



Leonardo da Vinci

2nd Steering group meeting CECE Ostravice, 12/09/2008

Participants

Petra Kampf – E.N.T.E.R., AT
Zdenek Karasek – RPIC-ViP, CZ
Eva Mickova – RPIC-ViP, CZ
Maria Dolores Gallego Soletto – FEMXA Formacion, ES
Joanna Szczecinska – Academy of Management, PL
Ian Harper – DCBC, UK
Cathy Cammertijn – Syntra Vlaanderen, BE
Joke Six – Syntra West, BE
Els Taillieu – Syntra West, BE
Joeri Vanbiervliet – Syntra West, BE

Results

- After 1,5 days of a train-the-trainer session about the soft competences 'effective communication' and 'cooperation', all partners had a better view on the content of the training + didactical and methodological approach. The aim is now to transfer this approach towards the other participating countries.
- Michael and Joeri made a variance analysis and this was presented to the steering group. This instrument will be used to do the follow-up of the project and to see if all results have been achieved according to the work plan and on time. The conclusion till now: we are on schedule, but there is an interesting period coming with a lot of work to do. More about this in the TO DO-list.
- Joke presented the screening tool Microcomet, in which she included the assessment questionnaires used by the Czech partners. She showed the possibilities with real screenings for effective communication, cooperation and flexibility. This was only a demo-version, in the next phase this screenings have to be worked out and we have to check if the screenings measure what they should measure. DCBC will take the lead in this, supported by the other partners.
- The project website <http://projects.syntrawest.be/cece> and the basics of the communication tool are ready. Login and password were given to all partners and the different chapters from both dissemination tools were presented. All partners are asked to upload the latest version of all documents on this communication platform.
- Petra introduced E.N.T.E.R. and how they work. They're responsible for the dissemination of the project and they made the newsletter (all partners were asked to send this to their contacts) and they are preparing a German article in an HR magazine. This article can be translated / adapted by Ian for publication in an English magazine.
- Eva will prepare the next 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 end of January 2009 the latest.



- Zdenek wants that all trainers involved in and after the CECE-project will have followed an adequate training, so that they're able to give a high quality-training. Therefore, trainers of different countries will give a train-the-trainer sessions to their colleagues one day before or after the steering group meetings. At the next meeting, the following trainings will give a 2-hour train-the-trainer session:
 - Poland: Effective communication
 - Belgium: Cooperation
 - UK: Entrepreneurship
 - Spain: Flexibility
- The subtitles will be integrated by a Czech organisation (they also made the DVD and have the technical know-how). Eva will send us everything that has to be translated for the subtitles in September. She will ask for the price and the timing for the translation as well.
- There were few administrative and financial questions. The Progress Report has to be delivered to the Leonardo-agency by the end of February 2009. Therefore, the partners have to prepare their material before 31/01/2009. Final guidelines will be sent by Joeri in November, but please note that time registration and copies of invoices should be sent to us. At the meeting in February, we can discuss about the details of the report.
- Joeri asked the Flemish LLL-Agency how to declare the travel costs by car. A maximum of 0,22 €/km will be refunded, based on an official cost declaration from the employee to the employer. If the company uses lower rates, the lower rate will be refunded.

TO DO

- Eva will send us everything that has to be translated for the subtitles in September. She will ask for the price and the timing for the translation as well.
- The assessment questionnaires will be adapted before the meeting in Lodz. DCBC takes the lead, Syntra West is responsible for the technical part of it and Zdenek will let us know if there is an opportunity to do it faster (using other funds).
- Eva will prepare the next 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 end of January 2009 the latest.
- The Polish, Spanish and Belgian partners can meanwhile translate the material into 'their' languages.
- At the meeting in Lodz, the following trainings will give a 2-hour train-the-trainer session:
 - Poland: Effective communication
 - Belgium: Cooperation
 - UK: Entrepreneurship
 - Spain: Flexibility
- Michael already sent an evaluation document for the training and the steering group meeting. All partners should send this form back to him before 03/10/2008.
- Petra will send an overview of the stakeholder analysis to all the partners soon after the meeting. She will also send a list concerning possible dissemination-actions on national level.



- Petra prepares a German article for an HR magazine. This article can be translated / adapted by Ian for publication in an English magazine.
- All partners have a look at the dissemination strategy and disseminate where they can. Evidence of these activities should be sent to Petra.

Next meetings:

In the week of 4-5-6 February 2009: steering group meeting in Lodz (PL)

May 2009: steering group meeting in Vigo (ES)

