



Hanse-Parlament



## **Minutes of the 3LoE project workshop on May 10<sup>th</sup>-11<sup>th</sup>, 2023**

**Date:** 10.05.2023, 13:00-17:30 and 11.05.2023 09:00-13:00

**Venue:** Departament d'Educació Via Augusta, 202, 226, 08021 Barcelona

**Participants:** Project partners (see participant list)

**Minutes:** Anna Maria Czarny

**Abbreviations:** Lead Partner – LP, Project Partner – PP, Center of Vocational Excellence – CoVE, EACEA – European Education and Culture Executive Agency (on behalf of the European Commission), PPT – Power Point Presentation

### **AGENDA**

#### **DAY 1**

- 1. Welcome**
- 2. WP1 Management**
- 3. Update from each CoVE  
(Update about training evaluations  
from PP11 RSU)  
Coffee break**
- 4. WP7 Dissemination workshop**

#### **DAY 2**

- 5. WP2 overview**
- 6. WP3 overview**
- 7. WP4 overview  
Coffee break**
- 8. WP5 overview**
- 9. Training evaluations**
- 10. Wrap-up and evaluation of meeting**

### **TOP 1: Welcome (slides 1-4)**

The lead partner (PP1 HP), represented by Melanie Henke, welcomed the participants and presented the aim as well as the agenda of the project workshop. All partners were re-introduced, specifically new people from the project partners were introduced.

Questions that were raised, dates and tasks that were discussed as well as agreements that were made are summed up in these minutes. Please consult the PowerPoint presentation of the meeting for further details.

### **TOP 2: WP1 Management (slides 4-14)**

#### **Feedback Interim Report B:**

The second interim report was submitted with an extended deadline granted by the EACEA on February 9<sup>th</sup> 2023. The Interim Report B was approved by EACEA on February 22<sup>nd</sup> 2023. The report was assessed with 90 out of 100 points (very good).

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The detailed division of points can be found below:

<b>1 Relevance of the project (30%)</b>	<b>Scoring: 35/35</b>
<b>2. Quality of the project design and implementation (20%)</b>	<b>Scoring: 22/25</b>
<b>3. Quality of the project consortium and cooperation arrangements (30%)</b>	<b>Scoring: 17/20</b>
<b>4. Impact and dissemination (20%)</b>	<b>Scoring: 16/20</b>

The LP highlighted that the finances are not being looked at by the EACEA at interim reporting stage. The financial reporting will only be checked thoroughly by the EACEA at the final report. Quote by EACEA: “Please note that the approval of the Progress Report should not be considered as an approval of the reported expenses. All expenses of the project, including the expenses already reported at Progress Report stage, will have to be approved at Final Report stage.”

It was discussed that more focus will be put on dissemination exploitation for the remaining project time.

Other feedback key remarks:

1. To elaborate more on the evaluation of all education activities and the changes to the curricula based on the evaluation.
2. Provide more quantitative data on how many students, adults, SME workers etc. are involved in 3LoE activities.
3. Bring dissemination activities into numbers to prove the impact.

**Next report:**

The next report for the reporting period 01.11.22-31.10.23 is due 30.11.23. All partners are reminded to send all documents on time and at once. All partners will be asked to submit an [excel table](#) with the overview of all spent costs additionally to the timesheets, travel expenses forms, invoices for subcontracts and other costs, etc. The LP clarified that it is each partners' responsibility to ensure the all documents are correct and in place. The LP does not look through all documents of all partners.

**Budget change:**

After bilateral discussions with all partners, a budget change request was submitted to the EACEA on 28.03.23. The budget change was approved on 10.05.23. The Activity Plan will be updated by PP1 HP and sent to all partners via email and will also be uploaded on GDrive.



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### **Partner changes:**

There have been a few changes of partner names in the consortium. Since 11.05.22 PP3 BAHH – Berufsakademie Hamburg (Joachim and Uwe) are now working at PP24 BHH Berufliche Hochschule Hamburg. Since 13.01.23 PP19 SOREA is operating as PP25 AGBAR. Since 20.03.23 PP7 PMCZ changes its name to PP7 VESK.

The activities for all of the mentioned partners remain the same.

### **Next meetings:**

The next project meeting will take place on 23<sup>rd</sup> and 24<sup>th</sup> of November 2023 in Szczecin, with arrival on the 22<sup>nd</sup> most probably. More info will follow in due time.

The last project meeting and final conference will take place in Riga on 12<sup>th</sup> and 13<sup>th</sup> of September 2024.

Bilateral meetings are always possible in between.

On 15<sup>th</sup> and 16<sup>th</sup> of June 2023 the general assembly of the Hanse-Parlament will take place together with a conference and workshop in Budapest. 3LoE partners are welcome to join. The costs can be covered from the 3LoE budget. Interested partners can reach out to PP1 HP for more info.

On the 25<sup>th</sup> and 26<sup>th</sup> of September 2023, the second CoVE Forum will take place in Amsterdam (the event will also be streamed online). Interested partners are asked to contact Melanie Henke before registering to the event officially via: <https://www.copcoves.eu/forum-2023/>

### **European Alliance for Apprenticeships:**

The European Commission has shared the following information:

*“Your organisation or some of your partners in the project (who are not yet members of the Alliance) could consider joining the [European Alliance for Apprenticeships](#).*

*New members joining this Alliance will be featured during the signing ceremony within the **EAfA High-Level event** in Brussels on June 26th hosted by Commissioner Schmit.*

*I share the new online [pledge form](#) that has just been developed by our contractor, Ecorys, in copy of this message.*

*In case you consider positively my suggestion and you would like some extra support to fill in this form or have any queries, please let us know as soon as possible and Ecorys will be more than happy to respond or set up a short call to assist you and provide more information.”*

Interested partners are asked to contact PP1 HP as soon as possible.

### **TOP 3: Update from each CoVE (slides 15-51)**





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All CoVEs were asked to shortly present their progress, achievements, next steps, etc. See PPT slides for more information.

#### **TOP 4: Dissemination workshop**

A dissemination workshop was prepared by PP13 IAGF, who have taken upon the task to monitor and help with the dissemination activities of 3LoE. The detailed PPT can be found on GDrive in the WP7 Dissemination folder.

#### **TOP 5-8: Overview WP2 – WP5 activities (slides 62-85)**

**TOP 5 WP2:** *please refer to slides 62-67 of the PPT for a general overview.*

The most important deadlines:

WP2 A2.2 Signing of cooperation agreement in Germany (PP2 HWKD), Italy and Spain (PP18 DEGC, PP20 IPM, PP25 AGBAR) by 31.08.2023.

PP1 HP will prepare an overall draft for WP2 CoVE activities report to be written by all partners (including events, business plan, regional and transnational networking, etc.) by 31.10.23. Deadline for partner reports is 30.06.23.

**TOP 6 WP3:** *please refer to slides 68-73 of the PPT for a general overview.*

The most important deadlines:

Implementation and evaluation (!) of training activities according to activity plan. In case of any difficulties, all partners are asked to contact the LP immediately.

**TOP 7 WP4:** *please refer to slides 74-79 of the PPT for a general overview.*

The most important deadlines:

Implementation and evaluation (!) of training activities according to activity plan. In case of any difficulties, all partners are asked to contact the LP immediately.

**TOP 8 WP5:** *please refer to slides 81-85 of the PPT for a general overview.*

The most important deadlines:

Implementation and evaluation (!) of training activities according to activity plan. In case of any difficulties, all partners are asked to contact the LP immediately.

#### **TOP 9: Training evaluations (slides 86-122)**

In the 3LoE project there are 3 types of evaluations:

1. External evaluator (Philip Jarke)

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