

REMO – 1st partnership meeting

November 4th-5th 2014 / Kranj, Slovenia

MINUTES

List of Participants

Organisation:	Name:
P1; Auxilium (AT)	Georg Müllner Veronika Rechberger
P2; SystemCERT (AT)	Uwe Hackl
P3; Varazdinska zupanija (HR)	Larisa Križan
P4; TREBAG (HU)	-
P5; Cramars (IT)	Sara Danelon
P6; SEC (RO)	-
P7; GZS – CCI (SI)	Mojca Umek Jadranka Švarc Grit Ackermann

Tuesday, November 4th – meeting day 1

10.30 Official welcome and opening of the meeting (GZS – CCI/Auxilium)

- § Partners from Hungary and Rumania are excused for the meeting. As they were not able to attend the meeting during these days, P1 organises a trilateral meeting in Graz from the 18th-19th of November with P4 and P6.

10.45 Short introduction of partner organisations (all partners)

- § P7: Jadranka, Mojca, Grit / GZS – CCI (SI)
 § P5: Sara / Cramars (IT)
 § P3: Larisa / Varazdinska zupania (HR)
 § P2: Uwe / SystemCERT (AT)
 § P1: Georg, Veronika / Auxilium (AT)

11.30 Introducing REMO (Veronika, Auxilium)

Presentation of project overview attached (Annex 1)

- § Veronika introduces the background of the REMO project, the objectives, aims, intellectual outputs, multiplier events and milestones. The established working plan structure consisting out of work packages is presented as well. Partners agree with the suggestion of shared responsibilities on the eight work packages.
 § The distributed project time table that is also available on Wiggio gives an overview of the main milestones within REMO over the 2-year-duration of the project.

12.15 Lunch

13.45 O 1 / WP 5 – Research study (Veronika, Auxilium)

Presentation of research study input attached (Annex 2)

- § Veronika gives an overview of the intellectual output 1. It is clarified that the target group of learners in the project is specified to *initial VET learners and apprentices*.

- § Together in the group a brainstorming is done for the four research instruments that will be developed. On basis of the research results what needs requirements and features REMO should cover for all target groups including the platform, the process and the network.
- § It is agreed on that P1 will develop a draft version, discussing the content in the trilateral meeting with P4 and P6. After sending out a draft version, partners are asked for feedback. The final versions of instruments will then be translated by partners into their language.

15.30 Outlook to O 2 / WP 6 – Process description development (Veronika, Auxilium / Uwe, SystemCERT)

Presentation of introduction into process descriptions (Annex 3) and ISO coherence certification (Annex 4) attached

- § Veronika gives an outlook to the work package and outputs connected and introduces the 10 key process descriptions from the European Charta for Quality in Mobility. The official document is available on Wiggiio.
- § Uwe informs about the process of ISO coherence certification. For the REMO project, process descriptions on basis of the 10 principles might be split into several process steps.

16.00 Coffee break

16.30 Summary and end of day 1 (Georg, Auxilium)

17.00 City tour through Kranj

19.00 Common dinner

Wednesday, November 5th – meeting day 2

09.30 WP 1 Contractual, financial and administrative issues (Georg, Auxilium)

Presentation provided by the Austrian National Agency for Lifelong Learning attached (Annex 5)

- § Georg gives the presentation provided by the National Agency and goes into detail about REMO finances, explaining the budget cuts of -10 % for researcher days, -20 % concerning translation costs and the maximum of 1 manager day per partner for intellectual outputs. Annex II with the approved budget is uploaded on Wiggiio.
- § Georg as well explains the reimbursement rates:
 - 20 % when the partner contract is signed
 - 20 % after the 1st internal progress report
 - 20 % after the interim report
 - 10 % after the 4th internal progress report
 - max. 30 % after approved final report

10.30 WP 3 Dissemination (SEC)

Presentation of REMO dissemination attached (Annex 6)

- § Veronika presents the slides provided by P6 in prior to the meeting. Georg underlines the importance of motivating stakeholders. He also encourages partners to be realistic on their dissemination strategy and what they will be able to achieve.
- § As there is no extra money, leaflets/posters will be available in a printable version for partners and everybody is responsible for own copies. The same financial situation applies to the website why it will contain main and basic information about the project and a link to the platform.

11.00 Coffee break

11.30 WP 2 Evaluation and quality assurance strategy (Uwe, SystemCERT)

Presentation of quality assurance strategy attached (Annex 7)

- § Uwe gives an input about what evaluation is about. For the REMO project it will be done by an external evaluator.

12.00 WP 4 Exploitation and sustainability (Georg, Auxilium)

- § Georg gives a short outlook on the exploitation and sustainability issue within REMO. The exploitation will strongly depend on the network. Also for the sustainability strategy the stakeholder analysis all partners will perform is from high importance. For the next meeting, exploitation and sustainability will be kept on the agenda to discuss further steps to take.
- § P1 will develop a matrix in favour of comparing legal structures for founding associations in all countries until June 2015. This will provide a basis to find out the best solution concerning the foundation of REMO network.

12.30 Lunch

14.00 Next project steps (Auxilium)

- § After consideration, it is agreed that the **next meeting** will take place from the **14th until the 15th of April 2015 in Varaždin, Croatia**. During the upcoming trilateral meeting, P1 will discuss this suggestion with P4 and P6. In case these days will not be possible, other dates will be suggested and agreed on in the entire partnership.
- § Veronika summarises the upcoming tasks.

To do list until Varaždin meeting (04/2014)

WP1: Project Management		
What?	Who?	Deadline
Distribution of partner contracts	P1	30/11
Distribution of financial and administrative documents etc.	P1	30/11
Half year progress reports (content development and financial report)	all partners	15/04

WP2: Quality Assurance		
What	Who	Deadline
Elaboration of quality management handbook	P2	30/11
Distribution of peer group evaluation form 1	P2	17/11
Return of at least one evaluation form per organisation	all partners	30/11
Peer group evaluation report	P2	31/12

WP3: Dissemination		
What?	Who?	Deadline
Development of project logo	P6	21/11
Send out stakeholder pool templates	P1	21/11
Send out dissemination templates	P6	30/11
Returning of stakeholder templates (min. 40/partner country)	all partners	31/12
Dissemination strategy per partner country	all partners	31/01
Text/content of website	P1 and all partners	24/01
Website development (beta version)	P1	31/01
Newsletter 1	P1, P6 and all partners	31/01
Leaflets and posters (draft version)	P6, P1	31/03

WP5: Research Study		
What?	Who?	Deadline
Draft research plan	P1	30/11
Feedback on research plan	all partners	15/12
Final research plan	P1	19/12
Partners complete research tasks (3 HR managers, 5 VET learners, 30 sending/hosting organisations, 40 external stakeholders, reporting results etc.)	all partners	15/02
Draft of final research report and executive summary	P1	13/03
Feedback of partners on draft version of research report and executive summary	all partners	20/03
O1 Final research report in English and executive summary in all partner languages	P1 and all partners	31/03

15.00 Coffee break

15.30 Official closing of the meeting