

Meeting MINUTES

Graz – 16th of January till 17th of January 2014

PROJECT STAY IN

PROJECT NUMBER – LLP-LDV-TOI-13-AT-0010

Day 1, 16th of January 2014

Welcome

- Mr Walter Ferk, CEO Jugend am Werk Steiermark

Organisational information

- Ms Michaela Meier

Presentation of each partner organisation (10 minutes max)

- All Partners

Notes:

- Each partner organisation hold a PP presentation and informed about their services and working priorities.
- All presentations will be available on the “Project area” of the webpage till end of February.



Presentation of the project – Overview of the contents, objectives, workpackages

- Jugend am Werk, Ms Michaela Meier

Notes:

- JaW presented the STAY IN project in detail:
 - the reason for the project
 - the main aims, objects and sub-aims of the project
 - the challenges within and beyond the project
 - the 8 workpackages (horizontal key actions/thematic project phase)
 - role within the partnership

Administrative and Financial Rules, Leonardo da Vinci, Transfer of Innovation Projects – Interactively Workshop

- National Agency for Lifelong Learning, Ms Astrid Terreng

Notes:

Ms Terreng informed about the rules of Leonardo da Vinci – Transfer of Innovation projects and performed an interactive workshop. (see handouts)

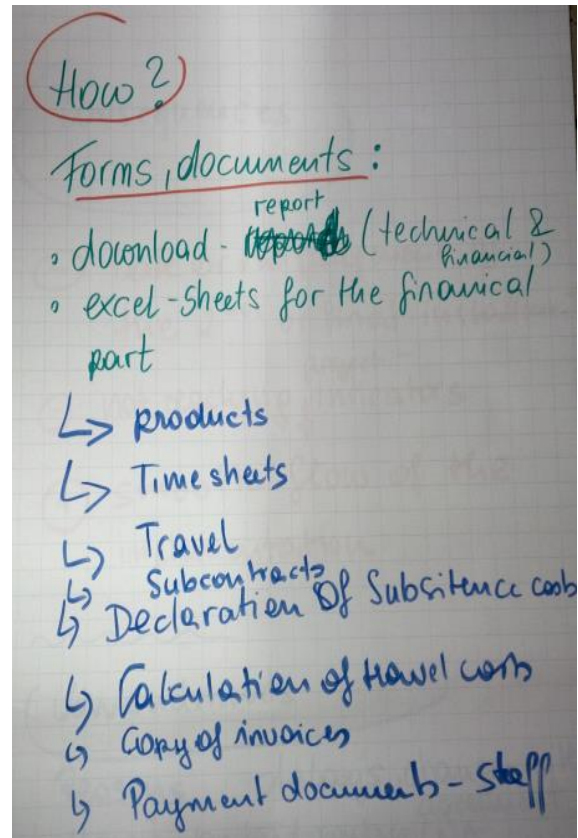
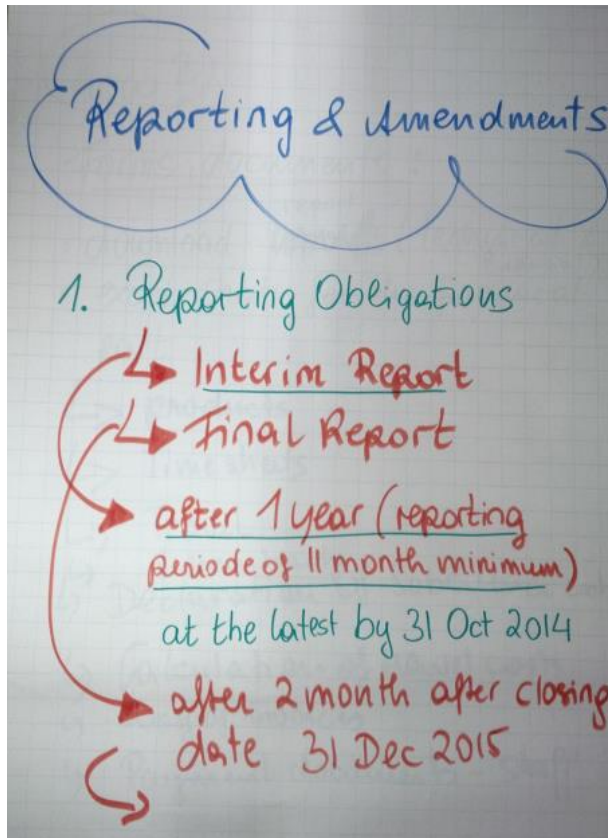
Top hints....

- Interim and final reports should be done via weblink from the http://www.lebenslanges-lernen.at/home/nationalagentur_lebenslanges_lernen (by the coordinator) → JAW will get a link to fill in the reports – not available at the moment / JaW will keep informed the partners about availability).
- Visual identity (leaflets, PPP, etc.) „The European Union Emblem“ by download (LLP Logo plus and disclaimer) – Logos and disclaimer will be available in the internal „Project area“ for download
- The invoices of the partners as well as timesheets don't have to be attached in the reports, only in case of demand. Audit visits: prepare everything.
- ... to be used converter: <http://www.oanda.com/lang/de/currency/converter/>

Workshop on questions to different costs:

Reporting and Amendments to Grant Agreements	Staff costs	Eligible Costs
Kinds of reports: Interim report, min. 11 months reporting time (31.10.2014 – submission date National agency), final report (31.12.2015 -> submission date) – E-Form and two hard copies. Financial: observe the Euro exchange rate. Consequences: up to 10%	One person can work as a manager or a researcher (timesheets!!). Voluntary workers are not in the eligible costs. Subcontracted staff isn't included in staff costs. Travel and subsistence costs: accommodation, meals, local transport. There are maximum rates. Travel costs include all costs from the point of origin. Of course cheapest means of travel. Private car travel (one km is max. 0,22 Euro). <u>Hint:</u> Avoid taxis!	Have to satisfy following criterias Involving countries (legal entities) Must be connected to the project Necessary, reasonable, justified, principles of economics, efficiency, effectiveness Other costs: travel of third parties (written invitation, not a formal contract) – invoices for travel, hotels, every documents. The

to the category (without Amendment)	Travel costs in one country (Turkey to Turkey) are in the travel costs.	prove is a written invitation and that the person got that and that amount of money.
Deadline: at the latest one month after the end of the project	Dissemination activities Indirect costs are max. 7% of total eligible costs. Indirect costs: no evidences.	



Consequences

- ⊖ late or no payment of the 2nd or final installment
- ⊖ not reaching ^{project -} indicators
- ⊕ smooth flow of the implementation

Amendments

Reasons: delays, changes to the agreement
How? by lead-partner / SA
When? 1 month before closing date of act

→ except in cases duly substantiated by the beneficiary and accepted by NF

A - Staff costs

- Monthly time sheets.
- Contract!
- calculation of staff cost
- Categories

Manager researcher tech. Administrative
hours /

B - Subsistence costs

Real / daily allowance ceilings.

C - Travel

- tickets
 - Boarding passes.
 - Travel means
 - visa / insurance /
- ? working days.

ELIGIBLE COSTS

⇒ costs that are allowed to make & reimbursed

EXAMPLES: staff costs
travel costs ...

SUBCONTRACTING COSTS

EXAMPLES: Translation costs
extern evaluation

OTHER COSTS

EXAMPLES: meeting costs (coffee break),
printing costs
website hosting
production of a video, ...

INDIRECT COSTS

EXAMPLES: Communication costs

13:30-14:15	<i>Financial issues (report, time-line, documentation-sheets...) – questions and answers</i> <ul style="list-style-type: none"> Jugend am Werk, Ms Alexandra Kraus and Mr Benjamin Kraack
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Notes:

MS Alexandra Kraus and Mr Benjamin Kraack information about the project internal financial procedure of the project.

- Description of the handling with the timetables of the financial reports.
- The Partner number is very important to fill in.
- The supporting documents are presented.
- The project name must be printed on the supporting documents.
- Payments: first pre-finance (30%), second pre-finance (40%), final payment (open! information about reimbursement rates by next week)

*Brief-presentation of the both transfer-projects
CESSIT and SCHOOL INCLUSION*

- SPI, Mr Rui Monteiro
and PIXEL , Mr Federico Fragasso

Notes:

A presentation of the project was also made by the colleagues from Italy and Portugal to help illustrate the contents of CESSIT and School Inclusion.

- The 2 presentations will be available on the “Project area” of the webpage till end of February and will be send in advance by email.

Workpackage 5

Presentation of the evaluation on the projects based on the analysis of requirements and needs in support of the transfer of results – the comparative matrix

- Jugend am Werk, Ms Nadja Kügerl

Notes:

Due to the later realizing of the 1st meeting and to start the transfer process it was necessary that all partners from the transfer countries had the chance to explore the contents of both projects in advance and as a first step to make an evaluation (based on an analysis of requirements and needs in support of the transfer of results) of the 2 projects (CESSIT and School Inclusion).

The aim is that our project STAY IN should give new and important value to the results developed under the two predecessor projects

JaW had prepared a summary of the evaluation results and presented the outcomes of the evaluation. After this presentation it was planned to make an interactive workshop based on the evaluation outcomes. Because of the need to talk about our target groups and the beneficiaries to find a common strategy a change was made in the agenda.

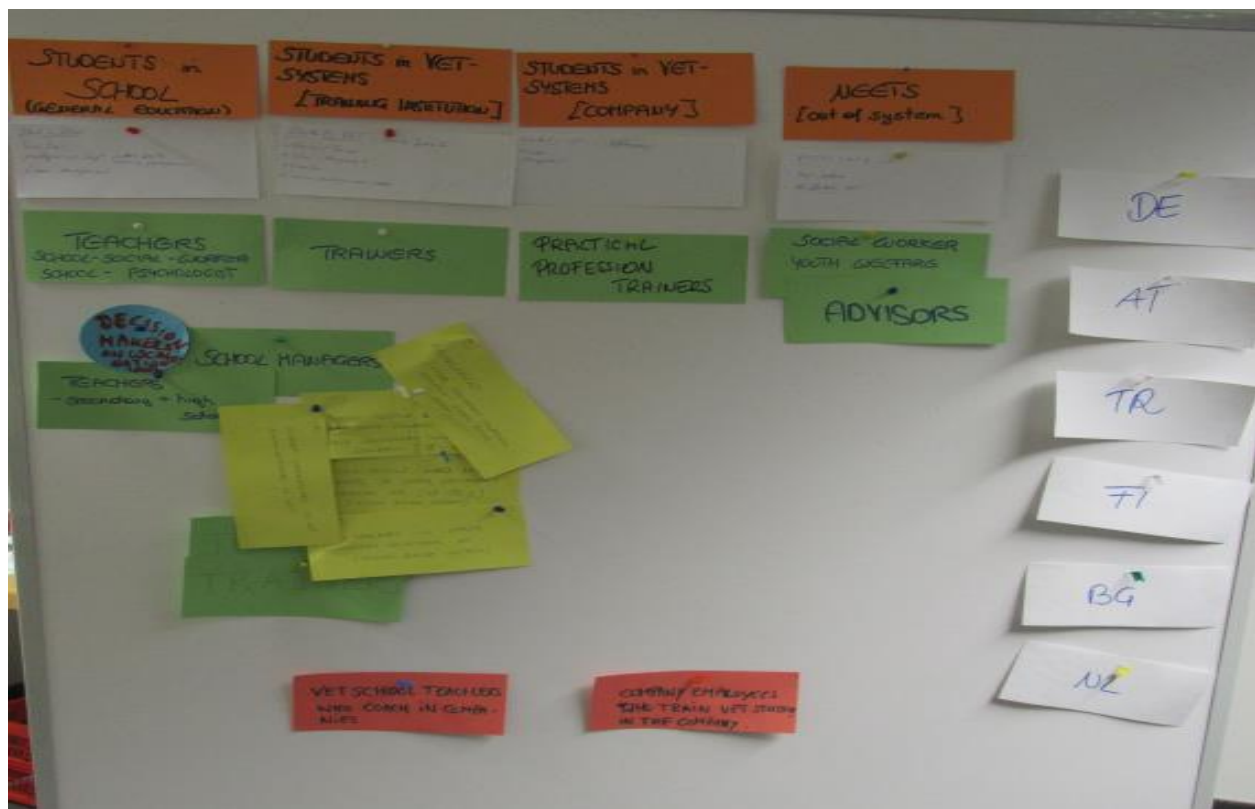


The right whiteboard defines the **TARGET GROUP** as follows:

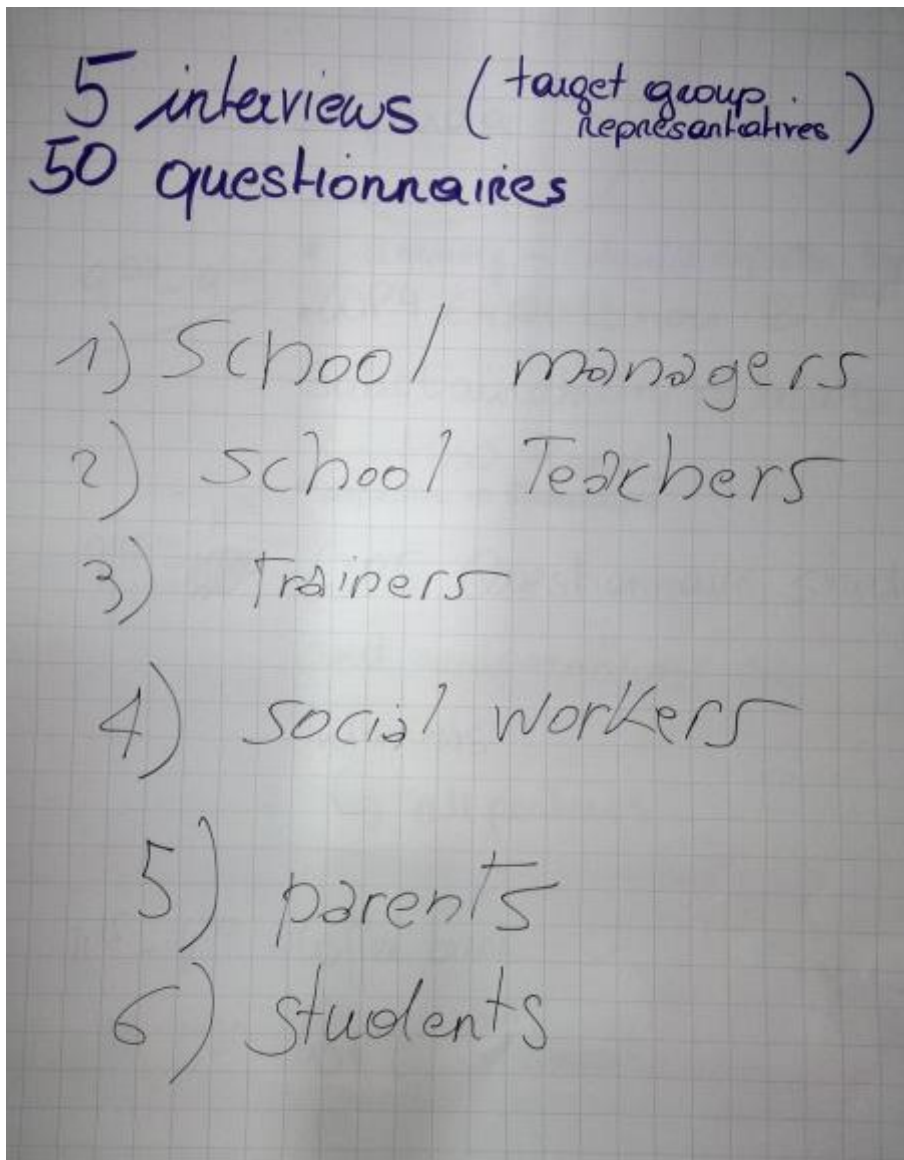
- => Trainers / Teachers
- => School managers
- => Trainers in companies

Below this, the word **NEETS** is written inside a red rectangular box.





Beneficiaries	DE	AT	TR	FI	BG	NL
	Target group					
Students in school GENERAL Education	Teachers Pedagogical staff School management	Teachers School Social Workers School Psychologists Advisors (Student counsellors)	Teachers School management		Teachers Trainers Psychological	
Students in VET- Systems (SCHOOL based)	Trainers School management Coaches Pedagogical staff		Teachers School management	Student counsellors Social workers Management Teachers		VET-school Teachers (Coaching in Companies)
Students in VET- Systems (WORK based - incl. Training institutions)	Trainers Management	Practical profession trainers Vocational educ. assistance Pedagogical staff Trainers VET-school Teachers Advisors	Teachers School management			Company employees (training VET-students in companies)
NEETs (not in education/ employment/ training)	Youth welfare	Social worker Youth welfare Advisors				



Day 2, 17th of January 2013

We started the 2nd meeting day with a briefly summarize of the discussion about the target groups to agree on that.

After that we followed the adapted agenda with the presentation of WP4.

Workpackage 4:

Exploitation and Sustainability of results - Elaboration of a Stakeholder analysis – what does this mean and how could it be done?

- MBO Raad

The colleagues from Netherlands presented the Dutch Approach to ESL and Stakeholders Analysis:

- The importance of reducing ESL
- The definition Early School Leaver ...
- Municipalities

- The measures implemented in the Netherlands....
- The measures in relation to STAY IN
- 3 steps: Identify Your Stakeholders / Prioritize Your Stakeholders / Understand Your Key Stakeholders

NL have to prepare a stakeholder map form that all partners (except IT,PT) can analyse in detail the project stakeholders, how they can support the project success and sustainable use of results, channels to reach the stakeholders and involve them in the project activities. The stakeholder analysis documents from all countries will be combined into one single project stakeholder analysis report done by NL.

Until March a Stakeholder analysis should be carried out.

Workpackage 5

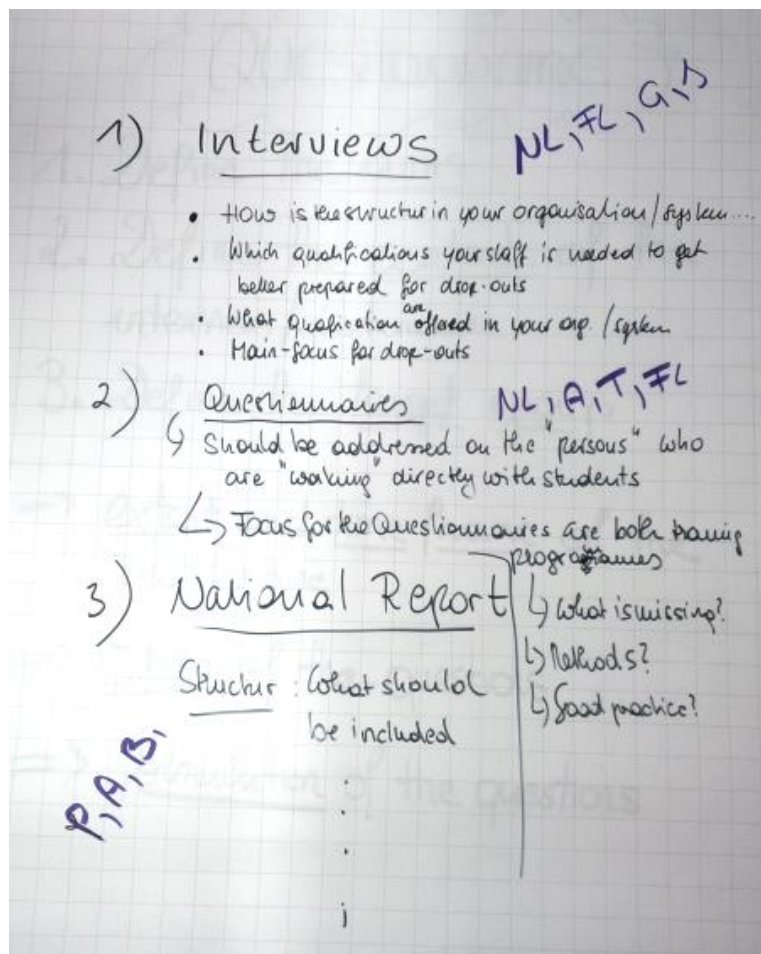
Questionnaire study and Quality needs analysis via Interviews :

- ✓ Elaboration of an interview guideline
- ✓ Development of a questionnaire for the target group (pretest version)

- Interactiv workshop (2-3 working groups) – all partners

Summary and presentation of the results by the working groups

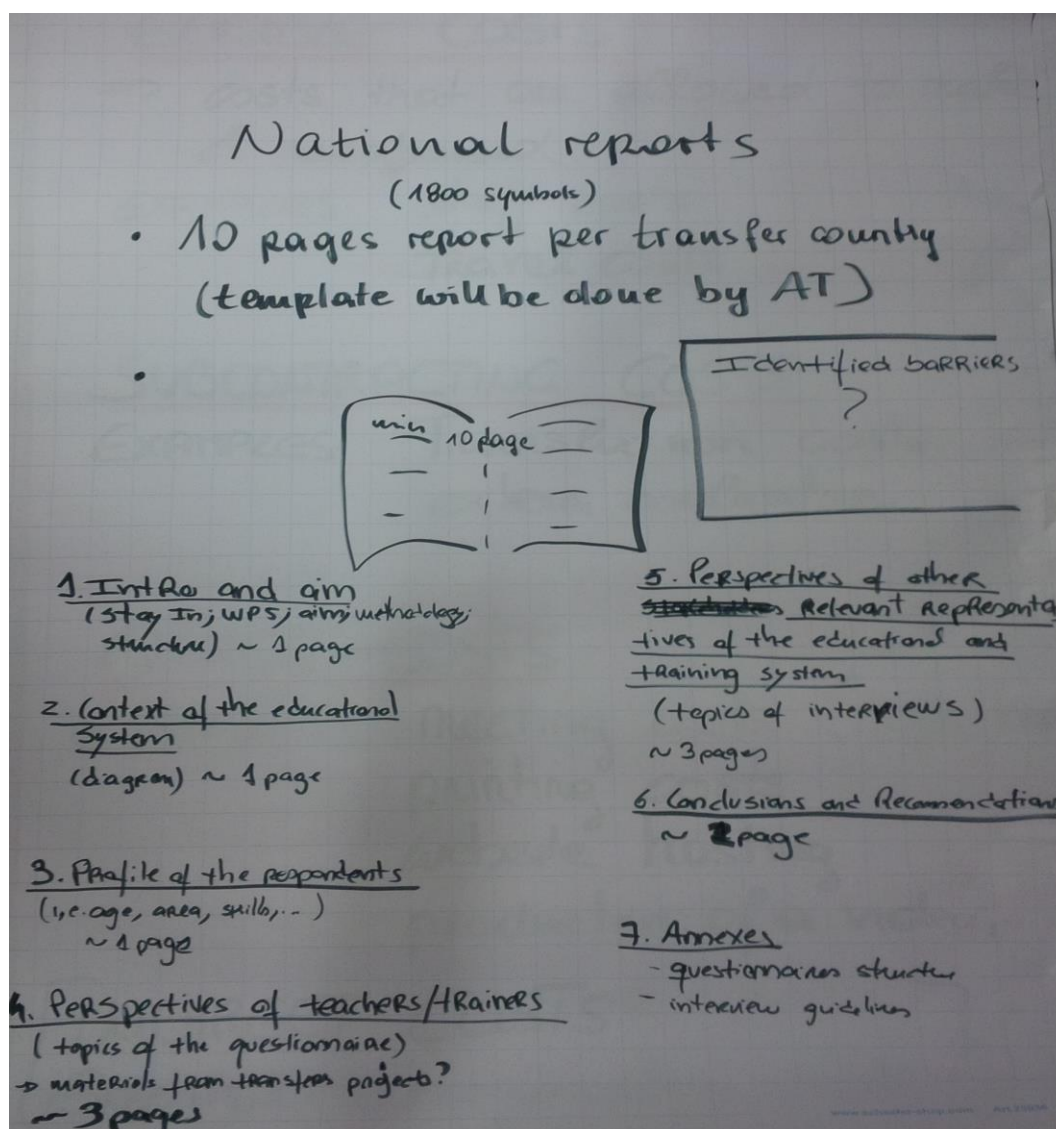
- all partners



Notes:

Each partner involved in the needs analysis phase will present the needs and requirements for adaptation in a short **needs analysis country report** based on the findings from the questionnaire and interviews (about 10 pages, 6 reports - AT, DE, BG, FI, NL and TR)

One of the group has been working on an uniform structure of the report. The template for the report will be prepared by JaW and send to all partners which are involved in this WP.



In all 6 transfer countries (AT, DE, BG, FI, NL, TR) an empirical field analysis from VET (school-based and work-based) should be performed on the basis of a questionnaire and interview study. The results should be elaborated in the country reports described above.

Methodologically the analysis will be combining a questionnaire study (about **50 respondents per partner country**) and personal interviews (**at least 5 personal interviews** with members of the target group per partner country). Results will described in 6 country reports.

The interview guideline and the structure of the questionnaire (with some specific questions have been drafted during this meeting-session.

JaW prepared the 1st draft-versions of the both documents and all partners have been drawn out further country-specific (based on the different VET-systems) questions.

QUESTIONNAIRE

1. Define the aims
2. Define the contents of the interview/questionnaire
3. Define the target group

⇒ Extent and time frame of the questionnaire

⇒ Order of the questions

⇒ Formulation of the questions

QUESTIONNAIRE

BASIS INFORMATION:

- age
 - sex
 - profession
 - teaching subject
 - type of school
 - years of work experience
 - education level
- } just for teacher / trainers + school man.

WPS →

- Questionnaire - 1st draft + Interviews JAW → all transfer partners
(by 22 January)
- Feedback, Notes + Adaptation-2 Interviews
Questions from each partner c. → till 29 January to JAW
Define the target group which should be addressed with these questions
- Final version of questionnaire interview-form JAW → till 3 February transfer to all partners
- Summarize-sheet is prepared by JAW → 10 Febr → to all partners
- template for the report → 4 February
- Start with the progress 4 February

Duration 28 February

- 12 March → Country Reports → per partner to JAW
- 24-25 MARCH 2nd Partnermeeting

Workpackage 3:

Dissemination of results - strategy, activities and materials

- ✓ *General information and preconditions of successful dissemination and exploitation of EU project results*
 - Pixel, Mr Federico Fragasso

- ✓ *Instruments of dissemination in the STAY IN project*
 - Jugend am Werk, Ms Michaela Meier

Notes:

The work package will be lead by P4 with support from all project partners. An external expert is engaged on the basis of a public tendering procedure. E.N.T.E.R. will support the partnership in the development of the dissemination and exploitation strategy and in the continuous monitoring of its implementation. Furthermore the external expert will assist in the development and implementation phase in AT, DE, BG, FI, NL and TR.

Contact:

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Network Coordinator

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petra.kampf@enter-network.eu . www.enter-network.eu

The first step will be to develop a dissemination strategy for all partner countries and on common project level (European initial VET level). A short coordination-meeting between Petra Kampf, Federico and Michaela has taken place during the 2nd meeting day.

Activities started ...

- Development of project logo and corporate identity – ready
- Deduction and allocation of dissemination activities for the strategic plans in all partner countries and on project level -> coordination is in progress
- Development of the project website -> Structur is ready: www.stayin-project.eu
After development of the website the structur has been coordinated with Pixel and adapted by JaW, the evaluation on the content should be done by partners / feedback to JaW is desired / and Project area on the webpage will give the possibility to share information and files in an easy way
- Development of a project leaflet and poster (digital form at the beginning – printed form later) will be done by Pixel
- Development of project newsletters: 1st project-newsletter will be done by Pixel with support of the partners

*Workpackage 2:
Quality Assurance within STAY IN: Based on key areas...
Perspectives, levels, experts, methods*

- SPI, Mr Rui Monteiro

The partnership is fully aware of the fact that quality management is a crucial element for the project success is also the basis for successful dissemination and exploitation of results.

Rui from SPI (SPI is leader of WP2) presented this workpackage in detail and informed about preliminary considerations, the evaluation methodology during the periode, the tools of evaluation, the role of external evaluator and timing of activities.

Our external evaluation organisation

Mr Dr. Michael Schwaiger, MA
INIT Developments Ltd.
EU Project Management/Evaluation/Education
Research/Regional Development
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michael.schwaiger@init-developments.eu
www.init-developments.eu

First main milestones for the work package are ...

- Development of a Quality management handbook
- Quarterly quality report
- Preparing evaluation forms which should be filled-in by all partners to give feedback about evaluation of activities and evaluation of the meetings

*Workpackage 1:
Administrative issues (report, documentation sheets) ... Questions and answers*

- Jugend am Werk, Ms Michaela Meier

The reporting (financial and administrative issues) should be done quarterly. JaW has decided on that, because for quality assurance and to see the progress and to review the results. It is also important for reporting and documentation requirement.

JaW is responsible for the quality of data on reporting and for bringing data from different sources together (for Project interim and final report) -> for the partners: time-safing, more efficient....

- A Word.doc template is provided for the partners (for the most significant parts in the report) and was handed out at the kick-off-meeting in Graz
- The Interim and final reports should be done via weblink from the http://www.lebenslanges-lernen.at/home/nationalagentur_lebenslanges_lernen (by

the coordinator) → JAW will get a link to fill in the reports – not available at the moment / JaW will keep informed the partners about availability).

- All reporting forms will be available on the “Project area” of the webpage till end of February and will be sent in advance by email if someone needed the forms again. Please let us know!

Deadlines for the reports

- **2014**
 - 14th February (periode: 1 November 2013 till 31 January 2014)
 - 14th May (periode: 1 February till 30 April 2014)
 - 14th August (periode: 1 May till 31 July 2014)
 - 10th October (1 August till 30 September 2014) = Submission of Report to NA is 31th October 2014
- **2015**
 - 13th February (periode: 1 October 2014 – 31 January 2015)
 - 15th May (periode: 1 February till 30 April 2015)
 - 14th August (periode: 1 May till 31 July 2015)
- final progress report: to be sent to JaW till 15th November 2015

Deadlines & next steps ...

Set deadlines for the next steps in the project and distribution of tasks and deadlines for the next steps of Workpackage 1-8 - Arrangement 2nd meeting

- Jugend am Werk, Ms Michaela Meier

Notes:

We will upload all documents and reporting sheets as well as presentations during the meeting on the “Project area” of the webpage till end of February.

Task list for the next steps and deadlines

[illegible]

WP	Task	Who?	When?
WP2 Quality Management	Evaluation of the 1st partner-meeting and of activities has been shared as google.doc link by PT to all partner.	SPI, PT	04/02/2014
	The both evaluations should done by all partners.	All partners	14/02/2014
	1st Quality progress report (periode: 01/11/2013-31/01/2014) will be carried out by PT and the results will be presented at the 2nd partner meeting in Izmir	SPI, PT	24/03/2014
	A Quality Management Handbook will be developed by PT and presented at the 2nd partner meeting in Izmir	SPI, PT	February 2014 24/03/2014
WP3 Dissemination	1st newsletter IT is working on the first project newsletter and will come back to you on this topic next week	Pixel, IT	12-15/02/2014
	Translation into partner languages: DE, BG, FI, NL, PT, TR, IT Translated versions should be send to JAW	All partners	28/02/2014
	Elaboration of a dissemination and exploitation strategy for each partner country All partners will be informed separately of these procedure and the next steps.	Pixel, IT in cooperation with E.N.T.E.R	?? coordinating the content and timeframes at the latest: 10-14/02/2014
	Project webpage www.stayin-project.eu English version is ready	JaW, AT	01/02/2014
	Feedback from the partners about the content in EN of the webpage is welcome!	All partners	17/02/2014
	Project area (internal area) is in development	JaW, AT	17/02/2014
	After agreement of the content in EN - Translation of the content into partner languages	All partners	28/02/2014

WP	Task	Who?	When?
WP3 Dissemination	<p>A project leaflet and a project poster should be developed</p> <p>Partner from Italy is called to inform the partnership about procedure, the need to coordinate with the partners and timetable</p> <p>Availability should be in all partner languages</p> <p>Quarterly dissemination progress report from every partner institution for ongoing monitoring</p> <p>All partners will be informed separately of these procedure and the next steps.</p>	<p>Pixel, IT</p> <p>All partners</p> <p>Pixel, IT in cooperation with E.N.T.E.R</p>	<p>28/02/2014</p> <p>20/03/2014</p> <p>?? coordinating the content and timeframes at the latest: 10-14/02/2014</p>
WP4 Exploitation & Sustainability of Results	<p>Elaboration of a stakeholder analysis and approach strategy for each partner country</p> <p>Preparation of a Stakeholder „Map Form“ – draft version by NL</p> <p>Feedback by JaW</p> <p>Filled-in-forms by all partners (except IT, PT) should be send to NL</p> <p>EN-final version should be done by NL and presented at the 2nd partner meeting</p> <p>(note: coordinating on the timeframes between NL and AT)</p>	<p>MBO Raad, NL</p> <p>MBO Raad, NL</p> <p>MBO Raad, NL + JaW, AT</p> <p>All partners</p> <p>MBO Raad, NL</p>	<p>21/02/2014</p> <p>28/02/2014</p> <p>10/03/2014</p> <p>24/03/2014</p>

WP	Task	Who?	When?
WP6 <i>Analysis of transfer potentials and needs</i>	Needs analysis questionnaire & Interview guideline: - The reponses and questions have been incorporated in a final version	JaW, AT with support of all partners	
	Final version by JaW -> delivery to the partners	JaW, AT	03/02/2014 delay ->: 04/02/2014
	Partners have to define the target group which should be addressed with the questionnaire and interview and translation into the partner languages (except IT, PT) After translation - both translated files should be send to JaW	All partners except IT, PT	Starting on 04/02/2014 till 28/02/2014
	The interviews should be held and the questionnaires should be distributed .		
	Template of the country report will be developed by JaW	JaW, AT	25/02/2014
	Country reports should be prepared by all partners (except IT, PT) and delivered to JaW	All partners except IT, PT	12/03/2014
	Presentation of the outcomes by JaW at the 2nd partner meeting	JaW	24/03/2014

What will come next and is the most important working unit during the 2nd partnermeeting?

At the 2nd meeting the focus will be on the adaptation and development of the existing outputs and materials from the School inclusion and the CESSIT project according to the requirements and needs identified during the analysis phase in WP 5. For this reason the single elements of the two training programmes:

- a) Curriculum descriptions
- b) Modules
- c) Learning outcomes
- d) Examples and illustrations
- e) Support tools, references and publications
- f) Trainer guidelines

will be adapted by the project partners under the co-ordination of IT (for the school inclusion project) and PT (for the CESSIT project) to national transfer versions for AT, DE, BG, FI, NL and TR.