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

**APPrenticeships in TEXtile sector TEXAPP**

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| **TASK 2.2** | **Minutes of Second Technical Meeting** |

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| **Prepared by:** | P1 EURATEX |
| **Contributors:** | Ana Manuelito and Francesco Marchi |
| **Work Package:** | 2 |
| **Date:** | 25/09/2017 |

# 11-12/09/2017

**Corvin Hotel Budapest, Budapest, Hungary**

**MINUTES**

The second technical meeting of the ERASMUS+ TEXAPP project, was held on 11-12/09/2017 in the Corvin Hotel Budapest in Budapest, Hungary. The meeting was attended by representatives of the beneficiaries, as listed below.

# Attendees:

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|  | **Organization** |  | **Name** |
| **CITEVE** | | **Alexandra CARDOSO** | |
| **CITEVE** | | **Micaela PEREIRA** | |
| **EURATEX** | | **Ana MANUELITO** | |
| **EURATEX** | | **Francesco MARCHI** | |
| **HCIA** | | **Despoina PANAGIOTOPOULOU** | |
| **HCIA** | | **Panagiotis LYLPEREAS** | |
| **PIRIN-TEX** | | **Nikolay UZUNOV** | |
| **TEXCLUBTEC** | | **Aldo TEMPESTI** | |
| **TEXTILE CENTRE OF EXCELLENCE** | | **Bill MACBETH** | |
| **TEXTILE CENTRE OF EXCELLENCE** | | **Ian MCMILLAN** | |
| **TMTE** | | **Gabriella DEME** | |
| **TMTE** | | **Gabriella ECKER** | |
| **TMTE** | | **Pal PATAKI** | |
| **EXTERNAL EVALUATOR** | | **Zsuzsa MOKRY** | |

**2nd TECHNICAL MEETING**

***TEXAPP***

# 11-12 September 2017, Budapest/HUNGARY Meeting Venue: CORVIN HOTEL BUDAPEST (H-1094 Budapest, Angyal u. 31.)

**AGENDA**

**11/09/2017 Monday**

Meeting on Project Management and Dissemination Issues 14:00 – 14.30 Registration

* 14:30 – 15:30 Overview of the implementation process, 1st semester Timetable and discussion on deliverables and tasks undertaken, deliverables pending and 2nd semester workplan by EURATEX – Lead Partner
* 15:30 – 16:30 Presentation and Discussion on Project Quality Management Issues and Financial Issues – Interim Quality Report and Interim Report by EURATEX – Lead Partner in cooperation with the HCIA

16.30 – 17.00 Coffee Break

* 17:00 – 17:30 Follow up and discussion on the Dissemination Plan – Implemented Tasks and Deliverables by EURATEX – Lead Partner in cooperation with TMTE
* 17:00 – 18:00 Open discussion with all the partners on Project Management and Dissemination Issues

19:00 Joint Dinner

**12/09/2017 Tuesday**

09:00 – 09.30 Registration

* 09:30 – 10:30 Presentation of the National Surveys by corresponding partners (10 min. per partner)
* 10:30 – 11:15 Discussion among the partners on the Procedure, Obstacles and Findings

11:15 – 11:45 Coffee Break

* 11:45 – 12:45 Presentation of the EU Level Synthesis Report by EURATEX – Lead Partner
* 12:45 – 13:00 Overall Discussion on the core deliverable and exploitation of its findings
* 13:00 – 13:0 Overall Discussion among the partners about the deliverables and the time schedule till the next Technical Meeting

13:30 End of Meeting 13:30 Lunch on Site

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

**Introduction – Mrs. Gabriella Ecker – TMTE**

After an initial welcome to the attendees and the provision of logistical information for the meeting, the agenda was outlined.

# Session 1: Overview of the implementation process, 1st semester timetable and discussion on the deliverables and tasks undertaken, pending deliverables and 2nd semester workplan

A briefly overview of the project was done by Mr. Francesco Marchi (Euratex).

In what regards the WP1, Mr. Marchi explained this was out of deadline because the project started 2 months later due to some administrative procedures. However, all the deliverables were developed and the national and the European reports should be the basis for the development of the standard for competences needed within SMEs to apply apprenticeship more effectively.

Regarding the WP2, Mr. Marchi reminded the partnership that the next technical meeting will be held in Portugal next March 2018 and virtual meeting s would be organised at the beginning of 2018 to ensure proper respect of the deadlines.

Concerning the WP3, this is the “heart” of the project. Mr. Bill Macbeth (HDTTC) introduced the standard that has been used in the UK and photocopies were made available for the discussion. A final agreement on the standard must be reach by mid-November 2017. For the piloting assessment tool, this has to be finalized by the end of November.

As regards WP4, Mr. Marchi informed the partners that the Quality Plan was elaborated, and the partnership will further discuss it. The External Evaluator, Mrs. Mokry, who is present in the meeting, was introduced by Mrs. Ecker. Mr. Marchi informed the members that an evaluation report will be released soon.

Concerning the WP5 and WP6, Mr. Marchi informed that more information will be shared in the following topics of this meeting.

Discussion:

During the discussion among the partners on the WP3, the delivery of a standard, Mr. Macbeth informed that the standard presented was done considering the UK reality and the feedback from the UK companies was very positive. Partners decided to analyse thoroughly the WP 3 documents in the following weeks and to reach agreement for a European standard that would respect and adapt to the existing national differences.

# Session 2 – Presentation and discussion on Project Quality Management Issues and Financial Issues – interim quality report and interim report

Mr. Francesco Marchi (Euratex) informed that the interim quality report and the interim report will be sent to the Agency at the same time (end of October).

The content of the interim report was presented during the meeting to allow partners to address questions and comments. Ana Manuelito (Euratex) will provide its template and send to the partnership. Mr. Marchi said that partners must send their financial report and supporting documents to Euratex by 6th October 2017 to allow Euratex to assemble all and elaborate the final interim report.

Mrs. Despoina Panagiotopoulou (HCIA) ended the presentation on project quality management by introducing the quality dimensions to be addressed in the report, along with the methodological approach (tools).

Discussion:

Regarding the interim report, the partners will come back to specific questions in the following days.

Taking advantage of the presence of the External Evaluator, Mrs. Mokry, her methodology on quality issues was debated among partners.

Mrs. Mokry stressed the fact that the quality results are different from one partner to another. She asked whether is possible to see the interim report and assess it to draft some specific recommendations. Mrs. Mokry also reckons the need to perform a IFQM system in the quality

plan of the project which could be considered as an added-value. Mr. Macbeth (HDTTC) stressed that the proposal seems too cumbersome in terms of reporting while the spirit of this approach is already enshrined in the project with a specific WP dedicated on this issue. Partners agreed on this point.

# Session 3 – Follow-up and discussion on the Dissemination Plan – implemented tasks and deliverables and open discussion with all the partners on Project Management and Dissemination Issues

Mrs. Ecker (TMTE) provided an overview of the different WP6 (dissemination) tasks. Regarding the different dissemination topics:

* Dissemination plan: it was referred by mistaken during the last meeting that TEXCLUBTEC and Euratex are the partners responsible for its development. TMTE and Euratex are the partners in charge of this task. Due to this, the dissemination is under progress and it will be presented by end of September 2017.
* Website: Euratex did the procedure of the call of tender in December 2016, the web developer was appointed, and the website was delivered in January 2017. Continuous uploads have been done.
* Dissemination materials: all the dissemination materials were developed by the designer appointed by TMTE. The only that is still under discussion is the leaflet which content will be finalized in the following weeks. Mrs. Ana Manuelito (Euratex) will send few examples of this type of promotional material to help and inspire the designer;
* Newsletter: each 6-months the partnership must write a newsletter. The first newsletter will be made available by the end of September and contributions from the partners are expected by 25th September to TMTE and Euratex assemble all the parts and conclude the file to be sent by everyone.

Discussion:

Partners discussed the general overview of the dissemination package. Mr. Macbeth stressed the fact that using the google analytics in the project’s website would be good in order to track website’ users and access. Mrs. Despoina Panagiotopoulou (HCIA) replied indicating that this will be asked to the website developer.

The content of the newsletter was debated, and it was agreed that the content will be the following: main objectives of the project (TMTE); partners organization presentation and their role (all partners); overview of the kick-off (HCIA) and the second technical meeting results (CITEVE); main results of the survey (Euratex).

Mrs. Deme (TMTE) said that the leaflet will be prepared based on the examples to be sent by Euratex and the welcomed comments/suggestions from partners.

# Session 4 – Presentation of the National Surveys by corresponding partners and discussion among the partners on the procedure, obstacles and findings

Each partner presented its national survey and reported the main national findings and realities regarding apprenticeships in the sector.

To create a common framework among partners, the lead partner suggested to concentrate the presentations on specific questions of the survey. In doing so partners should be able to identify the needs, challenges and problems that the companies are facing at national level when doing apprenticeship while developing an apprenticeship standard as proposed in the project.

Each presentation was followed by a discussion among partners on different national aspects. Discussion:

Partners briefly shared their national realities in what regards the national programmes of apprenticeships. The discussion focused on the “standard” (WP 3) that will have to be elaborated considering the national differences presented.

Mr. Nikolay Uzunov (PIRIN-TEX) stressed that the standard should be as general and flexible as possible to be applied across Europe and in different realities (e.g. SMEs, big-size companies, across the different steps of the textile and clothing value chain). HCIA added that the partnership should work on a common basis for the standard and especially on the link with the training providers and universities at the national level, as one of the challenges identified by the survey. HDTTC said that pilot the standard with employees, training providers and apprentices would be a good work to do in a long period. Mrs. Micaela Pereira and Mrs. Alexandra Cardoso (CITEVE) informed partners that they do not agree in calling the result of WP3 “Standard” as it will scary companies. On the contrary, it would be better to find another term like “a guideline” to define the final product of WP3. Moreover, CITEVE stressed that the “heavy” set of supporting documents presented by HDTTC would prevent companies to use the results of the project. Mr. Aldo Tempesti (TEXCLUBTEC) agreed with CITEVE that the partnership must simplify the process otherwise companies will reject it. In conclusion the final document describing the common “standard” or “guideline” shall be made available by mid-November considering the inputs received from partners along the lines above.

# Session 5 – Presentation of the EU synthesis report and overall discussion on the core deliverable and exploitation of its findings

Mrs. Ana Manuelito (Euratex) presented the EU synthesis report. It encompasses the main findings of all the national reports and ends with the main conclusions. The presentation was followed by a discussion among the partners.

Discussion:

Partners discussed and exchanged on the European main findings about the supply of apprenticeships in the Textile and Clothing sector. The synthesis report expressed very concretely the main findings and the way forward to strengthen the supply of such apprenticeships at the national level.

Special comment was given by Mrs. Deme and Mrs. Ecker (TMTE) on the fact that a focus on a similarity points among partners would be important to better understand the European picture. The same applies on the lack of averages at the European level.

Mrs. Cardoso (CITEVE) suggested to present in the concluding chapter of the European synthesis a SWOT analysis of the main findings of WP1. Partners agreed on the proposal.

# Session 6 – Overall discussion among the partners about the deliverables and the time schedule till the next technical meeting

Partners revisited all the deliverables and the respective time schedule till the next technical meeting.

Specific deadlines were defined, namely:

* Send the financial report and supporting documents by 6th October to the lead partner;
* Skype-call or e-mail exchanges on the standard during the first week of October 2017;
* Agreement on the standard by mid-November 2017;
* Piloting activities report by end of December 2017;
* Skype-call on January 2018 to discuss the Memorandums of Understanding content;
* Send the contact persons for the management of the Facebook page by end of September 2017;
* Send contributions for the first newsletter by 25th September 2017;
* Send of the final version of the leaflet by end of October/beginning of November 2017.

The next technical meeting

Will be organised in Porto, Portugal in March 2018. CITEVE will come back with dates suggestions in the following weeks.

The meeting was adjourned according to the agenda at 13:30.