

REMO – 3rd partnership meeting

November 17th-18th 2015 / Tolmezzo, Italy

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)	Anna Linda Orosz
P5; Cramars (IT)	Sara Danelon
P6; SEC (RO)	Zsófia Pál
P7; GZS – CCI (SI)	Mojca Umek

Tuesday, November 17th – meeting day 1

10.30 Official welcome by hosts and project coordinator (Cramars / Auxilium)

§ Vanni Treu and Sara welcome the project group in Tolmezzo and introduce arrangements made for the next two days; Georg officially opens the meeting.

10.45 Short report about the past project months – actual status quo of the REMO project (Veronika, Auxilium)

Presentation of status quo attached (Annex 1)

§ Summing up all tasks fulfilled since the last meeting, Veronika also gives an outlook to the work during and after the meeting, underlining the importance of distance work as the next meeting will be after O2, O3, E1 and E2 are finished already. No questions arise.

11.15 O 2 / WP 6 – Process description development (Uwe, SystemCERT)

Introductory presentation of process description development attached (Annex 2)

§ Uwe presents the last working steps done concerning the process description development. On overview of the tasks coming up including those planned for during the meeting follows. Based on partners filled in templates for the adoption to the ISO principles based on their national perspective, Uwe already prepared one completed process description in detail that is presented as an example for the work planned during the meeting covering all other processes.

12.15 Lunch

13.15 Continuation O 2 / WP 6 – Process description development (SystemCERT)

Brain storming template for process descriptions attached (Annex 3)

§ Guided and moderated by Uwe, the partnership starts working on the second and third process description. In addition, Veronika takes notes on the agreements.

14.55 Coffee break

15.15 Continuation O 2 / WP 6 – Process description development (SystemCERT)

Next steps agreed on attached (Annex 4)

- § Continuing with the work on the fourth process description, notes are taken again. It is clear though that it is not possible to finish the planned work during the meeting. Therefore it is agreed that SystemCERT and Auxilium will meet within the upcoming weeks to finish the ISO coherent process descriptions and then send them out to partners for a last feedback before Auxilium will implement the ECVET adoptions.

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

16.00 Bilateral talks

- § The coordinating organisation Auxilium has individual talks to all partners of the consortium to discuss specific issues.
- § With GZS – CCI issues around the organisation of the first multiplier event were discussed.
- § In the talk with Varazdinska zupanija issues connected to reporting before the official progress report as well as to the future work organisation were addressed. It was agreed that with Petra Martak a second person will be involved in the REMO project and added to the mailing list and invited to the Wiggiio platform.

19.00 Common dinner

Wednesday, November 18th – meeting day 2

09.30 WP 3 Dissemination (Zsófia, SEC)

Presentation of dissemination attached (Annex 5)

- § Zsófia presents the dissemination activities gathered from all partners in the dissemination progress report which was sent along with the progress report to the National Agency. She encourages partners to have a look at the dissemination reports of other partners to get an idea on future dissemination possibilities. She also asks partners for their stronger participation on the social networks connected to REMO.
- § Additionally she asks the partnership to provide her with proof documentation of their activities and to think about gathering them in the second half of the project lifetime especially as this is the most used time for this kind of actions when having results to present already and building up in favour of a sustainable use.

10.00 O 3 / WP 7 Platform development (Anna Linda, Trebag/Veronika, Auxilium)

Presentation of platform structure document attached (Annex 6)

- § Anna Linda presents the platform structure document that was prepared by Trebag as a basis framing the needs of the target group as well as for the call for tenders concerning the programming done by Auxilium in September.
- § Veronika reports about the tender process and the first meeting with the programmers from Komtesa in the Czech Republic, presenting the wireframes developed together with the web designer and programmer. Wireframes are accessible for everyone via <https://app.mockflow.com/view/339fcf056059f53221fd0c2b05d47c71>.

11.00 Coffee break

11.30 O 3 / WP 7 Platform development (Veronika, Auxilium)

Collection of adoptions and questions concerning platform (Annex 7) and agreements for further work distribution (Annex 8-9) and timetable (Annex 10) attached

- § Continuing with the wireframes, Veronika presents and discusses the structure and content of all pages of the REMO platform and takes notes for requested adoptions and questions to the programming team. Afterwards tasks concerning text development for different pages as well as constant testing during the programming phase are distributed and a timetable is set.

Short introductory presentation of the project *go and learn* by Mr. Collinassi, inviting the project partnership for further cooperation.

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

- § Georg gives a short overview of the current status concerning contractual, financial and administrative issues. As well he reports that the progress report was submitted to the National Agency by the end of October but even ahead of the deadline. There was no reaction from the National Agency until the meeting. As they have 60 days to check the progress report an answer can be expected before the holiday season starts. As soon as the progress report gets approved and the next payment is transferred to the account of Auxilium, partners will receive the next payment as well.

13.00 Lunch

14.00 O4 / WP 4 Exploitation and sustainability – REMO network (Georg, Auxilium)

Overview network legal structure table attached (Annex 11)

- § Giving an overview of the information provided by all partners, Georg presents the comparison of legal structures for founding associations in all countries. Summing up that there are no major differences providing a major advantage for the REMO network he offers to found an association in Austria and volunteers to work on the establishment. All partners agree. The general assembly will take place during the last project meeting in Austria where all positions need to be distributed among partners. It is agreed that all partners will either be members with their organisations or at least one person representing the organisation.

14.30 E1 / WP 4 Exploitation and sustainability – Information conference (Mojca, GZS – CCI)

- § The first REMO multiplier event will take place in April in Slovenia and will cover a programme for around two hours. The completed REMO process descriptions will be presented as well as a look into the REMO platform will be given, introducing two of the most important intellectual outputs produced within the project. As soon as more details are available the partnership will be informed by Mojca.

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

Presentation of the quality assurance attached (Annex 12)

- § Uwe gives a short overview of the second evaluation for the REMO project done by the external evaluator as well as on the interim quality assurance report that was sent along with the progress report to the National Agency.
- § Underlining the positive feedback received so far, he also reminds partners on the upcoming evaluation after the meeting.

15.30 Coffee break

16.00 Next project steps (Auxilium)

- § After consideration, it is agreed that the **next meeting** will take place from Tuesday, 7th (arrival day) until Friday, 10th of June 2015 in **Graz, Austria**. On the 9th of June the multiplier event as well as the general assembly for the REMO network will take place.
- § Veronika summarises the upcoming tasks. No questions arise.

To do list until next meeting (06/2016)

WP1: Project Management		
What?	Who?	Deadline
Variance analysis V, VI	P1	31/12, 31/03
Internal progress report III (content development and financial report)	P1 and all partners	15/04

WP2: Quality Assurance		
What	Who	Deadline
Distribution of peer group evaluation form III	P2	27/11
Return of at least one evaluation form per organisation	all partners	11/12
Peer group evaluation report III	P2	11/01

WP3: Dissemination		
What?	Who?	Deadline
Social media dissemination (facebook, LinkendIn)	all partners	continuously
Strengthening any kind of dissemination actions	all partners	continuously
Checking and reminding	P6	31/01
Dissemination of process description results	P3 and all partners	15/04
Internal dissemination report	P6 and all partners	31/03
Newsletter III	P1 and all partners	30/04
Magazine Article II (about process descriptions)	P3	31/05

WP4: Exploitation and sustainability		
What?	Who?	Deadline
E1 Multiplier Event SI (sending/hosting organisations; O2 process descriptions, O3 platform)	P7 and P1	April
E2 Multiplier Event AT (VET organisations; O2 process descriptions, O3 platform)	P1 and P2	June/Sept
Sending out of draft statutes	P1	30/04
Set up of general assembly of legal network	P1 and all partners	31/05
E3 Multiplier Event AT (initial VET learners; O3 platform; general assembly legal network)	P1 and all partners	June/Sept
Legal network structure	P1 and all partners	30/06

WP6: Process Description Development		
What?	Who?	Deadline
Producing and sending out draft version 1 of all process descriptions	P2, P1	31/12
Feedback to process descriptions sent to P2	all partners	31/01
Implementation of feedback	P2, P1	15/02
Feedback on draft 2 of all process descriptions	all partners	20/02
Final versions of all process descriptions	P2	28/02

WP7: Platform development		
What?	Who?	Deadline
Platform development with programmers	P1	continuously until 30/04
Draft of platform design	P1	07/12
Feedback on platform design	all partners	14/12
Final platform design	P1	31/12
Text drafts according to split responsibility agreed on	all partners	15/12
Feedback of partners to content	all partners	23/12
Testing of platform parts according to split responsibility agreed on	all partners	continuously
Proof reading of platform text	P1	15/01
Translation of platform text	all partners	31/01
Process description text of platform text	P2, P1	15/03
Translation of process description text for	all partners	31/03
Input of all languages	all partners	continuously
Final version of platform ready	all partners	30/04

WP8: Mainstreaming		
What?	Who?	Deadline
Information campaign platform	P5 and all partners	starting from 01/05

16.30 Official closing of the meeting