

WP4 ENMG IMPLEMENTATION Meeting 7

**Monday 23rd - Tuesday 24th - Wednesday 25th September 2013 –
meeting minutes**

Participants to the meeting

ITA1) Regione Friuli Venezia Giulia – Giovanni Tonutti, Chiara Pellizzaro
ITA2) Enaip/EFPE.PI - Gilberto Collinassi
BE1) VOKA - Wim Kwygnaert, Elle De Kuyper
BE2) KHAO Sint Lieven - Bart Henssen
DE1) TRANSLAKE GmbH - Dominique Weber
DE2) BSM GmbH - Bettina Kühn-Kräußlich
HU1) CCISSB - Katalin Varga Nagyne, Annamaria Szennai-Nagy
SK1) SCCI PRC - Juraj Kupčiha
PL1) PZPP – Lech Kunc, Maksym Pimenow, Romuald Pestka
PL2) TNOiK – Wanda Stankiewicz, Rafal Rolka

1st day – 23/09/2013 – Hotel “4 Pory Roku”, Straszyn (PL)

- Welcome by Wanda Stankiewicz – Director of TNOiK Gdansk. Welcome by Lech Kunc – project manager of PZP Lewiatan.
- Gilberto Collinassi introduced new member of the team (Dominic Weber from Translake).

WP 3 conclusion

- Gilberto Collinassi presented WP3 and results at the current date: we can consider WP3 closed but the catalogue on-line is still missing some circuits from some partners. A check of the things still to be done is made analyzing with all partners the Valorization Plan which has been updated accordingly to the decisions taken and uploaded on the G&L platform (**each partner will download it when back home and proceed to conclude the missing actions -if any- with the indicated deadlines**).
- The **LNMB are set in all the countries, and started to work**. Some have been set up with written agreements, all those agreements should be scanned and uploaded in .pdf form in a specific section of the Documents Directory of the project community. Further instructions will be sent in the community on-line by mr. Collinassi.

On line catalogue of circuits

- Gilberto presented the Catalogue on-line. In international Catalogue we could see all the entered circuits (for now Italian and Polish). The international catalogue will be a catalogue of circuits only, a single visit is not allowed for the international catalogue. The partners can create international circuits and the correlated visits and company sheets , but they can also

create as many local catalogues of seminars (not of circuits! for now) as they like. If in the local catalogues they put their own language text marking it as English, this text will be the only appearing, whichever the language flag chooses by the reader. In general terms, the systems when you choose a flag shows the page in that language if it exists, if not it shows the content of the English page, whatever it is.

- Gilberto continued the presentation of a Catalogue. He stressed on the good description of the circuit. It's very important to interest potential users by interesting description, pictures, google map, etc. Romek Pestka asked if we can use google maps? We need to check it. But we can use any other map to show where the company is situated. We can add to the agreement with a company the matter of google maps (if they are marked in this tool they agree to use it in catalogue). Gilberto said that the website can be transferred from "demo" to goandlearn.eu now.
- The on-line catalogue completion is still undergoing. All partners should upload at least 2 circuits in the international catalogue on line. Friuli Venezia Giulia has already put 6 circuits, TNOiK 1 circuit the other partners none, although most of the companies sheets have been uploaded already by all the LNMBs. **The partners agree to set a final -strict- deadline to the end of October to conclude the website catalogue upload -in English language- of at least 2 circuits for each LNMB.** Those who are not yet able to manage the backend of the website to edit the pages, can send all texts to Ms. Michela Biasutti to speed up the upload process, but it is better if we try to reach autonomy under this point of view.
- Ms Biasutti is available in any moment to support, help and train with on-line skype sessions the staff appointed to this task.
- Gilberto explained once more that **circuit descriptor pages, and company descriptor pages, of the catalogue must be entered first in English.** The English language page is considered the master by the platform. International catalogue must be in English. Each partner can then translate it to its own languages -for local marketing purpose- but it is optional at the moment. Maybe in future it will be good to translate all the circuit descriptor sheets in all the national languages (for better marketing and dissemination).
- The Hungarian and Slovak partners will link entrepreneurs visits they normally organize to the G&L catalogue. Those will be considered additional piloting circuits, which can enrich the piloting WP.

Written Agreements with the companies

- As soon as the on-line catalogue is completed and ready, the process of collecting the signed agreements between each LNMB and the training companies involved in the circuits should start. **All the general agreements LNMB-companies must be collected and signed within the end of 2013.** The partners agree also to scan and upload into the G&L intranet (a specific section of the Documents Directory will be set for the purpose as well) all this agreements.
- We discussed also the issue of the agreement between the training provider and hosting company which -in most countries- will be necessary for each edition of visit carried out in the future. Gilberto explained that since the LNMB -which signs the general agreement- is not a legal entity (at least for now) this document is necessary according to the law to guarantee and define the responsibilities between the hosting company and the training provider organizing for the safety and insurance obligations connected with every single study visit. **Each partner should check if they need also such document in their own country.** An example of this paper is uploaded in the general reference documents section.
- There was a discussion on how to involve and convince companies, because for some partners the process is not easy. Belgian partners underlined their problems – in their opinion G&L catalogue is considered as a tool only for entrepreneurs and starters. Sometimes the company doesn't want to show something to the visitors, but it's no problem. If the companies represent different sectors, we need to find something common, which will describe the circuit (e.g. logistics, marketing, etc.). The conclusion is that in each territory the LNMB should work out its own "marketing" strategies to collect the right companies for the circuits, mainly dependent on the will of the stakeholders involved in the LNMB itself. Also, to set up a local G&L seminars catalogue, for local users, can help the process of creating a substrate of companies also for the international visits.

Monitoring and evaluation paper

- The document "Monitoring data and quality indicators", whose development was postponed to the end of WP4, has been updated with a new **working draft published on the platform in a post sent by Mr. Collinassi in the "concept Development" section. All the partners are invited to carefully read it and give their own contribution.** A section with minimal levels of service to be guaranteed will be added to it in a new draft proposal. We should work to improve it.

Pilot circuits participants recruiting policy

- Each partner should **ask to the National Agency, and analyze, the evaluation of the VETPRO** projects not approved this year, in order to improve the projects which will be submitted in future.
- We need also to **check whether we can organize the circuit for people coming from a country which is not a partner country** in our project (e.g. for France). Mr. Tonutti will check and give an answers to this issue.
- As soon as the on-line catalogue is ready, the enrolment to the circuits for the pilot visits can start. The partners discussed the strategies to adopt to organize this activity and how -if necessary- to sustain it with some funding. Mr. Giovanni Tonutti reminds that the project budget don't foresees any cost for travel or subsistance of training groups participating to the piloting circuits. To **help the process of involving stakeholders for dissemination purposes** and facilitate the composition of effective piloting groups, the coordinator proposes to the partners to use for this purpose a quote of the dissemination budget available to anyone (almost all partners have about 7.500€ for it). Every partner can take about 3000€ to pay the costs to a defined quota of people participating to the pilot circuits in the other countries. ENAIP and FVG will use for this purpose about 9000€ as well as the lead partner.
- Since we wouldn't move money from cost categories (we'll use travel or other costs) a request to EACEA for this budget modification shouldn't be necessary, but **the partners agree for Mr. Tonutti to ask officially to the EACEA on ok to the operation. If the agency agrees all the partners are willing to adopt such solution.** Gilberto mentioned that our future target group is Erasmus+. In his opinion schools, universities, companies or local authorities will organize study visits, thus some stakeholder to be involved in the pilot circuits can be chosen in this frame of potential interested customers.
- To determine the amount of people each partner should send and were, on the base of the countries ceilings of subsistance costs, a matrix will be discussed and updated by Mr. Tonutti. **All partners then must estimate their predicted travel costs to other countries and send them to project coordinator.**
- Bart Hensen said, they haven't received the money from the project leader and they can't to invest their money any more. Mr. Tonutti answers that the second payment will take place within the month of November. The 3rd payment will be done next year (in 1st quarter). Further discussion of the financial issues will take place the last day of the meeting. Lech

Kunc agreed on this solution, but he reminded that Polish partners have very unprofitable exchange rate EUR-PLN and they lose a lot of money by that (about 3000€). He said that they want to account real costs (by real exchange rate). Mr. Tonutti answered that it's not possible to change this rule (**which has been confirmed in written mode in the interim report's evaluation communication arrived to the lead partner the 30 September 2013**).

Pilot circuit - Discovery visit 1

- After the partners meeting, there was a discovery visit in MCSE – International Energy Training Centre. We visited the energy training ground and Hotel “4 Pory Roku”. We visited also the Hydroelectric Power Plant Straszyn which has the same owner – concern ENERGA.
- In the afternoon the group transferred by bus to Rowy, to Wellness Medical Spa “Kormoran”, target of the second discovery visit. In the evening, the co-owner of “Kormoran” had an introductory speech to the following day visit, presenting the hotel structure, strategies, market.

2nd day 24/09/2013 – Wellness Medical Spa “Kormoran”, Rowy (PL)

Pilot circuit - Discovery visit 2

- The discovery visit in “Kormoran” Hotel took place. The group could see the hotel, medical part and spa, accompanied by the marketing manager and the hotel director as speakers.

Dissemination activities for the Gdansk LNMB

- A meeting with a mayor of Municipality Ustka and the representative of Culture Center. They told us about the municipality, its attraction and organized events. There was also a presentation of historical Fortress Ustka, made by the representative of the historical reenactment association. The G&L project and activities are illustrated by Mr. Collinassi and Ms Stankiewicz to the personalities invited.

Pilot circuits participants recruiting policy

- The discussion about the dissemination costs to help stakeholders and potential customers to participate to pilot visits continues. A proposal of matrix is illustrated by Mr. Tonutti and discussed in depth among the partners, which agree to use a quote of the budget for travel and subsistence, but recommend the coordinator to calculate these costs very well (by the way, this can help also to make a proper commercial frame for the future sustainability of the project).
- Mr Kunc proposes to define a **common standard minimum level of services the organizing partner should guarantee**, specifying if necessary some constrain on how the visits should be

organized. There was a discussion about it. Mr Collinassi will send us the standard minimum proposal, included in the Monitoring and Quality reference paper draft.

- Mr Pimenow noticed that 1 visit in every country must be organized for ENMG members. That means every partner except for Germany and Poland will organize the 1st visit for ENMG and the 2nd visit open for other external participants. The latter will be those financed by the money taken from dissemination budget, while the first will be inside the costs already foreseen by the project for the ENMG trips. The partners agree on this principle.
- Mr Tonutti will send the partners the updated budget matrix for the redistribution of costs on the base of each country ceilings for subsistence and real travel costs.
- Partners discussed about the characteristics of the pilot circuits. The partners agree that in any case the minimum number of participants per circuit should **not be lower than 6**. It must be at least 4 days including travel (3-4 nights). As far as the length is regarded, we'll need **at least 2,5 working days**. We must visit **at least 3 companies**. If there are discovery visits we can have 2 visits a day, if there is a seminar it's possible to have it only 1 per day. The first day **an opening session** in the afternoon should be organized, to welcome the participants and illustrate them characteristics of the visits, logistics, any other issue. The **second and third day are dedicated to study visits**. The fourth day could be dedicated to a last visit and/or **the closing session**. Participants can leave at the afternoon/evening of the fourth day (with 3 nights) or the morning of the fifth day (if we have 4 nights available). Gilberto suggested that we will have at least 5 days circuits in the catalogue in future. For piloting purposes we can organize shorter circuits (e.g. 3 companies in 2 days) to save money.

WP4 Pilot circuits calendar

- The partners discussed and **agreed a calendar of all the pilot circuits, which was uploaded by Rafal Rolka to the platform. Since the deadline agreed on to create whole international catalogue with at least 2 circuits is the end of October, the partners agree to set the dates of the circuits editions used as pilot visits within the 7th of November.**

WP5 planning

- Mr Collinassi reminded that we will start WP5 at the meeting in Slovakia in March 2014 (German partner is coordinator of the WP). We **postponed the partners meeting in Udine to September 2014**. It would be closing meeting of WP4. Gilberto and Loredana will upload the

updated schedule of the project, including new dates of the meetings (v14 to March, v15 from March to September in Udine).

Transfer

- The group went to Gdansk by bus in the evening.

3rd day 25/09/2013 – Hotel “Gdańsk”, Gdańsk (PL)

Financial and administrative issues

- Mr Tonutti had a presentation about administrative and financial aspects. He reminded that partner which has not received the second instalment yet, will receive it within the end of November. The other 20% of the grant if the partners will send him the expenses account within the 15th of April for expenses till the end of march.
- Mr Tonutti made the following recommendations to the partners for a better management of the financial aspects of the project:
 - o We need to improve the internal monitoring of the budget.
 - o We must divide costs to Work Packages.
 - o Travel and subsistence costs must be reported separately.
 - o If we have a new employee in the project team, we must inform the coordinator, who is she/he, what will do, etc.
 - o If we increase the number of days for a team members we can do it, but we can't account 100% of his/her working days in the project.
 - o We can't account the same person twice – the same days of work for 2 partners.
 - o We can account using of private car but only 22€cent/km.
 - o We need to receive the documents by mail and by post.
- **Region FVG will send us new tables where these costs will be divided and we will have to fill the tables again.** If any partner want to have some budget changes we need to inform FVG. **The deadline for making changes to the budget is the end of March 2014.**
- Mr Tonutti explained also some modifications of the budget. We can't change the indirect costs. A recommendation to rise the expense percentage within the month of November was made by the coordinator, since the expense rate of the interim report was low. He proposed to all the partners to spend 60% of it's budget till the end of November. After a discussion in which the different roles and timing of expense of every typology of partners was illustrated by Mr Collinassi, we agreed that **stakeholder partners should try to reach a spending**

percentage of 60% while training provider partners 40-60%, since they will have most of the costs in the last period of the project.

- Mr Tonutti said that **the deadlines of next financial reports are:** the end of October 2013 and the end of March 2014. FVG needs the reports up to 15th of April. Then they will pay the 3rd instalment (20%). He guaranteed the payment process will be faster than before (in 1 month), also because the lead partner appointed one more administrative clerk to the staff to speed up the procedures. In the middle of October we can send our proposals to change budget (to Giovanni and Loredana). Giovanni asked to be careful with errors made during the accounting of costs.

Dissemination activities

- Within the activities of dissemination a plan to organize some virtual fare was proposed by the WP coordinator, VOKA. To better understand what this product is and how it works, a presentation by an invited guest to the meeting was made. Mr Thibault van der Auwemeulen from EXPOPOLIS illustrated the platform characteristics and services.
- A discussion followed, if this could be or not a proper tool for dissemination. The conclusion was that it could be used as a tool for ENMG and promotion of International Catalogue. Also the schools and G&L training companies can promote themselves by Expopolis. It could be also used as an extra service to enlarge the network of companies. But we have to evaluate the costs-benefits in further detail. The other possibility is that every LNMB has its own stand in Expopolis. We must be careful, not to have duplicates with G&L platform. An other possibility is to use Expopolis for enrolment to the circuits. Mr Collinassi said that now it seems to be more interesting for Belgian LNMB and ENMG since the platform already is widely adopted in the country. In fact now Expopolis is limited to Belgium, but as Mr. van der Auwemeulen claims it's possible to spread this idea to other countries. Maybe the solution is that every LNMB will decide if it's a good tool for them. We need to learn more details, especially related to the costs for companies. Wim claims that now we can use money in project's budget to finance it.

Dissemination in Poland

- There was a meeting of the ENMG with the Polish LNMB members. Ms Stankiewicz introduced the members who were present and the new partner Polish Bartenders Association. Thibault van der Auwemeulen made a presentation for LNMB. After it there was a session of questions and answers. Polish LNMB members were impressed and they are

interested in this idea. Especially the Voivodship Labor Office is interested to organize the virtual job fairs for unemployed people.

- All the partners filled in the evaluation questionnaires prepared by the evaluator.

Pilot circuit - Discovery visit 1

- After the meeting we had a discovery visit in Hotel “Gdańsk” and “Brovarnia” – mini brewery in the hotel.
- The meeting ended at 15.30.

Rafal Rolka -TNOiK Gdansk

Giovanni Tonutti - Regione FVG