

Minutes of the 3LOE project workshop on October 19th, 2022

Date: 19.10.2022, 09:00-17:00

Venue: SFC Sistemi Formativi Confindustria, Viale Pasteur 6 , 00144 Roma

Participants: Project partners (see the participant list)

Minutes: Anna Maria Czarny

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

AGENDA:

1. **Welcome**
2. **Interim Report B (period: 01.11.21-31.10.22)**
3. **Budget change**
4. **Organisational issues**
Coffee break
5. **Overview WP2 – WP5 activities**
6. **Green skills courses for SMEs**
7. **Dissemination**
Lunch break
8. **Regional CoVE Activities Poster Session**
Coffee break
9. **Wrap up of project meeting & AOB**
17:00 – 19:30 Guided walking tour (ends at 19:30 at Piazza Navona)
20:00 Project dinner at VIVI Bistro

TOP 1: Welcome

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

The CEO of SFC Paola Previdi greeted all the participants with a welcome speech via Zoom.

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: Interim Report B

- 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

Partners were informed that the deadline needs to be kept and all documents need to be sent at once to Melanie (mhenke@hanse-parlament.eu) by 30.11.2022.

All partners agreed to submit an excel document with a summary of all different costs.

An excel template can be found on GDrive (Management → Reporting folder → Overview of all costs) and will be send via E-Mail to all partners: <https://docs.google.com/spreadsheets/d/1Ta1vUltBE9O06KDSRfHetoTvhc4JMijZ/edit?rtpof=true&sd=true>

All partners should refer to the checklist before submitting the financial reporting:

1. CVs
2. Contracts (covering the reported period!)
3. Timesheets
 - a) Signed by employee & employer
 - b) Date, project name, institution
 - c) Filled out tasks on page 2
 - d) Category (manager, researcher/teacher, technician, administration)
 - e) Reporting within the reporting period (e.g. 01.11.20 – 31.10.21)
4. Calculation of salary
5. Travel costs (travel expenses form)
 - a) Subsistence costs
 - b) Comments about staying longer
6. Subcontracts
 - a) Several supporting documents needed such as: Tender and written order with type/duration of work, price enquiries, invoice, proof of payment
7. Proof of all payments

→ Keyword-like translation into English of all supporting documents

Some questions were raised regarding the financial management:

If you have done tasks in several categories (e.g., Manager and Teacher) – do you need to report two separate timesheets?

If one person works on several types of tasks (e.g., Manager and Teacher) – two separate timesheets need to be submitted.

How detailed should the task description in the timesheets be?

E.g.; *Development of training for trainers in WP3* – a short description referring to the specific work package is needed.

Can bilateral meetings also be added into the timesheets?

Yes, bilateral meetings can also be listed as tasks.

Should the first interim report be included in the Overview of costs excel sheet?

No, the first interim report does not need to be added to the Overview of costs excel sheet.

Will there also be a narrative interim report or is it only financials?

The interim report also involves a short narrative report, a template will be send to all partners via E-Mail.

TOP 3: Budget change

Budget change is possible after the second interim report.

Transfers between budget categories are limited to 10% of the amount of each budget category for which the transfer is intended (agreement with Lead Partner necessary!).

More extensive changes possible only with EU approval after about 30% of the project lifetime. Such changes will be discussed and agreed with all PPs and after this submission to EU by Lead Partner; new budget is only valid after EU approval.

The 10% of changes are based on the initial calculation (initial amount) of each budget line.

Budget change procedure:

- a) All partners report their costs by **30.11.22** to the Lead Partner and indicate desired changes between own budget lines and overall budget
- b) PP1 HP sends a planning table to each partner by **15.01.2023**
- c) All partners enter their budget wishes (additional or reduced costs for budget lines) in this planning table by **15.02.2023**
- d) PP1 HP prepares an official proposal for a budget change that all partners will receive for a last feedback possibility by **15.03.2023**
- e) PP1HP contacts the EU by **16.03.2023** for a budget change. Until the approval by the EU the old budget is valid

All partners agreed to the above set of deadlines.

TOP 4: Organisational issues

New partner announcement due to organizational changes from Berufsakademie Hamburg to Berufliche Hochschule Hamburg:



Hanse-Parlament



3.1 BAHH Berufsakademie Hamburg - until 10th of May 2022

3.2 BHH Berufliche Hochschule Hamburg – from 11th of May 2022

Upcoming Project meetings:

Project Meeting in Barcelona, May 2023

(organised by PP18 DEGC)

- 17th of May 2023 start around 13:00 (arrival either on 17.05.23 morning or 16.05.23)
- 18th of May 09:00 – 13:00 (departure either on 18.05.23 after meeting or 19.05.23)
- All partners are asked to attend with at least one person (project coordinator)

Project Meeting in Dresden, autumn 2023

Not taking place

Project Meeting in Szczecin, November 2023

(organised by PP4 CHSZ)

- 23rd of November 2023 start around 13:00 (arrival either on 23.11.23 morning or 22.11.23)
- 24th of November 2023, 09:00 – 13:00 (departure either on 24.11.23 after meeting or 25.11.23)

Project Meeting and Conference in Riga, September 2024

(organised by PP11 RSU)

- 12th of September 2024 Project meeting start around 13:00 (arrival either on 12.09.24 morning or 11.09.24)
- 13th of September 2024 Conference 09:00 – 13:00 (departure either on 13.09.24 after meeting or 14.09.24)

Bilateral (online meetings in between if needed)

Do we want to continue with informal online meetings?

Framework proposal:

For example, one fixed day and time per the month (e.g. every first Wednesday at 10:00-11:30 o'clock) with different topics:

- Dual higher education
- Training for SMEs
- Chambers meeting
- Cradle to cradle or other trainings

If you have an idea and would like to organize a meeting like this, please let mhenke@hanse-parlament.eu know and she can assist.

CoVe Forum 15th & 16th of November 2022 in San Sebastian, Spain:

Travel costs for this can be reported within the individual partner's 3LoE travel costs.

An online stream of the CoVe Forum will be available and a registration link will be sent out.

Co-funded by the
Erasmus+ Programme
of the European Union



TOP 5 Overview WP2 – WP5 activities

WP2: please refer to slide 23-24 in the Project workshop presentation for a general overview.

The most important deadlines:

WP2 A2.2 Signing of cooperation agreement in Germany (PP2 HWKD), Italy (PP16 T2I, PP17 SFC, PP21 ES) and Spain (PP18 DEGC, PP19 SRAA, PP20 IPM) by 30.11.2022.

WP3: please refer to slides 27-31 in the Project workshop presentation for a general overview.

The most important deadlines:

WP3 A1 Finalisation of Tool for vocational and qualification counselling by PP3 BHH by 31.10.2022.

WP3 A2 Finalisation of Training for the use of the tool for vocational and qualification counselling by PP3 BHH by 31.10.2022.

WP3 A3 Finalisation of Training for teachers to conduct dual vocational training by PP5 ZSML by 31.10.2022.

PP17 shortly presented the business idea competition called LATUAIDEADIMPRESA that was organized for students. Over 200 students supported by local companies took part in this contest, the objective was to develop a business plan. Over 22 business ideas were submitted and one special 3LoE award with a focus on Green Economy was awarded to a group of students.

WP4: please refer to slides 23-45 in the Project workshop presentation for a general overview.

The most important deadlines:

WP4 A3 Finalisation of Training for teachers to conduct further training by PP1 HP by 30.11.2022.

Anna Maria Czarny from PP1 HP shortly presented the development of an integration program for the unemployed according to WP4 A16.

All partners are asked to:

1. Please consult the concept within your CoVE and the regional/national employment agencies and examine the application and financing options
2. Write a short country report per CoVE on this by 30.11.22
3. Based on your feedback and country reports PP1 HP will finalise the concept by 31.12.22

Question: Does the programme includes NEETS?

The concept is meant for people that are registered in the employment agency system but partners are welcome to add additional target groups.

WP5: please refer to slides 46-45 in the Project workshop presentation for a general overview.

The most important deadlines:

WP5 A4 Finalisation of Dual Bachelor program “Business Administration & Sustainable Management of SMEs by PP3 BAHH 30.11.2022.

WP5 A10 Finalisation of Training for university lecturers and SME advisors by PP3 BAHH 30.11.2022.

TOP 6: Green skills courses for SMEs

PP17 shortly presented two training courses in the Green Economy field that have been developed as part of two other projects. These could be tested by the 3LoE partners in the frame of the 3LOE Project:

- 1) Fabio Iannone (university of Santana) on Green Procurement (www.greener-project.eu)
- 2) Francesco Lembo on Industrial Symbiosis in SMEs (www.insight-erasmus.eu)

TOP 7: Dissemination

Dissemination reports to be updated with reporting by 30.11.2022 in Gdrive.

WP7 A2	Consultations on implementation	PP1 HP	ongoing
WP7 A3	Creation of a book and distribution electronically and through bookstores	PP1 HP	By 30.09.24
WP7 A4	Publications on partner websites	All partners	done?
WP7 A5	Regular social media posts and Publication of 2 - 3 newsletters annually	All partners	ongoing
WP7 A6	24 presentations on third-party events	All partners	ongoing
WP7 A7	7 Press conferences	PP2 HWKD, PP5 ZSML, PP7 PMCZ, PP14 WIFI, PP20 IPM, PP21 ES, PP23 LVT	ongoing
WP7 A8	20 Press Releases	All partners	ongoing
WP7 A9	Publications in professional journals, newsletters, etc.	All partners	ongoing
WP7 A10	Integration of the results in policy & administration	All partners	ongoing
WP7 A11	National & international Transfer	All partners	ongoing

TOP 8: Regional CoVe Activities Poster Session:

All partners had a CoVe Board and full CoVe teams worked on listing progress, achievements, challenges and next steps of CoVe activities. This was followed by a discussion and presentation of the boards by representatives of each CoVe (the speakers).

Attachments: Photos

