# Integrated strategy Initiative for Strengthening the supply of

**APPrenticeships in TEXtile sector TEXAPP**

|  |  |
| --- | --- |
| **TASK 2.2** | **Minutes of Forth Technical Meeting** |

|  |  |
| --- | --- |
| **Prepared by:** | P1 EURATEX |
| **Contributors:** | Ana Manuelito |
| **Work Package:** | 2 |
| **Date:** | 27/09/2018 |

The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein

## 24/09/2018

**EURATEX premises, Brussels, Belgium**

**MINUTES**

The fourth technical meeting of the ERASMUS+ TEXAPP project, was held on 24 September 2018 in the EURATEX premises, in Brussels, Belgium. The meeting was attended by representatives of the beneficiaries, as listed below.

## Attendees:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Organization** |  | **Name** |
| **CITEVE** | | **Joana CARVALHO** | |
| **CITEVE** | | **Alexandra CARDOSO (via skype)** | |
| **EURATEX** | | **Ana MANUELITO** | |
| **EURATEX** | | **Iratxe GARCIA** | |
| **HCIA** | | **Panagiotis LYLPEREAS** | |
| **PIRIN-TEX** | | **Nikolay UZUNOV** | |
| **BAAPTE** | | **Radina BANKOVA** | |
| **TEXCLUBTEC** | | **Aldo TEMPESTI** | |
| **TEXTILE CENTRE OF EXCELLENCE** | | **Bill MACBETH** | |
| **TEXTILE CENTRE OF EXCELLENCE** | | **Ian MCMILLAN** | |
| **TMTE** | | **Gabriella DEME** | |
| **TMTE** | | **Gabriella ECKER** | |

**4th TECHNICAL MEETING**

***TEXAPP***

## 24 September 2018, Brussels/BELGIUM Meeting Venue: EURATEX premises (Rue Montoyer, 24, 1000 Brussels)

**AGENDA**

**24/09/2018 Monday**

|  |  |
| --- | --- |
| 12:30 | *Registration and light lunch served in the meeting room* |
| 12:30 - 13:15 | Overview of the implementation process and semester workplan **by**  **EURATEX – Lead Partner** |
| 13:15 - 13:45 | Financial and reporting process **by EURATEX – Lead Partner** |
| 13:45 - 14:00 | Presentation of the TEXAPP Hub **by EURATEX – Lead Partner** |
| 14:00 - 14:30 | Presentation of the TEXAPP Hub Action Plan & Signature  Memorandum of Understanding **by CITEVE** |
| 14:30 – 14:45 | Coffee Break |
| 14:45 – 15:45 | Presentation of the Training Courses Implementation Report **by all**  **partners (each partner has 10 minutes slot)** & discussion |
| 15:45 – 16:30 | Overview of the TEXAPP Final Conference **by EURATEX – Lead Partner** |
| 19:30 | Joint dinner (Crowne Plaza Hotel Brussels) |

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

**Introduction – Ms. Ana Cláudia Manuelito – EURATEX**

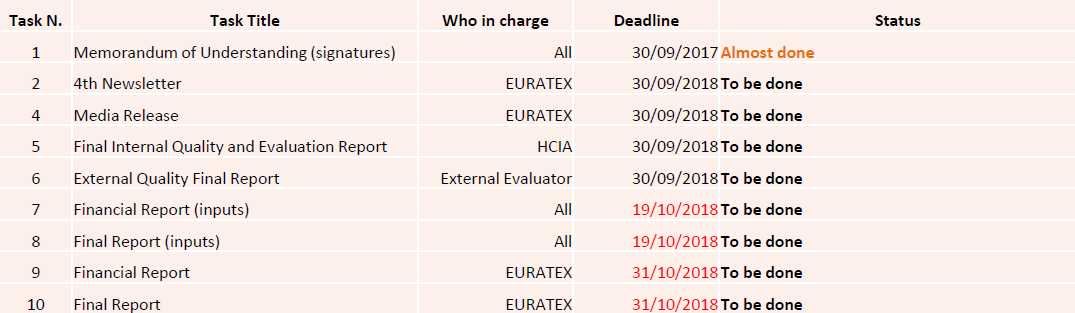
After an initial welcome to the attendees and the provision of logistical information for the meeting, the agenda was outlined.

## Session 1: Overview of the implementation process and semester workplan (Ana Manuelito, EURATEX)

A full overview of the project was done by Ms. Ana Manuelito (EURATEX).

It was said that some deliverables are not properly delivered yet because of the deadlines (30 September 2018). However, it is not expected any delay in those last tasks.

The following table (provided in the power point presentation) encompasses the remaining deliverables, its partner leader and corresponding deadlines:



Regarding the Final External Evaluation Report, Mrs. Gabriella Deme and Mrs. Gabriella Ecker (TMTE) informed that, in order to deliver it, the External Evaluator shall have access to the entire results of the project. It was already provided the full access to the DROPBOX folder where every partner/designated person can rapidly access it.

In what regards the Internal Quality and Evaluation, Mr. Panagiotis Lylpereas (HCIA) informed the partnership that the necessary documents will be distributed to the partners in the following days and the report is about to be finalised early next week.

Ms. Ana Manuelito (EURATEX) pointed out that just after the TEXAPP Final Conference (on 25 September 2018), EURATEX will write the Press Release, as well as the last TEXAPP Newsletter, as previously agreed during the 3rd Technical Meeting in Porto in March 2018.

## Session 2 – Financial and reporting process (Ana Manuelito, EURATEX)

Ms. Ana Manuelito (EURATEX) provided an overview on the applicable rules of the ERASMUS+ projects related to the financial and final reports. Ms. Ana Manuelito alerted partners to the fact that the evaluation of the interim report was not as positive as expected and thus there is room for improvements.

The coordinator also re-informed partners about the need to have everybody’s contributions to the final report. In this sense, EURATEX sent a request for inputs template in September 2018 with a couple of questions that should help the drafting of the report. Partners inputs are expected by 19 October 2018. On top of this, Ms. Ana Manuelito (EURATEX) highlighted the imperative need of have the financial and report inputs in due time, otherwise the submission of the report could be delayed.

On financial aspects, Bill Macbeth (Textile Centre of Excellence) requested more precise information and guidance from the coordinator in what precisely regards the costs that partners should claim in the final report. As in the interim report partners had a substantial discrepancy between the project’s budget and the amounts claimed by partners, it is very appreciated that the coordinator could provide more concrete input. Moreover, Mrs. Radina Bankova said that BAAPTE sent already an e-mail with a financial question on the Bulgarian case.

Ms. Ana Manuelito (EURATEX) informed that an answer with clear instructions on this precise point will be send to the consortium, upon discussions between the EU Commission and the EURATEX Financial Manager well in advance of the final submission deadline of 19th October, otherwise the deadline can be postponed.

## Session 3 – Presentation of the TEXAPP Hub (Iratxe Garcia, EURATEX)

Ms. Iratxe Garcia (EURATEX) provided a presentation on the TEXAPP Hub: its definition, what can we find in the Hub and what is still missing from partners, namely:

* Still to be defined each partner contact point in each country;
* Each partner to revise their national language of the Hub to check if the information is well written with no mistakes.

Ms. Iratxe Garcia (EURATEX) encouraged partners to provide new contents to the Hub even after the end of the TEXAPP project. Ms. Iratxe Garcia (EURATEX) ended her presentation by informing partners about the deadline to submit the missing information: 19 October 2018.

## Session 4 – Presentation of the TEXAPP Hub Action Plan & Signature Memorandum of Understanding (Ms. Alexandra Cardoso, CITEVE)

Due to health restrictions, Ms. Alexandra Cardoso (CITEVE) was not able to come to the technical meeting in Brussels. However, CITEVE was represented either by Alexandra Cardoso through Skype and by Joana Carvalho physically.

Ms. Alexandra Cardoso presented in detail what has been doing over the last months in what regards the TEXAPP Hub Action Plan taking into account the decisions reached among partners during the 3rd Technical Meeting in March 2018.

In the final of the presentation, the Memorandum of Understanding was signed by partners who have not signed it yet electronically. Ms. Ana Manuelito (EURATEX) informed partners that it was still missing 1 partner’s representative signature. Ms. Joana Carvalho (CITEVE) informed that CITEVE will proceed with the signature and the 8 versions of the MoU will be distributed in the following days so that each partner can have its own fully signed.

## Session 5 – Presentation of the Training Courses Implementation Report (all partners)

Each partner presented its national training courses implementation and reported the main national specificities, findings, results and feedback received during and after the implementation. Overall, the feedback received by partners was very positive.

It was also pointed out the initiatives and actions to be taken after the end of the project in

terms of exploitation of the projects’ results and dissemination at the national level.

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

## Session 6 – Overview of the TEXAPP Final Conference (Ms. Ana Manuelito, EURATEX)

As a first point, Ms. Ana Manuelito (EURATEX) said that the project had passed through some challenges but in the end the results are very positive, due to the efforts, commitment and hard work carried out by every partner since the very beginning. Ms. Ana Manuelito (EURATEX) thanked all the partners for this and that the final conference on 25 September 2018 should reflect this work.

Ms. Ana Manuelito (EURATEX) presented the TEXAPP Final Conference programme in details, especially in what regards the key-note speakers (Lutz Walter – Innovation & Skills Director at EURATEX; João Santos – Deputy Head of Unit at the European Commission; Paul Johnson – Managing Director of W.T. Johnson & Sons, a Textile company based in England).

Ms. Ana Manuelito (EURATEX) also presented the modus operandi of the roundtable discussion in which 6 TEXAPP partners companies will participate and thanked Bill Macbeth very much (Textile Center of Excellence) for accepting moderate the debate.

Finally, Ms. Ana Manuelito (EURATEX) reminded partners about the final conference costs reimbursements and informed about logistical aspects of the joint dinner.

The meeting was adjourned at 16:00.