



Education and Culture

**Leonardo da Vinci**

## **Kick-off meeting CECE 11/02/2008 – 12/02/2008**

### *Participants*

Zdenek Karasek – RPIC-ViP, CZ  
Eva Mickova – RPIC-ViP, CZ  
Maria Dolores Gallego Soleto – FEMXA Formacion, ES  
Olga María Veiga Martínez – FEMXA Formacion, ES  
Joanna Szczecinska – Academy of Management, PL  
Ian Harper – DCBC, UK  
Michael Schwaiger – INIT Developments, DE  
Cathy Cammertijn – Syntra Vlaanderen, BE  
Patrick Huyghe – Syntra West, BE  
Aline Nissenne – Syntra West, BE  
Isabelle Pareit – Syntra West, BE  
Els Taillieu – Syntra West, BE  
Joeri Vanbiervliet – Syntra West, BE

### *Results*

- After all partners arrived in Brugge and a small lunch, Joeri welcomed the partners of this new partnership and gave an introduction of the project, the background,...
- All partners introduced themselves briefly, so that everybody knows who they are and what they stand for. E.N.T.E.R. was the only partner that wasn't able to join this kick-off meeting, but they were presented also.
- Zdenek explained the project "Competencies for labour Market" (EQUAL), the project on which CECE is partly based and Eva continued with a presentation of the soft competences in general and the competence entrepreneurship in particular. More information on [www.keycompetencies.eu](http://www.keycompetencies.eu)
- Later in the afternoon, Els presented the screening tool Comet (product of an EQUAL-project) and Aline presented the Microcomet (product of the Leonardo-project ASTRA). We decided afterwards that we'll use the Microcomet for the screening of the competences of entrepreneurs and employees, as this tool can also be used in organisations without Internet access.
- In the evening, a beer tasting session and informal dinner were organised as social activity.
- On 12/02/2008, we started with a discussion about the software tools and the material developed by the Czech partners. As we couldn't decide which competences we won't include in our new project, Zdenek proposed to send us a short description of the 14 competences. All partners have then 1 week the time to vote which 3 competences are less relevant for their situation (Competence for communication in foreign languages is already 1 of them). We'll have a final list of 10 competences + the competence 'entrepreneurship' by the end of February. Afterwards, Zdenek and Eva will prepare training packages for the



competences that have to be translated into Dutch, Spanish and Polish. The English version of these packages will be ready by the August 2008.

- Based on the budget for translation, we will select training material for 2 days training per competence. Level 2 of the competence will be used for the employees, level 3 for the entrepreneurs. In total, this will be +/- 1000 pages of translated material.
- The assessment questionnaires will be used for the description of the competences. Eva sends them to Syntra West and we'll make a first proposal for this.
- Zdenek will make an IPR-proposal for the use of the training material of the 14 soft competences. We'll have consensus about this agreement by the next meeting in September.
- The subtitles will be integrated by a Czech organisation (they also made the DVD and have the technical know-how).
- We'll make sure that the latest version of all training packages can be downloaded from a common website (as a kind of archive). We rejected the proposal of a common communication platform, as not effective for project communication. Skype can be a solution for bilateral communication between partners (some have a strong firewall that makes this impossible...).
- We'll try to invite trainers at every transnational steering group meeting for a pilot training, to make the trainers familiar with the training material and the didactical approach.
- Cathy explained the ENTRE-methodology and she'll send the partners extra information about this project. This material can also be used a basis for the CECE-project.
- Michael explained his evaluation concept and suggested some methods we can use in the project for the evaluation of the process. The products have to be evaluated by experts end/of end users, but Michael will provide us with the tools for the evaluation. An evaluation form for this first steering group meeting will be sent to all participants shortly after the meeting.
- As E.N.T.E.R. wasn't able to come to the kick-off meeting, Michael introduced this dissemination partner to everybody. Petra (from E.N.T.E.R.) will send more information soon after the meeting. She will also send a list concerning possible dissemination-actions on national level. All partners can fill this in, so that we have an overview of all dissemination possibilities and activities. Connected with the dissemination, Joeri proposed some drafts of project logos. The partners proposed to use the Czech logos as the basis for our CECE-logo.
- Joeri gave an introduction on financial and administrative issues. The general guidelines are clear for everybody, but some partners have detailed questions. Joeri made an appointment with the national agency on 03/03/2008 to sort this out (The national agency said that not everything is clear for them either, so answer could come later).
- We ended the kick-off meeting with a refreshing walk at the coastline of Oostende.



## TO DO

- All partners should take a look at [www.keycompetencies.eu](http://www.keycompetencies.eu), in order to become familiar with the training material and the assessments.
- Zdenek will send the partners a short description of the 14 competences, so that all partners can vote within 1 week which 3 competences are less relevant to include in this project.
- Zdenek and Eva will prepare training packages for the 10 chosen competences + entrepreneurship, so that translation can start shortly afterwards.
- Eva sends the assessment questionnaires to Syntra West, so that they can integrate them in the Microcomet for the screening of the competences.
- Zdenek makes an IPR-proposal for the use of the training material of the 14 soft competences. We'll have consensus about this agreement by the next meeting in September.
- Cathy will send the partners extra information about the ENTRE-project.
- Michael already sent an evaluation document for the kick-off meeting. All partners should send this form back to him before 01/03/2008.
- Petra will send more information about her organisation and about dissemination possibilities on national level.
- Syntra West will propose new logos for the CECE-project.
- Joeri makes an appointment with the Flemish LLL-Agency in order to have clear answers on some questions of the partners on financial and administrative topics. Joeri sends the answers to the partners. He will also prepare bilateral contracts for all partners.

### *Next meetings:*

18-19/06/2008 in Exeter: The Czech, UK and Belgian partners meet in Exeter, where they're all invited as speakers for a conference. This is seen as a small and limited steering group meeting.

11-12/09/2008 in Ostrava (CZ):

- 10/09: travelling to Ostrava
- 11/09: the Czech partners will take us to Ostravice in the morning and we'll start immediately with the train-the-trainer programme (2/3 trainers per country + steering group members)
- 12/09: second part of the train-the-trainer programme + steering group for the steering group members
- 13/09: Czech partners will take us to Ostrava and then we travel back home

January 2009: steering group meeting in Graz (AT) -> Progress Report

May 2009: steering group meeting in Vigo (ES)

