

## **Minutes of the 3LOE project workshop on October 8<sup>th</sup>, 2021**

**Date:** 08.10.2021, 09:00-12:00

**Venue:** Hotel “Romantic”, Kranto street 24, LT-35173 Panevėžys and online via Zoom

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

**Minutes:** Melanie Henke

**Abbreviations:** Lead Partner – LP, Project Partner – PP , Center of Vocational Excellence – CoVE

### **TOP 1: Welcome**

The lead partner (PP1 HP), represented by Melanie Henke, welcomed the participants and presented the agenda of the project workshop.

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 “Project workshop” of the meeting for further details.

### **TOP 2: WP1 Project Management (presentation slides 6–31)**

The project partners were informed that all relevant documents for the project workshop and project activities can be accessed through the internal GDrive: [https://drive.google.com/drive/folders/148d1hEgXt4SoW0Hx2k\\_JJB0oi0FQOgG?usp=sharing](https://drive.google.com/drive/folders/148d1hEgXt4SoW0Hx2k_JJB0oi0FQOgG?usp=sharing)

Furthermore, all results will be additionally uploaded on the 3LOE website under “Results” – [www.3-loe.eu](http://www.3-loe.eu).

The LP gave a summary on the meetings that were already held and suggested to meet for an informal one-year anniversary virtual coffee&tea meeting. The proposed date 01.11.2021 is not suitable for most partners because it is a public holiday in their countries. Hence, a **new date for the informal virtual coffee&tea meeting will be communicated to all PPs via e-mail.**

The LP reminded the PPs about the reporting dates:

- For the period from 01.11.2020 to 31.10.2021 **interim report A** till 30.11.2021
- For the period from 01.11.2021 to 31.10.2022 **interim report B** till 30.11.2022
- For the period from 01.11.2022 to 31.10.2023 **interim report C** till 30.11.2023
- For the period from 01.11.2023 to 31.10.2024 **interim report D** till 30.11.2024
- For the period from 01.11.2020 to 31.10.2024 **final report** till **15.12.2024**

**For the first interim report for the period 01.11.2020 to 31.10.2021 all partners should send a narrative and all financial documents to the lead partner by 30.11.2021:**

- Employment contract, CV, proof of labor costs (payroll) for all billed periods
- Timesheets with hours worked and works performed
- Other Costs, travel costs, subcontract costs, etc.
- Document on the internal travel costs rules of your organisation (or national rules)
- A concise and concrete summary of one page about the activities that your organisation has implemented, the progress and the main results and describe how they contribute to achieving the objectives of the project (relevance in the Green Economy context, quality control measures, cooperation between consortium members – on local and transnational level, dissemination...)

All supporting documents and records must be kept for a period of 5 years after the final balance of the grant is paid, in case of audit.

In the 3LOE project the actual costs occurred are calculated for the financing (e.g. personnel costs, travel costs, etc.) and not lump sums as in other projects. Therefore, we need the payroll for each staff worker that is paid by timesheets where the gross salary + social charges that incur for the employer are stated (personal information can be blackened) in addition to the working contract (covering the period of the timesheets handed in).

The PPs can use the timesheet template provided by the LP or another timesheet template where the following minimum information has to be provided:

- Project reference number (**620870-EPP-1-2020-1-DE-EPPKA3-VET-COVE**)
- Name of the employee;
- The number of time units (hours/days) worked on the project
- Tasks performed for the project;
- Date and signature of the employee and of the project manager.

**The timesheets** should be kept on a weekly or monthly basis and show the day, month and year. The timesheets should further include the personnel category (manager, scientist/teacher/instructor, technician and administration) according to the work carried out in the project (actual employee's position in the institution does not matter). The budget can be shifted between the personnel categories- The budget for the total personnel costs is decisive. All work related to the implementation of the project is billable, including project management work such as internal and bilateral meetings, attendance of train the trainers, projects workshops, etc.

Each partner needs to calculate the annual productive working days/hours according to the template provided by the European Commission (taking into account the official amount of public holidays in their country and the annual leave according to their contract):

### How do I calculate the annual productive working days?

1	Total number of days in a year	365
2	Less weekends	104
3	Less public holidays	20
4	Less annual leave actually taken	24
Total number of productive days in the year (1-2-3-4)		217

On the basis of 8hours/day, this means a total of 1.736 hours in a year



Regarding **travel costs**: Reimbursement must be based on the **existing internal rules of the beneficiary organisations** and/or on the basis of actual costs (reimbursement of receipts). If, for example in your organisation there are internal rules for travels, these rules must be respected. **Please send the LP a document on the internal travel costs rules of your organisation (or national rules) together with the other financial documents.**

Regarding **subcontracting** it is important to keep in mind that subcontracting cannot cover core tasks of the project (for example coordination tasks).

**Budget transfer** between budget lines that do exceed 10% of the amount of the heading is possible without needing the approval from the European Commission when previously informing the lead partner. More extensive changes are only possible with EU approval after the second interim report. Such changes will be discussed with the lead partner and agreed upon with all PPs.

The **payments** are made in 20% steps.

The first pre-financing of 20 % started from 01.01.2021.

Second pre-financing up to 20 % starting from 01.01.2022.

Third pre-financing up to 20 % starting from 01.01.2023.

Fourth pre-financing up to 20 % starting from 01.01.2024.

The final payment will be made after the end of the project.



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For all payments we ask the project coordinators to send an informal e-mail to the LP ([mhenke@hanse-parlament.eu](mailto:mhenke@hanse-parlament.eu)) asking for the payment and providing the bank account details to which the payment should be transferred.

The **next project workshop** will take place together with a **Train-the-Trainer "for personnel and center management"** (hosted by *PP13 IAGF*) in Hamburg on **11.-13.01.2022 in Hamburg**. The final date and invitation will be communicated by the latest in the beginning of December 2021 but all partners should plan to **attend this important meeting with two people each** (ideally with the people who will be responsible for running the CoVE).

**Some questions were raised regarding the financial management:**

- In case of salary changes, the partner has to send the lead partner an updated version of the employment contract and payroll for the respective interim reporting period.
- The partners should claim 100% of the costs occurred, e.g. through timesheets or as travel costs, etc. The LP will then calculate (80% refundable, 20% own contribution) towards the end of the project period whether the estimated last payments need to be adjusted.

**TOP 3: WP2 CoVE development and operation (presentation slides 32–40)**

The final results “WP2 A1 Analyses and recommendations” and “WP2 A2.1 Concept three-tiered centers of excellence” will be uploaded on the GDrive and the 3LOE website

WP2 A2.1-2.8 Development of centers of excellence: The cooperation agreements for Poland, Lithuania, Latvia and Austria are signed. Italy, Spain and Germany still have until the end of the year to find a higher institution organisation to join the CoVE.

WP2 A7 Development and implementation of information & cooperation tool will be set up on the 3LOE project website by the end of the year and will contain all training material as well as supporting material, tools, etc. Furthermore, a confidential forum will be programmed on the project website for posting questions and further material. EPALE will not be used for this for now.

Pp1 HP responsible for “WP2 A13 Evaluation of the construction and operation of the 7 centers” has announced the three-fold evaluation procedure of the establishment and the ongoing operation of the COVEs: All PPs will receive an online questionnaire to be filled out through SurveyMonkey in November 2021 and 2023. Additionally, personal interviews will be conducted in the first half of 2022 with:

- the coordinator of every center
- all other center partners
- participating companies
- with local authorities

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The evaluation concept is uploaded in the GDrive and all PPs are invited to send comments on this until 31.10.2021 otherwise the LP will assume that all PPs agree on the proposed procedure.

#### **TOP 4: First center level "Vocational training" (presentation slides 42-50)**

WP3 A1.2 Testing Tool for vocational and qualification counselling: The tool for vocational and qualification counselling should be tested by PP2 HWKD; PP4 CHSZ; PP7 PMCZ; PP10 LAK; PP11 RSU; PP14 WIFI; PP15 HS02; PP20 IPM with PP18 DEGC; PP21 ES with PP17 SFC during the period **01.09.21 – 30.11.21**. Several partners asked for an extension of this testing period until the end of the year. The extension to the 31.12.21 was approved.

The LP further reminded all implementation partners about the feedback questionnaires:

a) For the consultants: <https://www.surveymonkey.de/r/3LOE-tool-consultants>

b) For the participants: <https://www.surveymonkey.de/r/3LOE-tool-participants>

According to "WP3 A1.3" the evaluation report will be written by PP3 BAHH by 31.01.22.

A4 Dual vocational training:

The LP has transferred all dual vocational training curricula and examination regulations to the implementing partners.

PP4 CHSZ – will start the implementation of dual vocational trainings in September 2022

PP7 PMCZ – started in September 2021

PP23 LVT – will start the implementation of dual vocational trainings in September 2022

PP20 IPM – started in September 2021

A4.4 Evaluation of dual vocational training will be done by PP6 APS. PP6 APS presented the evaluation concept briefly (the written concept will be forwarded to the implementation partners) and the evaluation should start immediately.

A5 Development and implementation Training of trainers in SMEs:

PP10 LAK; PP2 HWKD; PP4 CHSZ; PP8 PCCIC PP10 LAK; PP23 LVT; PP14 WIFI (testing in 2022 with own evaluation); PP17 SFC; PP20 IPM with PP18 DEGC

The implementation partners will receive two SurveyMonkey questionnaires that are to be transferred to the participants and the trainers of the training of trainers in SMEs.

PP14 WIFI has prepared "A7 Transfer, tests & evaluation additional qualifications" and the transfer to all partners will be organised by the LP.

#### **TOP 5 WP4 Second center level "Continuing vocational training" (presentation slides 51-59)**



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“A1 Development and implementation of concepts and instruments for the management of continuing vocational training” as well as “A4.1 Development and implementation of a concept “SME-fair digitalization” will be transferred to all PPs by the end of the year.

A4.2 & 4.3 Development, Implementation and Evaluation Train the Trainer A Basic Digital Skills by PP14 WIFI & PP15HS02; PP11 RSU.

The LP has received the concept draft and will forward it for consultation to all PPs.

A4.4 & 4.5 Development, Implementation and Evaluation Train the Trainer B Advanced Digital Skills by PP6 APS & PP13 IAGF; PP11 RSU.

The LP has received the concept draft and will forward it for consultation to all PPs.

PP14 WIFI has prepared “A6.1 Preparation and transfer 6 Trainings in the Green Economy” and the transfer to all partners will be organised by the LP.

The evaluation according to “A6.3 Evaluation 6 Trainings in the Green Economy” will be made by PP11 RSU. PP11 RSU presented the concept and will provide a written concept by the end of the month.

**TOP 6: WP5 Third center level “Higher education“ (presentation slides 60-64)**

Two bachelor programs according to “A2.1-2.2 Transfer of two dual Bachelor programs” are ready and PP3 BAHH is available for implementation consultation.

Pp3 BAHH is working on “A3 Development dual Bachelor program “Business Administration & Sustainable Management of SMEs”.

**Note:**

Because of short time not all points on the agenda could be addressed. The next project workshop in January will be scheduled to last longer than three hours to catch up on the topics that had to be skipped.

