



**Integrated strategy Initiative for Strengthening the supply of**

**APPrenticeships in TEXtile sector TEXAPP**

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| **TASK 2.2** | **Minutes of the Kick Off Meeting** |

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| **Work Package:** | 2 |
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# 05/12/2016

**TexCluTec Premises, Milan, Italy**

**MINUTES**

The Kick Off Meeting of the ERASMUS+ TEXAPP project, was held on 05/12/2016 in the premises of the hosted organisation TexClubTec in Milano, Italy. The meeting was attended by representatives of the beneficiaries, as listed below.

# Attendees: (copy list of participants)

**The following paragraphs provide a brief summary of the presentations and discussion.**

**Location: Viale Sarca, 223 , Milan, Italy Hosting Organisation: TexClubTec**

**AGENDA**

**KICK – OFF MEETING**

***TEXAPP***

# 05 December 2016, Milan/ITALY

**Meeting Venue: TexClubTec premises (Viale Sarca, 223 , 2016 Milano)**

**AGENDA**

**05/12/2016 Monday**

9:00 Registration

* *9:30 – 10:15* ***Presentations by each partner*** *of the organisation, objectives and role (5 minutes per partner)*
* *10:00 – 10:30 Review of the project and aims of the implementation process, presentation by* ***EURATEX – Lead Partner***
* *10:30 – 11:00 Presentation of the Coordinators’ Meeting (took place in Brussels) main points and what EACEA “wants to see”, presentation by* ***EURATEX – Lead Partner***

**11:00 – 11:15 *Coffee Break***

11:15 – 13:00 M*eeting for project partners in project management and implementation issues*

* *11:15 – 11:45 Presentation of the Standard Contractual procedures - Grant Agreement*

*– Bilateral Agreements*

* *11:45 – 12:45* ***Presentations by each partner*** *- Association, of the main points of Apprenticeship National Framework (10 minutes max per partner)*
* 12:45 – 13:00 Discussion - Debate

# 13:00 Lunch on site

13:30 – 16:00 M*eeting for project partners in project management and implementation issues*

* 13:30 – 14:00 General Project Management Issues **by EURATEX – Lead Partner**
* 14:00 – 14:30 Discussion and questions on Project Management issues
* 14:30 – 15:00 *Presentation of the 1st semester Timetable and discussion on deliverables and tasks undertaken by each partner* **by EURATEX – Lead Partner**
* 15:00 – 15:30 *Financial Regulations and Procedures, presentation* **by EURATEX – Lead Partner**
* Open Discussion - Debate 16:00 End of Meeting

# The purpose of the meeting was to:

* get to know each other (people and partner institutions)
* create sense of ownership and start positive team building process
* Become familiar with the project objectives.
* Establish a detailed plan and revise the work plan and agree on allocation of tasks and responsibilities
* Discuss the procedures, deliverables, steps, and actions to be taken
* Introduce the project management and other tools for internal communication
* To inform participants about contractual and financial regulations

# Introduction – Mr. Francesco Marchi – EURATEX

After an initial welcome to the attendees, and provision of logistical information for the meeting, all attendees introduced themselves and the agenda was outlined. The meeting was structured such that it would start with some introductory presentations, then run though each Work Package (WP) in turn, both to provide a complete overview of the project and to pick up on particular issues that need to be addressed at this time for detailed discussion. An analytical overview of the first-year actions and tasks, will be presented and focused on outcomes to be delivered.

# Session 1: Project Overview

Mr. Francesco Marchi from EURATEX, represented the Project Overview as it was submitted and approved by the EACEA.

The presentation refers analytically the priorities of ERASMUS+ KA3 addressed by TEXAPP project, the Project Objectives, the target group, the impact of the project and the project activities and methodology.

Special referring was made for the implementation phase and what each partner must do in each Activity. Work Packages are analytically represented one by one together with all the tasks and outcomes that they contain and must be delivered.

During the presentation Mr. Marchi highlighted the fact that the partnership shall exploit the offered (through the project) opportunity for Social Dialogue in EU and national level on the examined issue of apprenticeship.

Discussion

During the discussion among the partners on the Work Packages and distribution of tasks it is decided and referred that for the general organisation and for the proper project management common templates and tools will be created and distributed to the partnership, regarding the Agenda, the Minutes, power point format etc. Also, the template for the National Reports referred to the WP1 will be provided by the coordination team. Common templates regarding project management such as the above mentioned (agenda, minutes etc) are considered as part of the WP4 Quality Assurance Plan.

Also, it is referred that all the common templates and tools will be available through the project’s Website when it will be ready and till then the Dropbox and email tools will be used for exchange of documents related to the project.

Finally, referred to WP6, HCIA suggested to produce 4 newsletters during the lifetime of the project. Specifically, it is suggested to develop one newsletter after each Technical Meeting and for the semester period that it will cover.

# Session 1 Presentation of the Coordinators’ Meeting (took place in Brussels) main points and what EACEA “wants to see”

Mr. Francesco Marchi from EURATEX, represented the main points of the Coordinators’ Meeting which took place in Brussels and followed up by EURATEX staff members mentioned exactly what EACEA “wants to see”.

Specifically, Mr. Marchi represented the topic namely “World Café”, the procedure as it was and the questions that all the participants called to provide answers and further discuss. Finally, he commits that will send to all the partners, the Commission’s presentation regarding the “World Café” topics.

Discussion

After the presentation of each question of the “World Café” topic, a thorough discussion among the partners took place mainly related to the relationship between the Associations and their companies – members, the need for increase the quality of apprenticeships and attractiveness mainly through the improvement of the Sector’s image itself.

The discussion on the Sector’s image and attractiveness was to the point and all the partners intervene to represent the current situation in national level. Mr. Bill Macbeth from HDTTC highlighted (by referred also specific examples) that we must have the proper SMEs engaged in our project for apprenticeships, thus fulfil specific minimum standards, because we are looking for high quality and for quantity.

# Session 2 Presentations by each partner - Association, of the main points of Apprenticeship National Framework

At this second part of the Agenda each partner represented the National Framework regarding Apprenticeships. After the presentations, it is commonly agreed that it is needed to consult the work of CEDEFOP and to follow up the Thematic Country Reviews which are publications that are in an ongoing phase for EU countries. HCIA, commits to provide the partners with all the available – relevant Thematic Country Reviews that have been published by CEDEFOP. BAATPE and PIRIN – TEX will send their corresponding presentations to the Coordinator (EURATEX) in the following 10 days.

# Session 3 General Project Management issues

After the lunch break, the 3rd Session started with first the presentation on Project Management Issues.

Mr. Francesco Marchi from EURATEX, made the presentation on the rules and procedures related to Project Management and Coordination and highlighted the fact that although the Lead Partner is the contact and responsible partner in front of the EACEA for all the project management related aspects, all the partners are responsible for the proper project management and the implementation of the project.

Discussion

All the partners participated in the discussion followed the presentation on Project Management and Coordination, specifically with questions to the Coordinator Mr. Marchi. Also, EURATEX stated that each partner shall provide a signed letter declaring that the staff working on the TEXAPP project have a proper work contract, at least until the end of this project.

# Session 3 1st year Timetable and discussion on deliverables and tasks undertaken by each partner

Continually, Mr. Marchi from EURATEX proceeded with the presentation of the project’s time schedule with special reference to the 1st year’s activities and outcomes to be delivered. Each work package and activity was represented in a GANTT table, and examined separately together with the partners that will be involved in their implementation.

Discussion

During the presentation, thorough discussion on a range of specific issues took place, by examining the work packages and tasks one by one. Specifically, the following proposals and decisions were discussed and taken:

# WP1 – Preparation Activities

On the design of the questionnaire and the organisation of the work that shall be done in order to achieve the targets of the WP1 and properly implement all the foreseen tasks and deliver its outcomes the partners discussed on the following issues:

Questionnaire

* TMTE and HDTTC will send to HCIA and EURATEX some examples of good questions by next Monday and then share them with all the partnership
* Template needs to be done by the end of the next week by HCIA, EURATEX and HDTTC and needs to have, among others, the following topics: country, size of the sector, employment rate, a question if there is or not apprenticeships in the sector, funding methods, company motivation, number of apprenticeships’ years.
* A target of collection of 30 questionnaires per national survey was set. 6 National Surveys will take place as 6 countries are involved. The total of 180 questionnaires will provide the survey with the base in order to be able to proceed with the statistical process and achieve statistically reliable results. It is mentioned that there is a need of different answers and companies (experienced in apprenticeships and not). The final agreement among the partners on the form and content of the questionnaire must be done by the end of January 2017.
* HCIA highlighted the fact that the questionnaire shall basically contain closed format (close ended) questions, because it is not easy to achieve filled questionnaires when you use open format questionnaires. As this regard, CITEVE suggested the use of an e- tool and it is agreed to be sent to HCIA and EURATEX for review. Also, it is proposed that the questionnaire shall contain both quantitative and qualitative questions.

# WP2 Project Management

The discussion on this Work Package and tasks was mainly around the decision on the date of the next Technical Meeting and the change of the initially in the application form proposed date. All the other aspects related to project management were thoroughly discussed previously after the special presentation made by the Coordinator on that issues.

Next Technical Meeting

* EURATEX will send a doodle regarding the best date for the next technical meeting in Budapest

Final Conference

* CITEVE suggested that if we can combine the final conference in September 2018 in Brussels with another EURATEX event, it will be very interesting in order to attract more companies for the final conference.

# WP3 Implementation

As this is the core Work Package of the TEXAPP project, including the majority of tangible outputs to be delivered, the Coordinator EURATEX, asked for the partners engaged to each task of this WP to decide which of them will undertake the responsibility of its implementation (Task Leader). After discussion among the partners it is decided that:

* T.3.1 – HDTTC will be on charge of it. HDTTC will provide to the partnership the contact person within its organisation
* T.3.2 – CITEVE will be on charge of it. End of July we should be ready to proceed with the testing to see if we are right.
* T.3.3 – EURATEX will be on charge of it with the support of HCIA

Support Tools

HDTTC suggested that the partners may develop and share a number of tools that will improve quality and provision. Partners will have their own tools at the start of the project and these will be shared and compared in order to link to the delivery and achievement of the Standart in SMEs. They will include:

* Tools for the initial assessment of learners’ capabilities in language, ICT etc
* Tools to identify learners’ manual capabilities and aspirations
* Tools and courses to help SMEs to create effective work – based learning programmes that link closely to off the job training activities
* Tools and techniques for learner assessment and review both within SMEs and by VET providers
* Recording tools and techniques to record learning including manuals, videos and electronic ‘e’portfolios
* Destination and reward tools to maintain learners interest in the programmes and identify progression routes.

All the tools will be shared and be available on the HUB.

# WP 4 Quality Assurance and WP 5 Evaluation

HCIA is the lead partner of the WP4. HCIA is responsible for the proper and prompt development of all the deliverables related to the WP4 namely the Quality Plan and all of its annexes thus the common templates as discussed earlier. It is agreed that HCIA will send the draft of the Quality Plan before Christmas.

TMTE is the lead partner of the WP5. As the WP4 and WP5 tightly related it is decided that HCIA and TMTE will speak together and internally agree and come with a concrete question about the external controls (T.4.3) and the WP5 in order to amend it or not. After that EURATEX will contact directly EACEA and ask for feedback.

# WP6 Dissemination

WP6 contains also concrete tasks and all the partners are engaged on its activities. After the analytical discussion on that, TMTE represented the first draft proposals of the logo to the partners. Following a thorough conversation, the following was agreed:

Dissemination Plan

* It is referred by mistaken during the meeting that TMTE is the partner responsible for the development of the Dissemination plan. EURATEX with the support of TexClubTec are the partners responsible for the development of the Dissemination plan and its follow up by the partnership.

Website

* EURATEX is the partner responsible for the development of the Website. EURATEX will open a tender for the website before Christmas. The website will have a section for each country with suggestions about the tools, relevant information regarding apprenticeships etc
* Regarding the relevant information for the website, it should appear in each national language but it is important to have at least a brief introduction in English

Logo

* TMTE will present 2-3 different designs for the logo in the next 5-10 working days following the meeting (which means by the 19th December the latest). The logo shall be inspired and related with Textiles, apprenticeships, Europe, the Erasmus+ programme etc.
* Delivery of different formats shall be done, such as high quality format and JPEG.

# Session 3 Financial Regulations and Procedures

At the last part of the meeting, Mr. Marchi from EURATEX represent to the partners the financial rules and regulations govern the Erasmus+ KA3 projects. Each budget category was represented and examined, the required documents as proofs and records for audit reasons were represented as well together with the budget transfer rules.

Mr. Marchi, highlighted the fact that budget transfers between cost categories are limited to 10% of the amount of each cost category for which the transfer is intended.

Partner’s representatives asked for further clarification about the transfer of 10% from one budget category to another.

Finally, Mr. Marchi informed the partners the EURATEX will provide them with all the available (by EACEA) templates related to staff costs and other costs claiming (timesheets etc).

The meeting ended according to the Agenda at 16:00.

# Special Notes

* All presentations, making reference to Agenda Items, will be available at the TEXAPP Web site. They are self-explanatory and are the reference documents for these minutes.