

## **Minutes of the 3LoE project workshop on September 04<sup>th</sup>, 2024**

**Date:** 04.09.2024, 09:00-13:00

**Venue:** University of Latvia, Raiņa bulvāris 19, Rīga, LV-1586

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

**Minutes:** Maëla Barçon

**Abbreviations:** Project Partner – PP, Centre of Vocational Excellence – CoVE

### **AGENDA**

<b><u>Wednesday 5 September 2024</u></b>
<b>1. Welcome &amp; introduction</b>
<b>2. Results WP2 Development and permanent operation of regional centers of excellence</b>
<b>3. Results WP3 First center level "Vocational training"</b>
<b>4. Results WP4 Second center level "Continuing vocational training"</b>
<b>5. Results WP5 Third center level "Higher education"</b>
<b>6. Results WP6 Quality Management</b>
<b>7. Results WP7 Dissemination and implementation advice</b>
<b>8. Results WP1 Management, Workshops &amp; Conferences</b>
<i>Coffee break</i>
<b>9. Final Report and Budgets</b>
<b>10. Final Conference</b>
<b>11. CoVE Forum in Lyon 10-12 Sep 2024</b>
<b>12. Exchange of experience on regional and international cooperation between the 8 COVEs</b>
<b>13. Miscellaneous</b>

#### **TOP 1: Welcome (slides 1-10)**

The lead partner (PP1 HP), represented by Maëla Barçon, welcomed the participants and presented the aim as well as 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 of the meeting for further details.

#### **TOP 2: Results WP2 Development and permanent operation of regional centres of excellence (slides 11-15)**

- ✓ The results **2.1** Analyses and recommendations, **2.3** Training programme for personnel and centre management and **2.4** Political strategy and action programme are **ready**.
- ☒ For the **result 2.2** Three-level centres of professional excellence “Green Economy for SMEs” and transnational platform, the following reports are **missing**:
  - WP2 A6.1 Development Summer school → **PP24 BHH** (28.10.2024)
  - WP2 A9 & A10 Report and Business Model CoVE → CoVE Latvia by **PP23 LVT** (30.09.2024)

### **TOP 3: Results WP3 First centre I level "Vocational training" (slides 15-22)**

- ✓ The results **3.1** Tool for vocational guidance and training for teachers, **3.2** Training programme for teachers to conduct DVT, **3.6** Training programmes for the training of trainers in SMEs, **3.7** Two-year Training Sustainable restaurant worker, and **3.9** Business Ideas Challenges Green Economy are **ready**.
- ☒ For the **result 3.3** Curricula for specific dual vocational training, the following reports are missing:
  - WP3 A4.31 Implementation dual vocational training Poland “Electrician” and „Fitter of fixtures and fittings in building industry” : Curricula und Report → **PP4 CHSZ** (31.08.2024)
  - WP3 A4.33 Implementation dual vocational training Latvia “Motor vehicle mechanic/Car mechanic”: Curricula und Report → **PP23 LVT** (30.06.2024)
  - WP3 A4.4 Evaluation report → **PP6 UPS**
- ☒ For the **result 3.4** Dual vocational training for people with special learning needs, the following reports are missing:
  - WP3 A6.2 Tests “Specialist for Building Insulation” → **PP23 LVT** (30.06.2024)
  - WP3 A6.2 Evaluation Report → **PP9 PC** (31.07.2024)
- ☒ For the **result 3.5** Training programmes for strong learners in initial vocational training, the following reports are missing:
  - WP3 A7.22 Test Technologies water saving: Report → **PP4 CHSZ** (31.08.2024)
  - WP3 A7.25 Test Fundamentals of the circular economy: Report → **PP10 LAK** (20.02.2024)
  - WP3 A7.27 Customer service fitter modules for initial training: Curricula & Report → **PP2 HWKD** (31.07.2024)
- ☒ For the **result 3.8** Five-year technician training “Ecologic Solutions in Logistics”, the following reports are missing:
  - WP3 A9.2: Evaluation Report → **PP6 UPS** (15.09.2024)

#### **TOP 4: Results WP4 Second centre level "Continuing vocational training" (slides 23-31)**

- ✓ The results **4.1** Concepts & Instruments for Management & implementation qualifications, **4.2** KAIN Method & Train the Trainer Programme, **4.4** Training Energy Service Manager, **4.5** Training Enterprise and Entrepreneurship in Green Economy, **4.7** Integration programme for the unemployed, **4.8** SME-fair digitalisation & Trainings teacher digital skills and **4.11** Regulations for new continuing education occupational profiles unemployed are **ready**.
- ☒ For the **result 4.3** Green Economy training programmes, the following reports are missing:
  - WP4 A6.22 Training B Waste reduction and recycling management: Implementation report → **PP10 LAK** (28.02.2024)
  - WP4 A6.24 Training D Water supply and saving: Implementation report → **PP4 CHSZ** (15.10.2024)
  - WP4 A6.25 Training E Cradle to Cradle in SMEs: Implementation reports → **PP2 HWKD** (30.09.2024)
- ☒ For the **result 4.6** Trainings Vocational Master & Trainings Technician, the following reports are missing:
  - WP4 A11.2 Test Training Construction Technician: Implementation report → **PP23 LVT** (31.07.2024)
  - WP4 A12.3 Service Technician Evaluation report → **PP15 HS02** (30.09.2024)
- ☒ For the **result 4.9** Trainings Energy Saving and Renewable Energies, the following reports are missing:
  - WP4 A5.5 Energy Modular building owner training: Implementation Report → **PP2 HWKD** (31.07.2024)
  - WP4 A5.6 Operation of machines and devices for electrical systems: Curriculum in Polish & implementation report in English → **PP4 CHSZ** (15.10.2024)
  - WP4 A12.4 Existing courses (4 seminars): Curricula & implementation Report → **PP2 HWKD** (30.06.2024)
- ☒ For the **result 4.10** Specific trainings in the Green Economy, the following reports are missing:
  - WP4 A7.5 Further Training Electrician preparation for Technician: Curriculum & implementation report → **PP4 CHSZ** (31.10.2024)

#### **TOP 5: Results WP5 Third centre level "Higher education" (slides 33-39)**

- ✓ The results **5.1** Dual Bachelor's Degree Programmes, **5.4** Train the Trainer Programme for university lecturers and SME consultants, and **5.8** Tutorial and dual Bachelor Programme "Sustainable management climate neutrality for companies" are **ready**.
- ☒ For the **result 5.2** Green Economy study modules, the following reports are missing:
  - WP5 A8.11 Test study module A Management & Technologies of the Water and Wastewater industry: Implementation reports → **PP17 SFC & PP25 AGBAR** (30.09.2024)
  - WP5 A8.12 Evaluation test of study module A: Evaluation report → **PP9 PC** (30.09.2024)
  - WP5 A8.21 Test study module B "Waste Management & Technologies": Implementation Report → **PP17 SFC & PP25 AGBAR** (30.09.2024)
  - WP5 A8.22 Evaluation test of study module B Evaluation report → **PP9 PC** (30.09.2024)
  - WP5 A8.31 Test study module C "Management & technologies of the circular economy": Implementation Reports → **PP17 SFC & PP25 AGBAR** (30.09.2024)
  - WP5 A8.32 Evaluation test of study module C: Evaluation report → **PP9 PC** (30.09.2024)
  - WP5 A8.41 Test study module D "Management of sustainable economic activity": Implementation Reports → **PP6 UPS & PP17 SFC & PP25 AGBAR** (30.09.2024)
  - WP5 A8.42 Evaluation test of study module D: Evaluation report → **PP9 PC** (30.09.2024)
  - WP5 A8.43 Training for Farmers and Students: Curriculum & Implementation Report **PP6 UPS** (30.09.2024)
- ☒ For the **result 5.3** Innovation support and R&D projects for SMEs, the following reports are missing:
  - WP5 A9.2 Conducting manageable R&D projects for SMEs: Implementation reports → **PP6 UPS with PP4 CHSZ/PP5 ZSML** (30.06.2024)
- ☒ For the **result 5.5** Dual Bachelor "Entrepreneurship & Innovation in Green Economy", the following reports are missing:
  - WP5 A4.3 Evaluation Test "Entrepreneurship & Innovation in Green Economy": Evaluation Concept → **PP11 RSU** (30.04.2024)
- ☒ For the **result 5.6** Dual Bachelor programme "Logistics - Green Supply Chains", the following reports are missing:
  - WP5 A5.1 Development dual Bachelor programme "Logistics - Green Supply Chains": Concept & Curriculum → **PP6 UPS** (31.08.2024)
  - WP5 A5.2 Test "Logistics - Green Supply Chains": Implementation Report → **PP6 UPS** (30.09.2024)
  - WP5 A5.3 Evaluation Test "Logistics - Green Supply Chains": Evaluation Report → **PP6 UPS** (30.09.2024)

- ☒ For the **result 5.7** Dual Bachelor programme “Sustainable Building System Technology”, the following reports are missing:
  - WP5 A6.1 Development dual Bachelor programme “Service technician”: Concept & Curriculum → **PP15 HS02** (31.05.2024)
  - WP5 A6.2 Test “Service technician”: Implementation Report → **PP15 HS02** (30.09.2024)
  - WP5 A6.3 Evaluation Test “Service technician”: Evaluation Report → **PP15 HS02** (30.09.2024)

#### **TOP 6: Results WP6 Quality Management (slides 40-42)**

- ✓ The results **6.1** Quality plans and **6.2** Report of all evaluations and assessments are **ready**.

#### **TOP 7: Results WP7 Dissemination and implementation advice (slides 43-47)**

- ✓ The result **7.1** Manual is **ready**.
- ☒ For the **result 7.2** Transfer, implementation consulting & further disseminations, the following reports are missing:
  - WP7 Dissemination reports → **all partners** (30.09.2024)
  - WP7 A12.2 Development of a concept and summary evaluation of the dissemination results of all partners → **PP13 IAGF** (15.10.2024)
  - WP7 A13 Result videos on key results → **PP2 HWKD & PP18 DEGC**

#### **TOP 8: Results WP1 Management, Workshops & Conferences (slides 48-50)**

- ✓ The result **1.1** First interim report is ready, positive evaluation of **88/100**.
- ✓ The result **1.2** Second interim report is ready, positive evaluation of **90/100**.
- ✓ The result **1.3** Third interim report is ready, poorer rating of **82/100** due to many missed deadlines and failure to produce results on time.
- ☒ For the **result 1.4 Final report of the project with final accounts**, the following reports are due:
  - **Partner reports** to PP1 HP (30.11.2024)
  - **Final report Lead Partner** (31.12.2024)

## **TOP 9: Final Report and Budgets (slide 51-66)**

PP1 HP reminded the partners to send their final report to the lead partner by **30.11.2024** for the entire period 01.11.2020 to 31.10.2024. The billing documents for the first three project years can be completed or amended by 31.10.2024. The partners must submit the following documents for the cost statements:

- Personal costs:
  - Timesheets
  - Proof of the costs
  - Copy of the CV
  - Employment contract
  - Brief statement in the case of affiliated organisations
  
- Travel costs:
  - Travel expense statement
  - Copies of all cost receipts
  
- Subcontract costs:
  - Tenders
  - Written subcontract
  - Invoice of the subcontract
  - Proof of payment
  
- Other costs:
  - Note with a brief description & justification
  - Invoices
  - Proof of payment

If costs are not paid in euro, the exchange rate of the EU at the respective time and the amount in euro must be handwritten on the invoice.

The detailed budget and the pre-payments of each partner were presented to the partners. PP1 HP informed the partners that they can ask for additional budget for personnel costs and subcontracts. **PP1 HP & PP14 WIFI** must submit a financial audit by 15.12.2024.

No activity reports are required from the partners, only a keyword list of special highlights during the project.

**The lead partner will send to each partner a list by 31.10.2024 showing which documents are incorrect, missing, etc.**

## **TOP 10: Final conference (slides 67-71)**

The programme of the project's final conference taking place on 05.09.2024 at RSU was showed to the partners. The final details of the conference were discussed and agreed with the partners.

### **TOP 11: 2024 CoVE Forum in Lyon (slides 72-87)**

The programme of the 2024 CoVE Forum in Lyon was presented and discussed with the partners. The board game "Sustainopolis" created by Marek Łukasik from PP6 UPS was successfully tested. The winner of the day was Nikolaus Schrumpf from PP14 WIFI, congratulations!

The aim is to make the game accessible to everyone and suitable for different age groups. To do so, it is planned to publish it on the 3LoE website, possibly in different languages (it is currently available in English and French). **The lead partner, PP6 UPS and all the partners will discuss the various possibilities before the end of the project.**

### **TOP 12: Consultations and exchange of experience (88-90)**

The partners were invited to give a short update on their CoVE and to exchange about their experience within the 3LoE project.

### **TOP 13: Miscellaneous (slides 91-93)**

The partners were asked to give feedback on the project meeting by completing a [survey](#). PP1 HP warmly thanked the partners for coming to the project final workshop in Riga and for their great commitment throughout the project. The partners look forward to continuing the cooperation with the partners established within 3LoE.



Hanse-Parlament



### Attachment: Group photo

