

Go & Learn - An international catalogue of study visits in SMEs
[MULTILATERAL NETWORK 517780-LLP-1-2011-1-IT-LEONARDO-LNW]

Kick-off meeting - THURSDAY 26th / FRIDAY 27th JANUARY 2012

Meeting minutes

Place: REGIONE FRIULI VENEZIA GIULIA - UDINE PREMISES

Address: 33100 via Sabbadini, 31 UDINE

Tel: +39 0432 555148 e-mail: giovanni.tonutti@regione.fvg.it

Participants to the meeting

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| REGIONE FVG | RUGGERO CORTELLINO |
| REGIONE FVG | GIOVANNI TONUTTI |
| ENAIP FVG | GILBERTO COLLINASSI |
| ENAIP FVG | LAURA CUCCHINI |
| CCIAA UDINE | ANNA GENERO |
| VOKA | WIM KWYGNAERT |
| VOKA | SHARON DUVERGER |
| TRANSLAKE | WOLFGANG HIMMEL |
| TRANSLAKE | STEPHANIE BEE |
| BSM | BETTINA KÜHN-KRÄUSSLICH |
| CCISSB | KATALIN VARGA NAGYNE |
| CCISSB | ZSOLT SARKADI |
| UNI-FLEXYS | EVA ZSAK |
| SCCI PRC | HELENA VIRCIKOVA |
| SCCI PRC | JURAJ KUPCIHA |
| SMA | ANDREJ FERENCZY (absent due to health problems) |
| PZPP | MAKSYM PIMENOW |
| TNOIK | RAFAL ROLKA |
| KAHO SINT LIEVEN | KIMMY GOUBERT |

Agenda

26 January

- 09.30 – 12.30**
- Welcome
 - Presentation of the partners (max 10 minutes each)
 - Steering Committee (SC) installation
 - Project idea presentation

LUNCH

- 14.00 – 17.30**
- Project outcomes and deadlines
 - Workplan draft and Workgroup composition
 - Project management recommendations
 - Intranet: Online cooperation environment

27 January

- 09.30 – 12.30**
- Administrative and financial rules: *Partnership agreements*
 - Presentation and approval of the Quality Plan
 - Dissemination strategy

LUNCH

- 14.00 – 17.30**
- Economic discovery visit to the "DOK Dall'AVA" ham production company in San Daniele del Friuli

January 26th, 2012

On January 26th, 2012 in the premises of the Friuli Venezia Giulia Region, took place the kick-off meeting relative to Go&Learn – An international catalogue of study visits in SMEs. The agenda and list of participants is listed in the page above.

Ruggero Cortellino, director of Friuli Venezia Giulia “Direzione centrale Lavoro, Formazione, Commercio e Pari opportunità” opened the Go&Learn kick-off meeting. After giving the formal welcome to Italy and Friuli Venezia Giulia, Cortellino explained how “Direzione centrale Lavoro, Formazione, Commercio e Pari opportunità” increased its efforts to improve the best functional policies to fight the economic crisis and to support working people to avoid losing their job. Friuli Venezia Giulia is a small region, compared to other Italian regions but it occupies a strategic position between central and eastern Europe. Friuli Venezia Giulia is assuring the best allocation of financial resources, both at a quantitative and qualitative level. Since 1994 it has guaranteed the total displacement of European Social Fund resources related to policies aimed at improving employment. In the last period that administration has directed transnational actions aimed at outlining a net of relations to carry out an exchange of knowledge in terms of know how and best practises between all the international partners. This region decided to lead the “Go&Learn” project to create a network to support the mobility of students and workers, through the 2014/2020 European Social Fund resources. Ruggero Cortellino ended his speech wishing everybody all the best for the success of this project.

Gilberto Collinassi, project management director of Enaip Friuli Venezia Giulia, carried on the meeting proceeding with the presentation of the day’s programme and the presentation of each partner. He explained that every partner is involved in a three year project and the commitment for everybody should be very long and strong. The goal of this meeting is to understand the outcomes and the activities that every partner will have to carry out.

The coordinator of the project will be Giovanni Tonutti; he will in the next future be flanked by two other people (whose process of selection is undergoing by the regional government offices).

The presentation of each partner followed:

- Anna Genero, Camera di Commercio industria, artigianato, agricoltura di Udine;
- Rafal Rolka, TNOIK, Towarzystwo Naukowe Organizacji i Kierownictwa, Gdansk;
- Maksym Pimenow, Pomorsky Związek Pracodawcow
- Bettina Kuhn, Bodensee Standort Marketing GmbH (BSM - Lake Constance Region Location Marketing);
- Wolfgang Himmel, Translake GmbH;
- Wim Kwygnaert, Voka;
- Kimmy Goubert, KHAO Sint Lieven;
- Helena Vircikova – SCCI PRC, Chamber of commerce and industry; Presov regional chamber;
- Katalin Varga Nagyne – CCISB, Chamber of commerce of Szabolcs-Szatmar-Bereg;
- Eva Zsak – Uni-Flexys University;
- Laura Cucchini - Enaip Friuli Venezia Giulia;

- Jurai Kupciha - PRC, Chamber of commerce and industry; Presov regional camber. Mr Kupciha made also a short presentation on behalf of SMA because of the absence of mr. Andrej Ferenczy.

Lunch Break

In the afternoon Gilberto Collinassi illustrated in depth the project idea focusing on some technical issues which will be discussed in further detail in the next Concept Development Group meeting. Among the others:

- The genesis of the project and future deadlines
- The issues related to the agreements between EACEA, lead partner and the other partners
- The rationale of the project
- The typical structure of the training units (seminar in company and economic discovery visit) and the possible combinations and adaptations
- The general aims of the project and the results expected at the end
- The work plan and the workpackages foreseen
- The valorization, dissemination and exploitation issues

A discussion followed, with questions from the partners about the project idea, the relationship with the companies, the modalities of signature of the local agreements, the technical aspects and the expected job to be done by each of them.

Some adaptation to the schedule of the project were discussed:

- Main outcome: 3.1 Valorization workplan – Meeting number 7 , trial visits: The partners decided to move the meeting from August to September.
- Main outcome: 7.1 and 5.1 : Meeting number 2 and 3 : Meeting number 2 and 3 will be held in March 2012: 19 and 20 March, 2012. (two full days meeting for the concept management group, the two groups together)

An updated version of the workplan will be published on the on-line platform.

January 27th, 2012

The analysis of the project workplan went on. After the project detailed description document was illustrated by mr. Collinassi, a further discussion about deadlines and schedule was carried out.

The only modification to the project specifications was proposed by VOKA:

- the outcomes for the Belgium partners will be in flemish and not in french as indicated in the project (pages 74/75/57/58/60/46) because the activities will be carried out all in the Flanders and in the netherlands. Thus a modification to the project's specification is necessary. All the partners agree on that. The project manager will put this decision in the Minutes and will make a check with the EACEA.

Mr. Collinassi explained to the partners how the workgroups will be organized, and asked them to send ASAP the names of those people appointed in the various workgroups.

The partners also agreed to join the first CDG (Concept Development Group) meeting with the WDG (web development group) meeting and to hold it during three days in the third week of March. The meeting will be held in Udine or Trieste. A convocation by the lead partner will follow.

Mr. Tonutti illustrated the administrative and financial issues related to the project management. After the presentation of the constraints and opportunities, a discussion followed. The major questions were about differences among staff and subcontracting, calculation of staff costs, alignment of pays to national standards, ceilings defined by the EU, how to ask quotation for subcontracting, modalities of transfer of the financing amounts from lead partner to the others. More in detail:

- if the salary is higher than the ceiling admitted by the EACEA tables can this amount be considered in the co-financing own funds of the partner?
- (answer: probably yes, to be checked with the EACEA by lead partner)

- if the available budget for staff is actually higher, for the number of days indicated in the budget, of the actual costs is it possible to increase the number of workdays?
- (answer given: yes, but the time-sheets must demonstrate that there have been a work done for that days)

- if the working hours of the week are longer than foreseen by the contract?
- (answer given: please send us a request, we will forward it to the EACEA)

- cash payments can be done?
- (answer given: yes, but for small amounts (<1000 Euros))

- how many days should we count for staff for the meetings?
- (answer given: number of the meeting's days plus 1, if there is demonstration that the travel costs are cheaper you can stay more days having the hotel payed but not the staff costs)

Some question is still to be verified with the EACEA by the project leader.

In any case a recommendation to all partners to avoid to adopt solution before having asked permission to do them have been made by the lead partner.

Afterwards, Mr. Collinassi illustrates to all the partners the on-line tool (Microcosmi at the following address <http://project.goandlearn.eu/goandlearn/>) that will be used for external and internal communication by the G&L project.

A clarification about the difference between the 3 different websites connected to the project was made:

- > the G&L project's website (URL: <http://project.goandlearn.eu/goandlearn/>), which is open to everybody and contains a set of pages in all partner languages describing the G&L project, outcomes and partners

- > the project's intranet (URL: <http://project.goandlearn.eu/goandlearn/private/login.jsp> the login page) which is a restricted access area only for the allowed project partner's staff

- > the Go&Learn initiative very first draft website (URL: <http://www.goandlearn.eu/>) which will be one of the outcomes of the website development activities foreseen by the project

The intranet part was then shown and described in its functionalities, explaining partners how discussions are organized and how to access it, read messages, send messages, upload and download files. A recommendation about the principle of using it as the only communication tool was strongly made by the lead partner.

To do list

The lead partner will prepare and send to the partners:

- a standard form for the Time Sheet to be used
- a draft of the contract between region FVG and each partner
- the updated version of the project schedule with the agreed corrections

the lead partner will also

- publish in the intranet all the official documents of the project in the Management discussion of the community
- collect the names of the workgroup members
- organize the next meeting (CDG first meeting- WDG first meeting)

Enaip FVG will:

- activate the on line community environment, sending to each partner an access account
- prepare a proposal for the project logo to be discussed in the next meeting

All the partners

- send to the lead partner the bank account information allowing thus the transfer of the anticipation when it will be payed by EACEA
- connect to the on-line community verifying their accounts and downloading the official documentation
- read carefully the project description and check the agreement draft that will be sent by the lead partner, to sign it if possible during the next meeting
- send the names of the appointed people to the various workgroups
- send any question to be forwarded to the EACEA for further clarification

Checked and approved by all partners,

Trieste, 21 March 2012
Giovanni Tonutti