

Meeting Minute

Kick-off Meeting
Kuopio, Finland
November 7th & 8th 2013

Participants

Xabec Vocational Training Centre	Mr. Antonio Mir Mrs. Mariamar Cervantes
Savo Consortium for Education	Mr. Markku Jokela Mr. Ari Tolvanen Mr. Ilkka Kemppainen Mr. Tatu Hirvonen Ms. Pia Peltola
University of Pitesti	Mr. Robert Beloiu
Val do Rio Vocational Training Centre	Ms. Armanda Ribeiro Mr. Cláudio Gonçalves Mr. Vasco Corisco
South and City College Birmingham	Mr. John Hillen Mr. Mohammed Naz Kahn
Meram Vocational School	Mr. Ömer Tezel Mr. Abdi Kalan
Lycée Polyvalent Isaac Newton	Mrs. Evelyne Laroche-Joubert Mr. Yannick Villeneuve

First day

1. Welcome session

- a. Orientation & getting to know each other: A few minutes presentation of every partner
- b. Markku Jokela gave a presentation of Savo Vocational College
 - One of the biggest colleges in Finland
 - Students 8000, staff 1100
 - Schools in 8 locations
 - Main aim: to achieve multi-skill competences on life skills for working life and further studies
 - Varkaus secondary school
 - Apprenticeship training centre (trainees 2000)
 - International co-operation and partnership; student and teacher mobility, international traineeship periods, international projects

Asked questions:

Where are the students accommodated? long distance students stay in the dormitory or somewhere else which they have self-organized



Are teachers willing to take part in the international projects? Some of them are and some of them are not, it varies.

Comments (Antonio Mir): The desire for networking means, that it has to make useful and productive for the teachers. Have to have flexibility and possibility for networking. It is also a question of resources.

- c. Mr. Ilkka Kemppainen (Savo Vocational College) presented the program of the both days

2. Project overview

- Erasmus + projects are coming to replace TOI projects next year.
- In Spain 36 TOI-projects, only three of them are Vocational college projects
- aims are to add quality of the projects; projects evaluation is important, focusing more on activities than on programs
- one2one project is very useful for the students and for the teachers. It develop European practices and working together possibilities
- This meeting is important, because it helps us to understand TOI projects and the meaning of this project. Get to know folders and documents, it saves time with avoiding mistakes
- Spanish National Agency inspects and controls all the papers
- Work packages where introduced (each responsibility, how to work, co-operative manners)
- Interim report periods and deadlines; first year october 2013- august 2014, second year September 2014- September 2015
- If there are personnel changes inform Mariamar in time
- ASK all the questions to Mariamar

3. Workshop 1: Project Management

Xabec as an organization: Project management, steering committee, an ultimate responsibility of the project, monitoring, meeting coordinating packages. The project director is Mr. Antonio Mir (antonio.mir@xabec.es) the Project Manager is Mariamar Cervantes (mariamar.cervantes@xabec.es)

- Xabec is responsible for the contracts
- Project contracts undersigned (first prepayment 20% of the grant)
- First reporting period documents (second prepayment 20% of the grant)
- Read contract, most of the rules are there, if not ask!
- Each national agency has different rules and this project follows the rules of the Spanish National Agency
- It is possible to make some changes in the budget, ask permission
- All the people who are project staff members are allowed to travel. If it is someone else it have to be asked
- If someone else outside of the own organization has done the translation work, the bill is needed (subcontracting)
- Project aim: improve pedagogical methodology, bring closer the needs of the companies

to schools, ideas development, finishing ECVET, pilot testing, catalogue how to teach in the ProjectX

- Valorization and dissemination are important, use the budget!
- Sustainability means that the results must be used in the future

Question: Where the project pilot testing can happen? This project will create three projects in each training centre and all of the schools will do the pilot test.

Graphic overview of the project schedule was presented

4. Workshop 2: Technical Management

The project is based on the following ideas:

- We want to make vocational education more practical
- The dual systems are different in different countries
- Different program for each company
- To teach the basis; to give complementary skills
- The Spanish way for dual system; project -> practical activity-> unity->can be evaluated within a professional module

To introduce some ECVET concepts the TOP-Most project was presented (<http://www.topmost.es>)

The tasks for the next meeting are

- In Pitesti partners start the work to generate three projects
- Project levels;
 1. general description,
 2. writing the contents,
 3. description of the learning outcomes for the ECVET credit system
- each project has to decide which EQF level is suitable for each project
- read learning outcomes
- Technical steps: read form, find projects, send the name of the project to Gillermo
- learning outcomes are in course guidelines

Calendar of Meetings

Pitesti, Romania 6-7.2.2014

Lisbon, Portugal 5-6.6.2014

Birmingham, UK 14.12.2014 (to be defined in Lisbon)

Meram, Turkey 15.6.2015 (to be defined in Lisbon)

Next tasks to accomplish and deadlines:

1. To decide core areas, deadline 15.11.2013
2. To create work team in your school 15.11.2013
3. Dissemination activities plan (one year at the time), deadline 1.12.2013
4. Sustainability, what activities after the project, deadline 1.12.2013
5. Quality and insurance plan, deadline 15.12.2103



5. Valorisation

- Xabec made a short presentation about the concepts involved in Valorisation and Sustainability
- Partners have to use different instruments to make visible the project results.
- At the end of this session, partners worked a template to define what to tell, to whom and which message. The information must be send to Mariamar to complete the Valorisation and Sustainability Plan.

6. Quality Assurance, Monitoring and evaluation

- Xabec made a short presentation about the concepts involved Quality Management
- There are different kind of reports:
 - Financial reports: 4 during project lifecycle
 - Reports to National Agency: Interim Report and Final Report
 - Internal Evaluation
- For internal evaluation partners work in a template and the completed forms have to be send to Mariamar in order to build the Quality Management Plan of the project.

Second day

1. Workshop 3: Project Management 2 - Finances

Mariamar presented relevant aspects of the finances of the project.

Reporting periods: There will be four reporting periods during the project

1.10.2013-28.2.2014,	via post by the 10.3.2014
1.3.2014-31.8.2014,	via post by the 10.9.2014 (Interim Report)
1.1.9.2014-28.2.2015,	via post by the 10.3.2015
1.3.2015-30.9.2015,	via post by the 10.10.2015 (Final Report)

- Eligibility of costs: activities, necessary for the project, reasonable and justified, generated during the lifetime of the project 1.10.-31.0.2015
- VAT document provided for the tax agency or company authority, CAN YOU recover VAT?
- Staff costs: those who have permanent or temporary employment contract
- Temporary staff recruited through a specialized external agency
- Daily rate calculation: those who has two separate tasks have to fill up two templates and report two categories in the timesheet template
- Subcontracting, only who don't belong to the institution and for specific tasks like translation, printing, etc.

Financial documents and report types were presented

To report the costs, partners must use the following templates

- Staff cost statement
- Time sheet
- Travel and subsistence costs;



- Subcontracting
- Invoice report

Each travel:

- it is done based on real costs of the trip
- travel costs must not exceed 750 eur
- partners have to use cheapest transportation
- keep all the bills and tickets
- km rate: 0,22 eur/ km

Subsistence Cost

- Covers: accommodation, food and other costs at the place of destination, local transport
- Each organization must choose one and use that way during the project: either daily day allowance or by real costs. If done by daily allowance you can include a day over the duration of the meeting, when involves moving to another country

Invoices, bills:

- Partners must send originals or the copies of the originals with stamps
- all invoices must include the name of the person and the number of the project

General suggestions

- All the documents must support expenses
- All the documents must be in the language of the consortium (English)
- Exchange rate (calculating with four decimals)
- All numbers (expenses, daily rates, etc) must come with two decimals.
- costs must be in euros
- If it is needed to make budget changes, use budget change form

2. Workshop 4: Finish Educational System

Copies of the presentation slides were given for the participants

The conference covered the following topics

- ECVET
- Validation of non-formal and informal learning
- Competence based Qualifications in Finland

For further information: anni.karttunen@sakky.fi

