

## **Minutes of the 3LOE Szczecin Project Meeting Nov. 23-24**

**Date:** 23.11.2023, 09:00-16:00 and 24.11.2023 09:00-12:00

**Venue:** Marshall Office, Marszałka Józefa Piłsudskiego 42, 70-421 Szczecin and Izba Rzemieślnicza w Szczecinie, al. Wojska Polskiego 78, 70-482 Szczecin

**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. WP2 overview
4. WP3 overview
5. WP4 overview
6. WP5 overview

#### **DAY 2**

7. Presentation by each CoVE
8. Round tables
9. Wrap up and evaluation

### **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. 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 4-10)**

#### **Interim report C:**

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.

The most important things about the reporting are:

- Keep the reporting deadline **30.11.23** and send all documents at once to: [mhenke@hanse-parlament.eu](mailto:mhenke@hanse-parlament.eu)
- The reporting includes three parts:
  - 1) **The narrative reporting.**  
→ A **concise and concrete** summary of activities of max. 2 pages. See: **Template “3LoE\_Interim report C\_narrative part\_template”**.
  - 2) **The financial reporting** (Staff costs, travel costs, other costs, subcontracts)  
→ All partners have to **submit an overview of all costs for the entire project period 01.11.2020 - 31.10.2023**. See: **Template “Overview of all costs for reporting”**.

All templates and supporting information for the reporting can be found in the GDrive:

<https://drive.google.com/drive/folders/1ktAdjV5XUD9tLMfhXuJeCdrZZxJ2qLU?usp=sharing>

- 3) **The dissemination reporting.**  
→ All partners are asked to update all dissemination activities from **01.11.2020 to 31.10.2023** in the excel file created by PP13 IAGF by 30.11.2023 and upload it directly in the GDrive:  
[https://drive.google.com/drive/folders/11fOZVRQsAeinBVDqhjSfvvlhLWJcg-eC?usp=share\\_link](https://drive.google.com/drive/folders/11fOZVRQsAeinBVDqhjSfvvlhLWJcg-eC?usp=share_link). See: **Template “Template\_Documentation\_Dissemination”**.

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 that all documents are correct and in place.

### Feedback Interim Report B:

Taking into account the feedback from the EACEA on the Interim Report B, the following was agreed:

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.

### Budget:

The pre-payments have been adjusted according to budget change. The following Partners can request a pre-payment via informal e-mail to [mhenke@hanse-parlament.eu](mailto:mhenke@hanse-parlament.eu):

- PP2 HWKD (3rd)
- PP4 CHSZ (3rd after proof of 70% spent)

- PP7 VESK (3rd)
- PP14 WIFI (3rd)
- PP15 HS02 (3rd)
- PP20 IPM (3rd)
- PP21 ES (3rd after proof of 70% spent)
- PP22 VISC (1st, 2nd, 3rd)
- PP24 BHH
- PP25 AGBAR

Budget changes are still possible, up to 10% there is no need for an official EU amendment. Partners receiving more than €300,000 of EU funding need to subcontract an official auditor for the final financial report.

#### **Next meetings:**

It was announced that the next CoVE Forum will take place 10-12 September 2024 in Lyon (<https://www.copcov.es/forum-2023/>). Project partners are invited to attend this conference.

Originally, the last project meeting and final 3LoE conference was supposed to take place 12-13 September 2024 in Riga. Because of the CoVE Forum, these dates were changed as follows:

**3<sup>rd</sup> of September: Arrival in Riga**

**4<sup>th</sup> of September: Project meeting and Hanse Parlament general assembly in Riga**

**5<sup>th</sup> of September: 3LoE conference in Riga**

**6<sup>th</sup> of September: Departure from Riga**

Furthermore, it was suggested to hold an online meeting on February 20<sup>th</sup> 2024 at 09:00-12:00 CET via Zoom.

Information on these meetings will follow in due time.

Bilateral meetings are always possible in between.

#### **TOP 3: WP2 activities (slides 11-21)**

The four main results and their status were discussed (see slide 12).

PP22 VISC gave an update about WP2 Result 2.4 Political strategy and action program:

- **WP2 A12 Political strategy and action program by PP22 VISC**
  - a) PP22 VISC asked **all project partners to send short country reports by 31.10.2023.**
  - b) PP22 VISC preparation of a first draft by 31.10.2023.
  - c) Consultation in Szczecin.

- d) Examination and incorporation of the proposals of the partners and the results of the workshop by 31.01.2024.
- e) Consultation and coordination with PP1 HP and PP13 IAGF by 28.02.2024.
- f) Sending of the strategy program to all partners with the request for written comments by 31.03.2024.
- **WP12 A11 Analysis of all EU funding opportunities by PP22 VISC**
  - a) First draft 31.10.2023.
  - b) Finalization 31.03.2024.

→ **Country reports on policy strategy from Germany (PP2 HWKD, PP24 BHH), Poland (PP4 CHSZ, PP5 ZSML, PP6 APS), Italy (PP16 T2I, PP17 SFC, PP21 ES) missing. Please send them to Inta latest by 31.12.2023.**

The activity WP2 A13 Evaluation of the CoVEs (Part of Result 2.2) is running and is comprised of:

- a) Part I: 1<sup>st</sup> online questionnaire “3LOE Evaluation on the “Construction, operation and cooperation of the Center of vocational Excellence (CoVE)” - Survey for Project Partners” to be filled out by all partners (20 responses by December 2021)
- b) Part II: 2<sup>nd</sup> online questionnaire “3LOE Evaluation on the “Construction, operation and cooperation of the Center of vocational Excellence (CoVE)” - Second Survey” to be filled out by all partners (22 responses by November 2023) → **PP2 HWKD, PP4 CHSZ, PP15 HS02 still need to respond:** <https://www.surveymonkey.de/r/COVEs-evaluation2>
- c) Personal interviews during the first half of 2024 with:
  - a) the coordinator of every CoVE
  - b) all other CoVE partners,
  - c) other participating VET/higher education institutions and,
  - d) if possible, with local/regional education authorities
  - e) PP1 HP interviewing CoVEs Germany, Poland and Spain
  - f) PP13 IAGF interviewing CoVEs Austria and Italy
  - g) PP22 VISC interviewing CoVEs Lithuania and Latvia

→ **PP1 HP, PP13 IAGF, PP22 VISC will be in touch with every partner for interviews**

→ **PP13 IAGF will schedule an online meeting for PP1 HP, PP13 IAGF and PP22 VISC to discuss the procedure of interviews**

PP1 HP presented the **WP2 CoVE Result template** that will comprise the results of the following activities:

- WP2 A2.2 Development of center of vocational excellence
- WP2 A3.1 Networking and cooperation with relevant actors in all countries
- WP2 A3.2 Implementation of regional events
- WP2 A9 Business and financing plan

According to the project application and agreed activities plan, **each of the seven COVEs must create an overall report on the structure and development of the respective COVE by June 30, 2024.** This overall report should include for each COVE:

**1. Cooperation Agreement on the Establishment and operation of a Center of Excellence in the Green Economy**

- The cooperation agreement that each COVE developed, concluded and signed in spring 2021 can be used as a basis for this. Please update and revise this agreement, especially with regard to the project partners involved, other (regional) institutions involved, and the activities carried out. This Agreement for the Establishment and operation of COVE must be re-signed by all COVE partners and submitted **by June 30, 2024.**

**2. Business and financing plans for the continuation of the COVE and the activities after the end of the project**

- For this purpose, the lead partner created a uniform draft (in [Gdrive](#)) for all 7 COVEs, presented and discussed at the project workshop in Szczecin on November 23-24, 2023.  
The partners of each COVE are asked to consider the business models listed in Chapter 3., particularly regarding the tasks to be performed and their financing. For each COVE, a corresponding review and statement is requested **by April 30, 2024**, at the latest.
- The Lead Partner will then revise and complete the business model for all 7 COVEs by June 30th, 2024.

**3. Report on the development and activities carried out by the respective COVE**

- A template is provided below for this purpose. Please use this template to create the report **by June 30, 2024**, at the latest.

This work is to be carried out by all project partners of the respective COVE, with the partner responsible for the coordination taking over the coordination here as well and e.g. ensure that deadlines are met.

The CoVE Result remplate is uploaded on GDrive:

[https://docs.google.com/document/d/1mtlAXyr6v6zHcjc\\_-JhTjeo2PabcywEm/edit?usp=sharing&oid=108063294988537753924&rtpof=true&sd=true](https://docs.google.com/document/d/1mtlAXyr6v6zHcjc_-JhTjeo2PabcywEm/edit?usp=sharing&oid=108063294988537753924&rtpof=true&sd=true)

**TOP 4: WP3 activities (slides 22-32)**

The nine main results and their status were discussed (see slide 23 and 24).

**WP3 A1 Tool for vocational and qualification counselling: PP4 CHSZ Implementation report and evaluation data missing.**

**WP3 A4 Dual vocational trainings:** In progress, all implementation reports by PP4 CHSZ, PP7 VESK, PP23 LVT, PP20 IPM by 30.06.24. The evaluation report deadline for PP6 APS is 31.07.24.

**WP3 A5 Training for trainers in SMEs:** PP 4 CHSZ and PP5 ZSML evaluation data missing.

**WP3 A6.2 Test Specialist for Building Insulation by PP23 LVT:** Testing is ongoing, implementation report latest by 30.06.24. Evaluation surveys need to be forwarded. Evaluation by PP9 PC by 31.07.24.

**WP3 A7 Additional qualification trainings:**

WP3 A7.21 A Technologies water supply: Testing by PP25 AGBAR with PP20 IPM still pending – decision latest 31.01.24 and implementation latest by 30.06.24.

WP3 A7.22 B Technologies water saving: PP4 CHSZ implementation report and evaluation data missing, to be sent by 30.11.2023. Testing by PP25 AGBAR with PP20 IPM still pending – decision latest 31.01.24 and implementation latest by 30.06.24.

WP3 A7.25 E Fundamentals of the circular economy: PPPP5 ZSML implementation report and evaluation data missing, to be sent by 30.11.2023. PP8 PCCIC implementation report by 31.05.2024. PP10 LAK implementation report and evaluation data by 30.11.2023.

WP3 A7.26 F Systemic solution-oriented consulting: PP10 LAK implementation report and evaluation data by 30.11.2023.

**TOP 5: WP4 activities (slides 33-46)**

The eleven main results and their status were discussed (see slide 34 and 36).

**WP4 A5 Trainings Energy Saving and Renewable Energies**

WP4 A5.1 Training I for SMEs: Energy Efficiency and Renewable Energies: PP10 LAK implementation report by 30.11.2023.

WP4 A5.2 Training II for SMEs: Solar Energy – Technology and Applications: PP10 LAK implementation report by 30.11.2023.

WP4 A5.3 Training III for SMEs: Energy Efficient Construction and Application of Renewable Energies: PP10 LAK implementation report by 30.11.2023.

WP4 A5.5 Energy Modular building owner training: PP2 HWKD curriculum/concept by 31.01.24. Implementation report by 30.06.24 latest. Own evaluation?

WP4 A5.6 Organization and preparation of a "Course of rational media and energy consumption and their production and distribution": PP4 CHSZ curriculum/concept by 31.01.24. Implementation report by 30.06.24 latest. Own evaluation?

#### **WP4 A6 Green Economy Trainings**

WP4 A6.2 A Preparation and management of SMEs for work in the Green Economy: PP2 HWKD curriculum/concept by 31.01.24. Implementation report by 30.06.24 latest. Evaluation by PP11 RSU? PP5 ZSML Implementation report by 30.06.24 latest. PP10 LAK Implementation report by 30.11.24. PP16 T2I Implementation report by 30.06.24. PP11 RSU evaluations need to be checked. Evaluation report by 30.06.24.

WP4 A6.2 B Waste reduction and recycling management: PP10 LAK implementation report by 31.01.24.

PP11 RSU evaluations need to be checked. Evaluation report by 30.06.24.

WP4 A6.2 C Wastewater treatment and recycling management: PP20 IPM and PP25 AGBAR implementation report by 31.01.24.

PP11 RSU evaluations need to be checked. Evaluation report by 30.06.24.

WP4 A6.2 D Water supply and saving: PP4 CHSZ and PP25 AGBAR implementation report latest by 30.06.24.

PP11 RSU evaluations need to be checked. Evaluation report by 30.06.24.

WP4 A6.2 E Cradle to Cradle in SMEs: PP2 HWKD, PP20 IPM implementation report by 30.06.2024 latest. PP10 LAK implementation report by 30.11.2023.

PP11 RSU evaluations need to be checked. Evaluation report by 30.06.24.

WP4 A6.2 F Energy generation from wastewater and waste: PP25 AGBAR implementation report by 30.06.24.

**WP4 A7 Enterprise and Entrepreneurship in Green Economy:** PP7 VESK and PP10 LAK implementation reports missing. PP11 RSU evaluations need to be checked. Evaluation report by 28.02.24.

**WP4 A8 Energy Service Manager:** PP2 HWKD, PP16 T2I implementation reports by 30.06.24. PP23 LVT implementation decision pending.

PP11 RSU evaluations need to be checked. Evaluation report by 30.06.24.

#### **WP4 A10 Vocational Master**

WP4 A10.2 Vocational Master: PP2 HWKD implementation report latest by 30.06.24. and PP10 LAK implementation report by 31.01.24.

PP11 RSU evaluations need to be checked. Evaluation report by 30.06.24.

WP4 A11.2 Training Construction Technician: PP23 LVT no implementation because no participants.

WP4 A12 Service Technician: PP14 WIFI Curriculum done, testing pending, own evaluation concept by 31.01.24.

WP4 A12.4 Development and implementation of modular training customer service technician: PP2 HWKD Curriculum/concept by 31.01.24. Implementation report by 30.06.2024

PP11 RSU evaluations need to be checked. Evaluation report by 30.06.24.

#### **WP4 Result 4.10 Specific trainings in the Green Economy**

WP4 A12.5 Development course "Basic knowledge of sustainability topics": **PP14 WIFI Report with concept, course and material by 30.06.2024.**

WP4 A18.1 ADVANCED CURRICULUM FOR COMPETENCES AND INNOVATION IN THE AGRICULTURAL AND FOOD PROCESSING SECTOR": **PP21 ES Implementation report by 30.06.2024. Own evaluation?**

WP4 A18.2 ANIMAL WELFARE FOR A BETTER FUTURE: **PP21 ES Implementation report by 30.06.2024. Own evaluation?**

WP4 A18.3 USE OF DRONES IN AGRICULTURE: **PP21 ES Implementation report by 30.06.2024. Own evaluation?**

WP4 A18.4 VERTICAL FARMING: **PP21 ES Implementation report by 30.06.2024. Own evaluation?**

WP4 A18.5 TECHNIQUES OF ORGANIC FARMING: **PP21 ES Implementation report by 30.06.2024. Own evaluation?**

WP4 A20.1 Training „Sustainability in foodservice industry“: **PP8 PCCIC with PP7 VESK Implementation report by 30.06.2024.**

WP4 A20.2 Specialized short trainings „Waste management in food industry“ (5-6 days): **PP8 PCCIC Implementation report by 30.06.2024.**

WP4 A20.3 Specialized short trainings „Sustainable hotel practices“ (2 -3 days): **PP8 PCCIC Implementation report by 30.06.2024.**

WP4 A21 Four additional trainings: **PP18 DEGC Implementation report by 30.06.2024.**

#### **TOP 6: WP5 activities (slides 47-60)**

The eight main results and their status were discussed (see slide 48 and 49 and note **new deadlines**).

#### **WP5 A8 Green Economy study modules**

WP5 A8.1 A Management & Technologies of the Water and Wastewater industry: **PP17 SFC with University Sant'Anna di Pisa and PP25 AGBAR implementation report by 30.09.24 latest.**

WP5 A8.2 B Waste Management & Technologies: **PP17 SFC with University Sant'Anna di Pisa and PP25 AGBAR implementation report by 30.09.24 latest.**

WP5 A8.3 C Management & technologies of the circular economy: **PP17 SFC with University Sant'Anna di Pisa and PP25 AGBAR implementation report by 30.09.24 latest.**

WP5 A8.4 D Management of sustainable economic activity: **PP6 APS, PP9 PC, PP11 RSU, PP17 SFC implementation report by 30.09.24 latest.**

WP5 A8.43 Course for farmers and students: **PP6 APS implementation report by 30.09.24 latest.**

#### **WP5 A9 R&D Projects (slides 51-59):**

All CoVEs should conduct at least 5 R&D projects. More information on slides 51-59. Evaluation questionnaires **by PP15 HS02 to be filled out online will follow by 31.12.2023.**



**TOP 7: Presentation by each CoVE (slides 61-102)**

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

**TOP 8: Round tables – exchange of experience (slide 103)**

All participants were mixed in groups where one person per CoVE was represented. The aim was to discuss:

1. What were your achievements in the CoVE?
2. What were your learnings in the CoVE?
3. How do you want to continue with the CoVE?

**TOP 09: Wrap-up and evaluation of the meeting (slide 105)**

All partners are asked to fill in the surveymonkey feedback form about the meeting in Szczecin by December 15<sup>th</sup> 2023: <https://www.surveymonkey.com/r/3loe-szczecin>



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**Attachment: Group photo**



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

