollment of the participants
- promote and advertize the catalogue

It is up to the LNMB Office to:

- set the general agreements with the companies seized in the catalogue
- collect the data necessary to prepare the website pages and advertising tools
- define dates with the companies for the calendar of activities
- check the availability of trained tutors able to accompany the groups
- manage the enrolment process on the base of the rules defined at local level (for local seminars/visits) and by the ENMG (for the international circuits)
- supply to the ENMG for the translation of the materials to be published in English in the G&L European Website
- translate in local language the English pages of the G&L European Website developed by the other partners

3.3 Modalities to join or leave the LNMB

During the lifespan of the project the LNMB members are those foreseen by the partnership of the project, and the LNMB office should be set-up with the minimum structure foreseen by the office.

The LNMB members are appointed by the G&L project partners (stakeholder and training partners). They will remain in charge until the institution which nominated them will request for a change. This request can be made by the partner in any moment, but the new member of the LNMB Office or Committee should already been identified when the request is sent to the LNMB coordinator.

The organization of the service after the project's lifespan will be developed in the "G&L Sustainability plan" document, where there will be a specification of rules and commercial agreements related to how new LNMBs can apply to join the network.

3.4 Modalities of LNMB management and maintenance

During the whole lifespan of the project, the LNMB Office coordinator will:

- operate in strict relationship with the G&L project coordinator and evaluator
- define the operative organization of the office to guarantee the fulfilment of all the duties listed in chapter 3.2 for the LNMB Office
- guarantee relationships with other networks at national level
- actively participate to the ENMG activities, assuring that the LNMB office operates in a way which is compliant with the European network standards

4 Evaluation of local activities carried out

The evaluation of local activities carried out will be done on two levels: on the local level by the LNMB and on the international level by the ENMG (the European Net Maintenance Group).

The quality and evaluation plan agreed at ENMG level (see the G&L Monitoring data and quality indicators paper) will be the reference for the monitoring data collection, specifying the type of data to be collected and monitored and the deadlines of the data collection, to which each LNMB must be compliant.