

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

**WP4 VALIDATION Meeting 9  
Wednesday 12th - Friday 14th MARCH 2014**

**Place:** PRC SCCI premises Prešov Address:080 01 Prešov, Vajanského 10  
AQUACITY premises Poprad Address:080 01 Poprad, Športová 1397/1

**Participants to the meeting**

ITA1) Regione Friuli Venezia Giulia Giovanni Tonutti  
ITA1) Regione Friuli Venezia Giulia Loredana Lombardo (coordinator)  
ITA1) Regione Friuli Venezia Giulia Sandra Simeoni (evaluator)  
ITA1) Regione Friuli Venezia Giulia Veronica Ferlich  
ITA2) Enaip/EFFE.PI Barbara Dainelli

BE1) VOKA - Wim Keygnaert  
BE2) KAHO Sint Lieven – Bart Henssen  
BE2) KAHO Sint Lieven - Karen Brabant

DE1) TRANSLAKE GmbH - Stephanie Bee  
DE2) BSM GmbH - Olga Werner

HU1) CCISSB – Emese Vincze  
HU1) CCISSB – Nora Pusztan  
HU2) UNI-FLEXYS University - Éva Zsak  
HU2) UNI-FLEXYS University – Helmuth Schupler

SK1) SCCI PRC - Juraj Kupčiha

PL1) PZPP – Maxim Pimenov  
PL1) PZPP – Lech Kunc  
PL2) TNOIK - Rafal Rolka  
PL2) TNOIK – Wanda Stankiewicz

**12th March, 2014, Wednesday**

09.15 First Pilot visit of the meeting in Prešov – company 1: ELCOM

11.00 Pilot visit - company 2: TOMARK

13.00 Welcome c/o PRC SCCI Prešov premises- lunch

13.50 At PRC SCCI Spinea company presentation (training company from international circuit)

14.50 Giovanni Tonutti introduced the WP4 piloting planning advancement and update. It has to be decided who will have to book the flight and the hotel, the hosting partner or the trainee.

After checking the budget, everybody must communicate if every partner can send at least one representative for each country (that person should be able to speak for all the partners) by March 21.

24-27 March, Gdansk meeting: Rafal Rolka asked to have the ID or passport number of the participants to the pilot visits.

5 - 8 May, Belgium meeting: Karen Brabant explained how will be carried out. The first day will be for the arrival and to give some indications; next three days will be of company visits in six companies.

20 - 23 May, Italy meeting: Giovanni Tonutti illustrated the meeting and in particular the wine circuit. The hotel will be in Udine. The meeting will end the 23<sup>rd</sup> May at 13.00 pm. The visits will be in six wine producer companies, two per day.

Friday 21 of March is the deadline to communicate to all the partners the agenda of the company visits.

25 - 28 May, Germany meeting: Stephanie Bee explained the circuit that will be held in Constance. The 25<sup>th</sup> of May is the arrival day.

2 - 5 June, Belgium meeting: Wim Keygnaert said the 2<sup>nd</sup> of June is the arrival. Hotel will be in Gent. During these days there will be realized also the pilot visits in Belgium.

10 - 12 June, Slovakia meeting: Juraj Kupciha illustrated the mixed circuit. The 9<sup>th</sup> of June is the arrival.

1 - 4 September, Hungary meeting: . Emese Vincze illustrated the meeting.

24 - 28 September, Italy meeting:. Barbara Dainelli illustrated the meeting. The 23<sup>rd</sup> of September will be the arrival. The hotel will be in Pordenone.

Rafal Rolka reminds everybody that it has been decided to send 75 people to all the circuits.

16.00 Stephanie Bee and Bart Henssen proposed to add on the agenda of every meeting, "financial issues" in order to have time to discuss if anybody has some problems.

Sandra Simeoni gave to everybody the evaluation of WP1 (management and meetings) and WP4.

She showed the check of the catalogue's data collection.

**13th March, 2014, Thursday:** Aquacity conference hall

Wim Keygnaert and Bart Henssen asked again to add on the agenda "financial issues".

Giovanni Tonutti said to everybody to send all scanned documents useful for accounting and the reporting form to Loredana Lombardo and send the **originals** by post before the **end of March**. Loredana Lombardo needs also the **cover letter** signed by the legal representative. If any partner needs to change any cost please communicate it to her. Everything listed within 31<sup>st</sup> of March 2014.

Juraj Kupciha asked about the pilot circuit costs: Giovanni Tonutti said that the costs about colleagues are travel costs, the costs about people not involved in the project must be put in "other costs".

Rafal Rolka communicated to everybody that TNOIK will pay for the transfer from the airport to the hotel, lunch and dinner. Participants will have to pay only for the hotel (45 euros per night including breakfast). Dom Muzyka is the hotel name.

Rafal Rolka proposed to do two SWOT analysis, he suggested to split into two groups, organizers and participants, and work together to collect the information.

The first circuit has been organized by the German partner, the second by the Polish in Gdansk; the last circuit has been organized in Hungary.

<b>Organizers group</b>	
<p style="text-align: center;"><b>STRENGTH</b></p> <ul style="list-style-type: none"> <li>- logistic aspects (transport, accommodation, timing)</li> <li>- good mix of SME + one big company</li> <li>- European scope</li> </ul>	<p style="text-align: center;"><b>WEAKNESS</b></p> <ul style="list-style-type: none"> <li>- focus too much on visit not enough reflection</li> <li>- focus on theme</li> <li>- involvement of companies: is not enough</li> <li>- mix of SME + major companies</li> </ul>
<p style="text-align: center;"><b>OPPORTUNITY</b></p> <ul style="list-style-type: none"> <li>- European scope (further growth in EU)</li> <li>- next circuits (introduction, reflection, training)</li> <li>- good selection of trainees (competencies, what they want to learn)</li> <li>- end event (project, ESF, Erasmus +, mobility projects; regions; representative in Brussels; local administration)</li> </ul>	<p style="text-align: center;"><b>THREAT</b></p> <ul style="list-style-type: none"> <li>- sustainability</li> <li>- international mobility in financing and companies</li> <li>- involvement of the local administration and local stake holders</li> <li>- ENMG: meetings</li> <li>- International projects</li> </ul>

<b>Participants group</b>	
<p style="text-align: center;"><b>STRENGTH</b></p> <ul style="list-style-type: none"> <li>- circuit,</li> <li>- one theme</li> <li>- topic</li> <li>- different visits and impressions during one circuit (flexibility/diversity)</li> <li>- complete programme</li> <li>- activities</li> <li>- pilot visits free</li> </ul>	<p style="text-align: center;"><b>WEAKNESS</b></p> <ul style="list-style-type: none"> <li>- too many visits per day (maximum 2 visits)</li> <li>- too much marketing by the companies</li> <li>- learning component (check expectations of the participants before to match the circuit)</li> </ul>
<p style="text-align: center;"><b>OPPORTUNITY</b></p> <ul style="list-style-type: none"> <li>- focus on learning opportunities and learning expectations</li> <li>- go&amp;learn: basic for new projects network/Erasmus +</li> <li>- feedback during the circuit discovery (afterwards thematic, after each visit)</li> <li>- reflection on the visits</li> </ul>	<p style="text-align: center;"><b>THREAT</b></p> <ul style="list-style-type: none"> <li>- what are the reasons to participate? expectations: job hunting</li> <li>- sustainability of the project</li> </ul>

10.30 Barbara Dainelli presented "WP4 monitoring and quality document": discussion and approval. User feedback: it has been decided to modify the last point of the "content of the circuit" paragraph in : "did the circuit improve your professional skills?"  
 "Timing" paragraph: first question, it has been add after the first question in brackets (duration of visits per day).

6.2 "insurance" paragraph: it has to be decided if to insurance companies for an individual insurance standard to be applied to all participants. We'll ask in Italy if this kind of insurance is possible and how much it costs.

Karen Brabant illustrated an excel file with the information that the LNMB has to collect after the circuits. We'll collect them every year. All the partners must check this file that Karen will put on the platform; if anyone has suggestions to modify it please email to Karen.

12.00 lunch at TATRAVAGÓNKA.

13.00 Pilot visit at Chemosvit company.

15.00 visit to High Tatras, lake and mountain tour.

**14th March 2014, Friday:** Aquacity conference hall

08.30 Everyone fulfilled the "G&L circuit's customers feedback".

08.44 Barbara Dainelli illustrated the website.

Everybody has to send by email to Elena Tomat and Gilberto Collinassi the pdf and the word format.

Barbara Dainelli illustrated the "Reference standard documents list", the state of the art of the website translation.

Everybody has to check if everything in the website has been translated; check carefully page 3 and 4:

- 2 reference standard documents list
- 3 project website translation page list
- 4 G&L website.

09.00 Wim Keygnaert and Stephanie Bee discussed about dissemination and exploitation. They suggested to do a works group divided into three groups about sustainability and the final conference.

After the presentations of the three groups Wim and Stephanie underlined the common and most important aspects emerged from the presentations.

They will put the datas emerged in an excel file and then they will put it on the platform.

Second workshop:

Giovanni reminded to everybody to collect any article on newspapers, scan them and then send them to him.

<b>Sustainability (GROUP 1)</b>	
<p><b>CIRCUITS (our offers)</b></p> <ul style="list-style-type: none"> <li>- Videos in order to promote attractiveness</li> <li>- improve the catalogue, number of companies</li> <li>- price</li> <li>- local/international continuation</li> <li>- enlarge the offer in other regions</li> </ul>	<p><b>VISITS (the participants)</b></p> <ul style="list-style-type: none"> <li>- option for funding (ESF etc.)</li> <li>- attract schools and universities</li> </ul>
<p><b>PARTNERSHIP (ENMG, etc)</b></p> <ul style="list-style-type: none"> <li>- regular local meetings</li> </ul>	<p>?</p> <ul style="list-style-type: none"> <li>- newsletter</li> </ul>

- enlarge local group	
<b>PRACTICAL /TO DO'S:</b>	
<ul style="list-style-type: none"> <li>- participate to another Eu project to finance ENMG</li> <li>- private / public funds (promoters)</li> </ul>	

<b>Sustainability (GROUP 2)</b>	
<b>CIRCUITS (our offers)</b>	<b>VISITS (the participants)</b>
<ul style="list-style-type: none"> <li>- making more attractive</li> <li>- check goal / purpose of participants</li> </ul>	<ul style="list-style-type: none"> <li>- define target group (who can pay?)</li> <li>- funding for students (exp. Erasmus + or local funds)</li> <li>- costs need to be communicated</li> </ul>
<b>PARTNERSHIP (ENMG, etc)</b>	<b>?</b>
<ul style="list-style-type: none"> <li>- future projects</li> <li>- video conference (skype)</li> </ul>	<ul style="list-style-type: none"> <li>- homepage accessible for everyone (subscriptions)</li> <li>- long-term relationships with schools /universities</li> </ul>
<b>PRACTICAL /TO DO'S:</b>	
<ol style="list-style-type: none"> <li>1. define an communicate costs</li> <li>2. define target groups (attractive circuits)</li> <li>3. research on funding possibilities</li> <li>4. update platform (accessibility for every partner)</li> <li>5. establish relationships with schools / universities</li> </ol>	

<b>Sustainability (GROUP 3)</b>	
<b>CIRCUITS (our offers)</b>	<b>VISITS (the participants)</b>
depends on country: <ul style="list-style-type: none"> <li>- PL: schools/universities for financing; local authority budget to improve industrial tourism</li> <li>- DE: companies, if expectations are met reg. participants, EU-programmes</li> <li>- HU: chambers in cooperation within other EU/local projects</li> <li>- BE: cross-border funding</li> </ul>	<ul style="list-style-type: none"> <li>- employers (knowledge transfer financing by themselves)</li> <li>- high skilled workers</li> <li>- students</li> <li>- apprentices</li> <li>- trainers, teachers</li> </ul>
<b>PARTNERSHIP (ENMG, etc)</b>	<b>?</b>
<ul style="list-style-type: none"> <li>- social partners</li> <li>- universities</li> </ul>	<ul style="list-style-type: none"> <li>- strong PR at EU-scope (our catalogue Go&amp;Learn)</li> </ul>

<ul style="list-style-type: none"> <li>- organizations for regional marketing, business development</li> <li>- chambers</li> <li>- training providers</li> </ul>	<ul style="list-style-type: none"> <li>- use the experienced circuits for improvements</li> </ul>
<p><b>PRACTICAL /TO DO'S:</b></p> <ol style="list-style-type: none"> <li>1. potential collaboration possibilities /local projects</li> <li>2. local authorities for elaborating international projects</li> <li>3. financing from EU or local budget (?)</li> </ol>	
<p><b>Sustainability (FINAL VERSION: Group 3 table + following elements)</b></p>	
<p style="text-align: center;"><b>CIRCUITS (our offers)</b></p> <ul style="list-style-type: none"> <li>- attractive learning circuits</li> <li>- CIES + circuits</li> </ul>	<p style="text-align: center;"><b>VISITS (the participants)</b></p> <ul style="list-style-type: none"> <li>- the participants pay the employers</li> </ul>
<p style="text-align: center;"><b>PARTNERSHIP (ENMG, etc)</b></p> <ul style="list-style-type: none"> <li>- grow !</li> </ul>	<p style="text-align: center;"><b>?</b></p> <ul style="list-style-type: none"> <li>- open homepage and database</li> </ul>
<p><b>PRACTICAL /TO DO'S:</b></p> <ol style="list-style-type: none"> <li>1. cost calculation</li> <li>2. target group approach</li> <li>3. funding</li> <li>4. update homepage</li> <li>5. open LNMB</li> </ol>	

<p><b>Final conference (GROUP 1)</b></p>	
<p style="text-align: center;"><b>MESSAGE</b></p> <ul style="list-style-type: none"> <li>- our success: <ul style="list-style-type: none"> <li>• establishment of an European network, well-elaborated catalogue</li> <li>• "mobility is the future of EU labour market"</li> <li>• we know how to implement procedure to achieve this goal, to use Go&amp;Learn as an instrument</li> </ul> </li> </ul>	<p style="text-align: center;"><b>TARGET GROUPS</b></p> <ul style="list-style-type: none"> <li>- involving of representatives of the regions located in Brussels – decision makers</li> <li>- representatives of business development organizations</li> <li>- universities</li> <li>- from partners network and other EU-countries</li> </ul>
<p style="text-align: center;"><b>TIMING</b></p> <ul style="list-style-type: none"> <li>- 1 day conference: <ul style="list-style-type: none"> <li>• opening conference (presentation of project, catalogue etc)</li> <li>• panel discussions, exchange</li> </ul> </li> </ul>	<p style="text-align: center;"><b>LOCATION</b></p> <ul style="list-style-type: none"> <li>- Brussels:</li> </ul>

experience, direct meeting, moderated round table	
<b>? / OTHER:</b>	
1. we have to leave a strong message	

<b>Final conference (GROUP 2)</b>	
<p><b>MESSAGE</b></p> <ul style="list-style-type: none"> <li>- opportunities of circuits (learning / benefits)</li> <li>- funding / cost issue</li> <li>- future plans + current realized projects, activities that guarantee continuation</li> </ul>	<p><b>TARGET GROUPS</b></p> <ul style="list-style-type: none"> <li>- local representatives in Brussels from regions</li> <li>- universities / schools</li> <li>- companies</li> <li>- officials (EACEA)</li> </ul>
<p><b>TIMING</b></p> <ul style="list-style-type: none"> <li>- 1 day: <ul style="list-style-type: none"> <li>• introduction (30 min)</li> <li>• exhibition</li> <li>• video presentation</li> <li>• workshop</li> <li>• testimonials</li> </ul> </li> </ul>	<p><b>LOCATION</b></p> <ul style="list-style-type: none"> <li>- Brussels: <ul style="list-style-type: none"> <li>• Parliament</li> <li>• Hungarian development center</li> <li>• HUB</li> </ul> </li> </ul>
<b>? / OTHER:</b>	
2. Testimonials	

<b>Final conference (GROUP 3)</b>	
<p><b>MESSAGE</b></p> <ul style="list-style-type: none"> <li>- we have a network of companies and catalogue</li> <li>- Go&amp;Learn as a tool for mobility (international, local)</li> <li>- new solution for informal learning</li> <li>- we'll have more companies, more regions, circuits</li> <li>- we will explore new ways of learning (company able to train people)</li> </ul>	<p><b>TARGET GROUPS</b></p> <ul style="list-style-type: none"> <li>- stakeholders</li> <li>- politicians (EU, regional) and officials</li> <li>- companies (G&amp;L network)</li> <li>- universities, vocational schools</li> <li>- students</li> </ul>
<p><b>TIMING</b></p> <ul style="list-style-type: none"> <li>- half day</li> <li>- half of November</li> </ul>	<p><b>LOCATION</b></p> <ul style="list-style-type: none"> <li>- Brussels: <ul style="list-style-type: none"> <li>• EU Parliament</li> </ul> </li> </ul>

- combination of conference and press conference	
<b>? / OTHER:</b>	
1. each partner can promote the catalogue for students interested in mobility	

<b>Final conference (FINAL VERSION: GROUP 1 + following elements)</b>	
<b>MESSAGE</b>	<b>TARGET GROUPS</b>
<ul style="list-style-type: none"> <li>- past</li> <li>- present</li> <li>- future</li> <li>- innovation network + tool</li> <li>- cooperation</li> </ul>	<ul style="list-style-type: none"> <li>- officials (EACEA)</li> <li>- students</li> <li>- entrepreneurs</li> <li>- EU countries</li> </ul>
<b>TIMING</b>	<b>LOCATION</b>
<ul style="list-style-type: none"> <li>- 1 day: <ul style="list-style-type: none"> <li>• introduction (30 min)</li> <li>• interactive part</li> <li>• new: setting, unusual</li> <li>• workshop</li> <li>• testimonial</li> <li>• press</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Brussels: <ul style="list-style-type: none"> <li>• Parliament</li> <li>• Hungarian development center</li> <li>• HUB</li> </ul> </li> </ul>
<b>? / OTHER:</b>	
1. we have to leave a strong message	

Sandra Simeoni gave to everybody the evaluation questionnaire.

**Next meeting and activities schedule:**

The next international Go&Learn meeting (ENMG validation +pilot visit) will take place in Gent (BE) from 2<sup>nd</sup> to 5<sup>th</sup> of June 2014.

At 11.30 the meeting ended.

Checked and approved by all partners

Prešov – Poprad, 14<sup>th</sup> of March 2014

Giovanni Tonutti and Loredana Lombardo