

# ECVET goes Business – 3<sup>rd</sup> partnership meeting

## March 22<sup>nd</sup>-23<sup>rd</sup> 2017/ Bilbao, Spain

### MINUTES

#### List of participants

Organisation:	Name:
P1; Auxilium (AT)	Georg Müllner Carina Maas
P2; ÖGB (AT)	Ute Sonnleitner
P3; FFE (ES)	Marta Palacio
P4; Meath partnership (IE)	Jennifer Nolan Emma Symes
P5; CZS – CCI (SI)	Mojca Cek
P6; TREBAG (HU)	Enikő Nagy
P7; ARES (IT)	Paola Pietrangelo Roberto D'Amico
P8; FHM (DE)	Johannes Treu Pia Winkler

#### Wednesday, March 22<sup>nd</sup> – meeting day 1

##### **09:30 Official welcome and opening of the meeting** (FFE / Auxilium)

- With all partner organisations being present at the 3<sup>rd</sup> transnational meeting, the common work starts with the official welcome. Marta welcomes everyone to Bilbao, followed by Georg welcoming the partners to the meeting.

##### **09:45 Short report about the past project months – status quo** (Auxilium)

*Presentation of status quo attached (Annex 1)*

- Georg sums up the tasks already achieved during the past project period and draws deductions. He announces and explains the upcoming monitoring visit by the Austrian National Agency that will take place on May 4<sup>th</sup> 2017 in Graz, Austria. Georg also presents the HR Handbook (IO2) hot off the press. During the following two weeks the handbook will be published in all partner languages as well and sent to the partners.
- Also, Georg states that the pilot should have an immediate and concrete effect on the material of the training course that should be communicated in the feedback and the reports.
- Finally, since the first day of the meeting is dedicated to active work on IO3, this should also show in the documentations and time sheets of all project partners.

##### **10:00 IO3 / WP7 – Training course Development and Piloting I** (all partners)

*Pia presents the final version of the curriculum of the training course for HR staff and gives an overview of the intellectual output.*

- In the training course will be one Learning Unit (LU) less than in the handbook, because chapter 1 and 2 of the handbook are summed up together in Learning Unit 1. This means, chapter 3 of the handbook will correspond to LU2 in the course.
- Since a few partners already did this, everyone is requested to choose a possible time line for the Learning Units, noting the **duration of the exercises** or theory input sessions. Please include this time line in your final version!
- The Learning Outcomes will be assessed here and there, wherever it is fitting and do not need to be assessed in every Learning Unit. Participants will receive a participation certificate, but there will be also no final assessment for finishing the training course.

*LU 1 – Jennifer (Meath partnership)*

- Theory-oriented LU, but also discussions. The **case study may need to be localised when translated** into other partner languages in regards of the companies involved.
- The **Learning Outcomes** that are presented in this LU should be **double checked for references** in later Learning Units!
- Jennifer comes to the decision to reduce the amount of slides in the presentation in regards to the upcoming translations of the material.

*LU 2 – Carina (Auxilium)*

- The trainer is allowed to skip or add (prepared) slides if needed. This could be necessary if participants have much or little know-how in Personnel Planning.
- Information for the trainer is provided in the notes of the presentation.

*LU3 – Enikő (TREBAG)*

- More exercises, very interactive LU. One example stretches over the LU and is linked to the exercises.

**11.15 Coffee break**

**11:45 IO3 / WP7 – Training course Development and Piloting II** (all partners)

*LU4 – Mojca (GZS-CCI)*

- 5 parts of the LU. Participants draft a career plan and get the chance to revise the plan according to ECVET later on.
- There will be hyperlinks in the presentation and some basic questions. The trainer should find an individual way to tackle those questions, following the 5 steps/parts proposed, but choosing freely from the external resources.
- ➔ To-do: Develop a presentation with the main topics/steps for implementation as well as a timeline for the duration of the individual steps (until easter/ finalisation).

*LU5 – Pia (FHM)*

- There will be handouts for the trainers concerning the implementation of exercises.

*LU6 – Roberto (ARES)*

- The LU will focus on 4 stages/pillars and will contain a case study.
- The question is raised if the performance evaluation template, which is provided as an annex to the LU6, could be translated legally.

*At this point the workload of the upcoming translations is discussed. It is decided that we need to translate the core learning materials and deliver a final set of material that can be translated in every partner language. This means the presentations as well as the exercises. However, it is not required to translate external links as they can be provided in English.*

*LU7 – Marta (FFE)*

- The LU consists of 3 parts and ends with a self-assessment via the learning outcomes table. The trainers are also provided with additional videos in regards of the theme of the unit.

*LU8 – Ute (ÖGB)*

- The trainer summarizes the core elements of the training course and the participants get the chance to reflect together using cards that are later clustered by the trainer on a pinboard/flipchart.
- While the trainer is clustering the reflection-cards, the participants will be asked to fill out the questionnaire for evaluation.

*Standardisation and finalisation of the material*

- We will need a final presentation for the end-users in every LU, meaning if you prepared a presentation mainly for the trainers, please prepare one for the participants of the training course as well! Please make sure to use the template provided.
- The exercises do not need to be standardized and can be presented as part of the presentation or as a handout (document/pdf). However, the reference/announcement of exercises should be not be standardized to look the same, but in a way, the trainer is able to work with properly. It should be clear and visible, at which point an exercise is going to start. The main thought here is to show also the creative potential of different partners working together.
- The layout was already standardized by Pia (thank you!). If you are adapting/finalising your presentations, please make sure to **use the presentations uploaded by Pia at our Wiggiio-platform!**
- The schedule of the finalisation of the materials is set up next (results are listed in the table below).

**13:00 Common Lunch** (all partners)

**14:30 IO3 / WP7 – Training course Development and Piloting III** (all partners)

*Set up of Piloting & Evaluation*

- 10 stakeholders should be invited for the piloting.
- Documentation via signature list, pictures, evaluation/feedback forms. A draft for the signature list will be taken from the presence list of the focus groups developed by Meath Partnership.
- The feedback should be gathered both from trainers and participants. Pia/FHM will send out the questionnaires for both target groups until the end of April as well as an excel template for the evaluation of the feedback. It is decided that all partners will translate the feedback forms into their national language, analyse the filled in feedback forms of the trainers and participants and fill in the results in the excel table provided by FHM. The feedback forms need to be kept for documentation and the excel table should be send to Pia together with the signature list and possible photos.
- After the pilot, the LUs need to be revised again if necessary and according to the feedback. But please be aware that there should be **no fundamental changes!**
- Auxilium will draft a template for attendance certificates, where the learning outcomes are listed and all of our logos are printed on.

*Discussion about the dates for the final meeting and multiplier event*

- Since there is no possibility to join all partners in September, it is decided to pick a date in October, so every partner could be present for the final meeting as well as for the multiplier event in Graz. The dates that have been chosen are **4<sup>th</sup> to 6<sup>th</sup> of October 2017**. The first day is planned for the arrival of partners, the second will be a full meeting day and the last day will be the day of the multiplier event/final conference and probably the departure of partners.  
(If it is not possible to extend the duration of our project, the dates will be 20<sup>th</sup>-22<sup>nd</sup> of September 2017, but let's hope everything will go according to plan ☺ Auxilium will ask for the extension of the project on May 4<sup>th</sup> 2017 during the monitoring visit and we will let you know asap about the decision of our NA)
- The final meeting will be held possibly outside of Graz to foster intense discussions and finalisation of the outputs. These options are available. The decision will be made via e-mail.
  - Retzhof (<http://www.retzhof.at>)
  - Lagler (<http://www.lagler.cc/en/index.html>)
- *For your arrival:* Please ensure to be present at the airport or the main train station in Graz until 4 p.m. on October 4<sup>th</sup>, because we will pick you up and bring you to our meeting-location/hotel.
- *For your departure:* From 2 p.m. on Friday you are free to book your flight home, because the multiplier event will take place before lunch. Since it is our last meeting, feel free to stay another night in Graz! We will do something fun! ☺

*Multiplier Event*

- For the ME, which is held on October 6<sup>th</sup> 2017, there should be 70 local and 20 foreign participants present.
- We will introduce our IO's like the handbook as well as our training course and the content of the training.
- We will also think of motivating factors, because participants should have fun too while immersing in the world of ECVET and especially while it is going business. **Please let us know if you have any ideas** that could make our ME one to remember.
- Since the ME will be held in the national language German, Auxilium and ÖGB will provide the partners and the foreign participants with an (whispering) interpreter.

**17:30 Summary and feedback – end of meeting day 1** (Auxilium/ all partners)

**20.00 Common dinner** (all partners)

**Thursday, March 23<sup>rd</sup> – meeting day 2**

**09:00 WP1 – Contractual, financial and administrative issues** (Auxilium)

- Georg gives an overview over recent financial issues and presents the date of the next financial report: April 15<sup>th</sup> 2017. He also reminds all of the partners that exceptional costs could be refunded by 75%.
- Since the IO2, the handbook, is finished with this meeting, **please finish also you declaration of IO2-working days!**

- Georg also presents the date of the monitoring visit by the Austrian National Agency on May 4<sup>th</sup> 2017. On this day, Auxilium will ask for an extension of the duration of the project, ensuring that every partner could be present for the final meeting and ME. **If you have any questions concerning the monitoring visit, let us know!**
- Georg is also generally happy about the progress report assessment and highlights the main findings.

**09:30 WP3 - Dissemination (Auxilium)**

- Please make sure to **always use the logo and funding disclaimer on every document/material**.
- All partners should participate in the online-dissemination i.g. via Facebook. Especially nearing the end of the project, the ECVET goes Business Facebook page should be lively and filled with interesting topics and findings in connection with the focus of the project. Please share or send interesting content!
- In the end of the project, each partner will document on their dissemination activities and shares their materials.
- Please ensure that you also document, who receives a HR handbook (target groups)!
- Please don't forget to use the pilots as an opportunity for dissemination activities.
- The next newsletter (#3) will be published in April and will feature a [*blank space*] where each partner is able to fill in the local dates of the pilots!
- Finally, each partner presents their dissemination activities which happened since the last meeting. It is visible that all partners were very busy disseminating the project in online and print media as well as in face-to-face interactions with stakeholders and members of the target group, e.g. newsletters, websites, articles in newspapers and magazines, blogs and presentations for companies.
- In the final report we should be able to present the feedback of our dissemination activities, because our efforts should have some impact on our target groups. Quality goes over quantity, so please choose a kind of impact that is **clear and concrete** instead of widespread and vague. Our handbook and training course are very concrete and thereby perfect examples. The results of the projects should live longer than the project itself.

**10:30 WP4 – Exploitation and sustainability (FFE)**

- There will be a need for a review of the sustainability strategy after the feedback received from the pilot implementation, Marta will send the instructions after the pilots.
- We need to think about **IPR** – who is allowed to use our product? Georg proposes the creative commons licence, which is free to use text that can be used for this purpose. As long as the authors are mentioned and materials are not changed or torn apart, the use of our content is free. We will tackle this issue once more in the final meeting!
- The price for the handbook should be the same as the cost of one copy. Pricing for the handbook is however only relevant after the end of the project, since sufficient copies of the handbook will be printed for the project duration.
- The final report will be due in December (if our project is extended until October) and we will get the feedback of the NA about 6-8 weeks later and get paid at the same time.

**11:00 Coffee Break****11:30 WP2 – Quality Assurance (Auxilium)**

- Georg presents the third peer evaluation report, which is characterised by positive feedback. Of course a new questionnaire needs to be sent out soon, so we can continue with quality assurance.
- Georg also gives an overview over the variance analysis and highlights the upcoming events like the assessment that is due in the end of March or the internal progress report which is due in the middle of April. There are also a few changes in relation to the postponed final meeting, please have a look for yourself in the document (Annex 2).

**12:00 Next project steps and developments and discussion of open questions (Auxilium)**

- Carina summarises the main events and outcomes of the project meeting and gives an overview of the upcoming tasks and responsibilities.

## To do list until next meeting (10/2017)

WP1: Project Management		
What?	Who?	Deadline
Meeting minutes sent out to all partners	P1	30.03.2017
3rd Financial report	P1	15.04.2017
Monitoring Visit by the Austrian National Agency	P1	04.05.2017
Agreement about the location of the final meeting	All partners	20.05.2017
Variance analysis VII	P1	19.06.2017
Internal Progress report IV	P1	14.08.2017

WP2: Quality Assurance		
What	Who	Deadline
Distribution of peer group evaluation form Bilbao meeting	P1	28.03.2017
Return of at least one evaluation form per organisation	All partners	14.04.2017
Peer group evaluation summary	P1	28.04.2017
Feedback questionnaire for participants and trainers of the pilot sent out	P8	30.04.2017
Excel table for the evaluation of the participant/trainer feedback	P8	30.04.2017

WP3: Dissemination		
What?	Who?	Deadline
Continuous dissemination and promotion activities	All partners	ongoing
Continuous facebook activities	P7 and all partners	ongoing
Newsletter 3	P1 and all partners	21.04.2017
Newsletter 4	P1 and all partners	14.08.2017

WP4: Exploitation and Sustainability		
What?	Who?	Deadline
Sustainability Strategy based on contributions of partners	P3	21.04.2017
Full documentation of each project partner	All partners	15.11.2017

WP7: Training Course Development and Piloting		
What?	Who?	Deadline
<i>Curriculum:</i> add duration of inputs/exercises in your LU if you haven't already	All partners	31.03.2017
<i>Training Materials:</i> finalisation of PPP, change/reduce slides, exercises and material if necessary for translations! (be s.m.a.r.t. ☺) <b>→ Please use the slides from our wigio-platform!</b> <b>→ send final version to Pia (FHM)</b>	All partners	07.04.2017
Proofreading of curriculum and materials	Meath partnership	14.04.2017
National translations of training material	All partners	28.04.2017
Attendance certificate template	P1	28.04.2017
Start of piloting	All partners	01.05.2017
End of piloting (Feedback summarized in the excel table provided by FHM, signature list, photos)	All partners	15.06.2017
Report over the summer	FHM	31.08.2017
Revise training material according to feedback	All partners	14.09.2017

12:30 Official closing of the meeting