

REMO – trilateral partnership meeting

November 18th-19th 2014 / Graz, Austria

MINUTES

List of Participants

Organisation:	Name:
P1; Auxilium (AT)	Georg Müllner Veronika Rechberger
P4; TREBAG (HU)	Enikő Nagy Barbara Pintér
P6; SEC (RO)	Zsófia Pál

Tuesday, November 18th – meeting day 1

14.05 Official welcome and opening of the meeting (Georg, Auxilium)

14.15 Short introduction of partner organisations (all partners)

- § P4: Enikő, Barbara / TREBAG (HU)
- § P6: Zsófia / SEC (RO)
- § P1: Georg, Veronika / Auxilium (AT)

14.30 Introducing REMO (Veronika, Auxilium)

Presentation of project overview attached (Annex 1)

- § Veronika gives an overview of the REMO project. This includes the objectives, aims, intellectual outputs, multiplier events and milestones. As well, the established working plan structure consisting out of work packages is presented. It is agreed on shared responsibilities among partners for the eight work packages.
- § The main milestones within REMO are graphically presented on a project time table that is distributed and also uploaded on Wiggio, giving an overview over the 2-year-duration of the project.

15.15 Coffee break

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

Presentation of research study input attached (Annex 2)

- § Veronika presents the content and tasks of the intellectual output 1, the research study. It is underlined that *initial VET learners* and *apprentices* are the target group of learners within the REMO project.
- § Following the introduction, the already structured brainstorming results concerning the four research instruments from the meeting in Kranj are discussed.
- § Until the end of the month, P1 will develop a draft version of the research instruments, sending them out. After receiving partners' feedback, the final version of instruments will be shared and then translated by partners into their language.

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

Presentation of outlook to process descriptions (Annex 3) and ISO coherence certification (Annex 4) attached

- § Veronika gives an introduction to the work package and outputs connected to the process descriptions. The 10 key process descriptions from the European Charta for Quality in Mobility are presented. The official document is available on Wiggio.

- § A short outlook is given on the process of ISO coherence certification as well which was provided by P2. It is clarified that for the REMO project, process descriptions on basis of the 10 principles might be split into several process steps.

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

19.00 Common dinner

Wednesday, November 19th – 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. Concerning REMO finances he explains 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.
- § The reimbursement rates are listed and explained:
- 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

10.15 WP 3 Dissemination (SEC / Auxilium)

Presentation of REMO dissemination attached (Annex 6)

- § The slides provided by P6 are presented. A realistic dissemination strategy is suggested and it is underlined that motivating stakeholders is of high priority.
- § Responsibilities of dissemination tasks are discussed. It is agreed on that P1 is responsible for the website containing basic information only and a link to the platform, P6 for the REMO logo. Concerning newsletters, P6 will provide a design - P1 will be in charge of the content.
- § P6 already presents several suggestions for the REMO logo. The final decision will be made within the following week.
- § Concerning leaflets and posters, P6 will be responsible for generating printable versions for all partner languages. Each partner will be responsible for the own copies as there is no extra money for dissemination material.

10.45 WP 2 Evaluation and quality assurance strategy (Auxilium)

- § Partners are being informed that the REMO project will be evaluated externally, as P2 who signs responsible declared during the meeting in Kranj.

11.00 Coffee break

11.15 WP 4 Exploitation and sustainability (Georg, Auxilium)

- § A short outlook on the exploitation and sustainability issue within REMO is given by Georg. The high importance is underlined in favour of installing a strong network, also meaning that the stakeholder analysis partners perform is a task of top priority. Exploitation and sustainability will be kept on the agenda for the upcoming meeting to discuss further steps to take.
- § Concerning the establishment of the REMO network, the best solution should be found. Therefore a matrix will be developed by P1 to provide a basis for a comparison of legal structures for founding associations in all countries until June 2015.

11.30 Next project steps (Auxilium)

- § As the date agreed on during the kick off meeting in Kranj (14th-15th of April 2015) does not work out for all partners, P1 will communicate with all partners, asking for having the meeting in the first week of May. All partners already responded, agreeing on the **next meeting** taking place from the **4th until the 5th of May 2015** in **Varaždin, Croatia**.
- § The upcoming tasks are summarised by Veronika.

To do list until Varaždin meeting (05/2014)

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

12.00 Official closing of the meeting