BIOMASS EUVET

Transferring European VET structures to cover biomass skill needs

Project number: 2011-1-ES1-LEO05-35489

3RD MEETING IN ROMANIA MEETING MINUTES

Bucharest (Romania), November 7th, 8th, 9th 2012

On November 7th, 8thand 9th at the facilities of the partner Global Commercium, took place the third technical meeting of the project and the third meeting of the Steering Committee of the Leonardo da Vinci project "Biomass EUVET".

The project meeting was attended by, at least, one representative of each partners, and other collaborators. The attendance list is attached at the end of these minutes.

The meeting was developed in accordance with the previously established agenda at the end of this document.

CONCLUSIONS AND AGREEMENTS:

Interviews with companies and draft of the Competence Profile:

Along these 6 months between the meeting in Croatia and the meeting in Romania, each partner has generated a draft document of the competence profile (Product 4: Biomass Competence Profile), using the following information:

- The report of BFW about the SOLTEC project made by Monika Stricker and presented in the meeting in Croatia.
- The format of the competence profile sent by Agenex with the two first columns completes (Competence unit assignments and tasks and sub assignments) together with an explanation about what is the meaning of the other columns.
- The information collected by the partners in the interviews with the companies and institutions related with the qualifications for the biomass boilers installers.

As it is said, the partners have maintained interviews with companies to collect information about the sector of biomass boilers installers that can help them to complete the draft of the competence profile.

The format of the interviews for the companies together with an explanation of how the interviews should be done and a certificate to be signed by the company was sent by AGENEX to the partners and discussed by email by all of them to get a final format.

Every partner was asked to make at least 5 interviews. Not all the partners could archive this goal.

Global Commercium made a report about the data collected through the interviews and a pwp presentation as it was agreed in the 2nd meeting.

The draft of the Competence Profile was finished by all the partners with the exception of Ethical Environmental Management.

Companies Network

Between the 2nd and the 3rd meeting of the project, the partners were asked to get three companies included in the expert network of biomass boilers installers (Product 9: Transnational Biomass Company Network).

Not all the partners get to achieve this goal, especially those who are private companies instead of institutions or associations like the Cluster of Extremadura and Croatia. So the partners consider that we have some difficulties with this issue and should develop documents to motivate the companies for joining the network.

J. Ordoñez to prepare a document to certify by the consortium that the company takes part in the companies network. Dead Line: November 31st.

J. Ordoñez to prepare a newsletter format for the companies of the network to include it in their websites explaining the project and their participation. Deadline: November 31st.

Work in groups:

After a brief explanation about the methodology of working by Monika Stricker (BFW), the information and draft competence profiles were analyzed in work groups (one group for each competence unit) to get a final document.

After each work group finishes its final version of the competence unit assigned, they made comments about the rest of the competence units developed by the other groups.

The partners agreed to send the competence profile with the comments to the coordinator after the meeting to get the final document.

Each work group: To send to D.Encinas the competence profile with their comments made in the work meeting. The comments should be validated by the companies interviewed. Deadline: December 15th

D. Encinas: To send to the partners the final version of the competence profile with the comments included. Deadline: January 15th.

Dissemination and communication activities*:*

R. Barquero of Cluster of Extremadura explains the importance of making an addecuate dissemination of the project and asks the partners to make an effort in this issue.

Present some examples of dissemination that the partners can do.

A. Matetovici is responsible for writing the press release of the meeting and sending it to R. Barquero for distribution together with the photographs of the meeting.

R. Barquero: To write a document and send it to the sector associations of the biomass boilers installers about the project for dissemination. Deadline: January 31st.

D. Encinas: To send to R. Barquero a list of associations and institutions of the biomass sector of the partners countries. Deadline: January 31st.

R. Barquero: To design a flyer and a poster for sending it to the partners and printing it and use it in seminars, congress.. Deadline: January 31st.

A. Matetovici: To write a press release of the meeting in Romania in English and send it to R. Barquero for distribution to the partners. Deadline: November 31st .

NEXT ACTIVITIES AND SUMMARY OF THE SCHEDULE FOR THE PARTNERS TO FOLLOW:

Along the last months of the project the WP2 and WP3 has been developed.

WP2 is "Transfer and Customization of Innovative Structures" and deals with the transferring and customization of the tools from Soltec to our Project Biomass EUVET. This WP2 has been finished.

During the next 6 months, WP3 will mostly finish:

WP3 is "Application of Innovative structures" and the tasks are mainly the adaptation of the questionnaires for companies that the consortium have made, the Competence Profile that it is also been made and the Network of Biomass experts that it is been still developed.

Between the meetings of Romania and Czech Republic, The WP4 "Enhancing Biomass VET structures" will start with these main tasks:

- The gathering of free technical documentation about biomass installing that will be placed in the Web site.
- The glossary of biomass installations technical terms.
- The training units' structure.
- The European Qualification Structure and the European Curriculum for validation by the companies and the authorities.

The deadlines for the final products of the project is May 2013 when the consortium needs to have developed the Technical Glossary, The Units structure, The European Curriculum and the Qualification Structure.

In June 2013 a Workshop of validation for the Qualification Structure will be held and the final proposal will be sent and presented to the authorities of each country on July 2013.

As a summary for the next months until the next meeting in Czech Republic, the main tasks will be:

Each work group (1 person responsible per group): to send to D.Encinas the competence profile with their comments made in the work meeting. The comments should be validated by the companies interviewed. Deadline: December 15th.

D. Encinas: **Send to the partners the final version of the competence profile with the comments included. Deadline: January 15th.**

D. Encinas: **Send to the rest of the partners the first column of the European Curriculum completed for the partners to make a draft European Currriculum and discuss it in the next meeting. Deadline 31st January**

All the partners: Send to D. Encinas (uploaded to the website) the draft European Curriculum to discuss it in the next meeting. Deadline February 28th.

D. Encinas: Send to the partners the preliminary glossary of technical terms in english for them to translate it into their languages. Deadline February 28th.

All the partners: Send to D. Encinas (uploaded to the website) the glossary of terms translated into the partner's language. Deadline March 31st.

All the partners: Uploads to the website at least 3 free technical documents in english per country about biomass boilers installations that could be part of the content of the learning units. Deadline March 31st.

About the next meeting:

- Date is fixed on April 11th and 12th , 2012.
- Arrival during April 10th to Krnov.
- AKLUB will arrange all the meeting requirements for the consortium: agenda schedule, accommodation, meeting rooms, etc.

AGENDA

1st DAY

Bucharest, Wednesday 07. 11. 2012

AFTERNOON

1- 15:50- Meeting in Hotel the Hall.
2- 16:00- Summary of the meeting and review of the Agenda (15 minutes).
3- 16:15- **Global Commercium**. Reports of the Questionnaries for the companies. Conclusions. (30 minutes). Discussion by the partners.
4- 16:45- **Monika Stricker**. Transfer of the Soltec Competence Profile (20 minutes).
5- 17:05- **Monika Stricker**: Work groups organization and work methodology for the developing of the Competence Profile (15 minutes).
6- 17:20- Work in groups (1 hour).
7- 18:20- Conclusions and review of the work for the next day (15 minutes).
8- 18:35- End of the meeting.

Late evening. Free program-at choice-guided walk through Old Town-Matetovici.

2nd DAY

Bucharest, Thursday 08. 11. 2012

MORNING

1- 9:00 Meeting in Hotel Hall.
2- 9:15 Review of the conclusions of the day before (10 minutes).
3- 9:25 Work in groups (1h 35 minutes).
4- 11:00 Coffee break (15 minutes).
5- 11:15 Work in groups (1h 45 minutes).
6- 13:00 Lunch time.

13:00-14:00-Lunch at Bolta Rece or City Grill

AFTERNOON

7- 14:30 Work in groups (1h 30 minutes).
8- 16:00 Break (15 minutes).
9- 16:15 Work in groups (2 h).
10- 18:15 Conclusions about the final document of the competence profile (15 minutes).
11- 18:30 End of the meeting.

20:00-Dinner-Caru cu bere-RESERVATION IS ALREADY MADE

3rd DAY

Bucharest, Friday 09. 11. 2012

MORNING

1- 9:00 Meeting in Hotel hall.
2- 9:15 **Dieter Schultze.** Financial and Technical Justification. Interim report (30 minutes).
3- 9:45 Review of the documentation of the partners for the interim report. Questions and comments of the partners.
4- 11:00 Coffee break (15 minutes).
5- 11:15·3rd meeting of the Steering Comitee (1h 15 minutes):
   Review of the activities of the project and the schedule till next meeting.
   Review of the activities of the work packages.
   Dissemination and explotation activities of the partners
   Skills network
   Evaluation.
6- 13:00 Lunch time.

13:00-14:00 Lunch at Bolta Rece/City Grill

AFTERNOON

7- 14:00-17:00 Interim report. Continuation if necessary