



Leonardo da Vinci

4th Steering group meeting CECE Vigo, 04/02/2009

Participants

Petra Kampf – E.N.T.E.R., AT
Eva Mickova – RPIC-ViP, CZ
Maria Teresa Zas – FEMXA Formacion, ES
Joanna Szczecinska – Academy of Management, PL
Ian Harper – DCBC, UK
Joke Six – Syntra West, BE
Joeri Vanbiervliet – Syntra West, BE

Results

- While the steering group met in one room, the trainers of the different countries met in another room. The Czech partners evaluated the train-the-trainer sessions to see if the trainers are able to train the competences as intended.
- The fourth variance analysis was presented to the steering group. We focused most on the topics that are in progress and the ones that have to be done. We are on schedule, but more about this in the TO DO-list.
- The translation of the subtitles is more or less ready, the Czech partners are digitalising them. We are asked to check the subtitles very carefully and send the feedback to Eva, so that they can adapt the errors and prepare the final version of the DVD's by the end of the summer. The translations of all training material should be finalised by the end of June. Afterwards, we all check if the lay-out is ok, so that the material can be printed / copied / duplicated in September 2009. Syntra West will provide the lay-out for the general parts (introduction, front page,...). If one partner has not enough budget for the duplication of 20 boxes per competence, duplication on cd-rom is also ok.
- As the adaptation of the subtitles is more expensive than foreseen, the Czech colleagues asked the partners to see if every partner could shift money so that the company could invoice 1000 € more/partner. Therefore, we'll all make a financial status of the project and ask for a budget shift if necessary.
- The project website <http://projects.syntrawest.be/cece> should be updated with pictures, agenda and reports of the Vigo meeting.
- Ian (UK) and Joke (BE) worked together to adapt the questions for the screening tool. Joke presented the tool and the questions to the steering group. The questions are ok for everybody, only the standard for 'intermediate' and 'advanced' have to be made.
- The Progress Report has been accepted with only few financial remarks. For the final report, Joeri asks to deliver the requested information on time + to send enough documentation to prove the costs to the Leonardo-agency.



- Petra gave an overview of the dissemination done till now + the things we have to do and still can do. In the next months, we have to participate at a European conference and present CECE there. Zdenek will participate at the Employment week in Brussel and will also speak about CECE, he will do the same at the event in Ostrava in the beginning of June and Joeri will have a stand for CECE at the VOV-fair (Fair for +/- 1200 HR-professionals in Leuven). This is a good starting point. Petra asked if all partners could send a press release about CECE in the coming months. She will send a document that we can use as a basis.

- Syntra made some proposals for the lay-out of the leaflet, the brochure, the boxes,... and the partners have chosen the green-white-black version. Eva will send the electronic version of the certificate to Joeri and Syntra will then adapt the certificates to this CECE 'house style'. we have to produce folders / brochures, the next edition of the newsletter has to be published, press articles should be published,... The brochure will include quotes from colleagues, partners and participants (every partner is asked to send at least two quotes by 15/06/2009). Zdenek will be asked to write the introduction text.

- The clip-boxes in which we can store the information per competence, will cost about 10 €/box, including printing and VAT. It can contain 6 cm of material + DVD, we'll have to check if this is enough. The partners have to decide if they also want such boxes + how much. Syntra will also look how the difference between different boxes can be made without extra printing cost (stickers with numbers or logo for example).

- In the next newsletter, we will use quotes from the evaluation of the 3rd and 4th meeting. Cathy has been asked to write an article about the training (as participant) and Sue will be asked to do the same from the perspective of a trainer. This information can also be used for the brochure.

- Petra asked also to collect feedback from our activities (newsletter, website, brochure,...) and to connect our project with other activities and other projects. Please send a (digital) copy of all your dissemination events (small or big) to Joeri!

- Zdenek made a suggestion for the commercialisation and IPR of the training material. Joeri will send this version again and ask the partners to give final comments before 30/06/2009.

- The partners discussed about the final event and steering group meeting in Belgium. The conference will be organised on 15/12 in the afternoon. A rough agenda:

- Welcome and practical arrangements: BE (Joeri)
- Introduction: key note speaker TO BE CHOSEN
- Practical workshops of max 1h30
 - o PL: Competence 'Efficiency' (English)
 - o ES: Competence 'Stress resiliency' (English)
 - o UK: Competence 'Customer orientation' (English)
 - o CZ: Competence TO BE CHOSEN (English)
 - o BE: Competence 'Entrepreneurship' (Dutch)
 - o BE: Competence 'Cooperation' (Dutch)
- Conclusions + certification of trainers: CZ (Zdenek)
- Reception

- A similar event/workshops will be organised in Lodz and by Femxa at their campus in Brussel.



TO DO

- UK, BE, PL, ES and CZ each ask to 5 people to set a standard for an intermediate or advanced level for the competences. Joke has send the questions to the partners in an Excel-file, the data should be combined and send to Joke before 15/06/2009.
- Syntra will adapt the lay-out of the screening tool and will make a kind of teaser for the website by the end of the summer. Syntra will also make a manual 'how to use the screening tool'.
- The questions will be translated from English into the partner languages. Joke will send an Excel-file with words / sentences to translate to the partners. Deadline for the translation is 30/06/2009.
- Eva asked to translate some questions for the website into Dutch, Spanish, German and Polish. She will send us an e-mail with things to translate.
- All partners make a financial status of the project. They have a look at what they've spend and what they think they'll need till the end of the project (including the Czech question to foresee more money for the subtitles if possible). If necessary, Joeri can ask the Leonardo agency for a budget shift. Deadline to send Joeri the information is 30/06/2009.
- The Polish, Spanish and Belgian partners can continue their translation work. All material should be translated and uploaded by the end of June 2009, so that we all have time in the summer period to make sure the lay-out of our documents is ok. The material can then be printed / copied / duplicated in September 2009. Some material for the lay-out (introduction pages,...) will be delivered by Syntra West.
- The DVD's are checked by the Polish, Spanish and Belgian partners. Comments have to be send to Eva, so that she can ask to make the final version of the DVD's by the end of the summer.
- Joeri will check of the 6 cm of the boxes is enough to store the training material of 1 box. The partners decide if they also want such a box + how much boxes they want.
- Michael already sent an evaluation document for the training and the steering group meeting. All partners should send this form back to him before 05/06/2009.
- Joeri will ask to update the project website <http://projects.syntrawest.be/cece> with new pictures, agenda and report of the Vigo-meeting,
- Syntra West will continue the work for the brochure, the leaflet and the boxes. All partners are asked to send at least two quotes about the CECE-material, the training, soft skills, ... by 15/06/2009. Zdenek will be asked to write the introduction text for the brochure.
- Eva will send the electronic version of the certificates to Joeri, so that Syntra can adapt them according to the CECE 'house style'.
- All partners have a look at the dissemination strategy and disseminate where they can. Petra will send a document that we can all use to send a press release in our country. Evidence of all dissemination activities should be sent to Joeri before the final report.
- All partners have a look at the proposal of Zdenek regarding the IPR and send the comments by the end of June. Joeri will send the proposal once again via mail.



- Cathy and Sue will write an article about the train-the-trainer session for the next newsletter (June 2009). These texts can also be used for the brochure.

- At the final meeting in Brugge, the following trainings will give a 2-hour train-the-trainer session:

- UK: Independence

- Spain: Stress Resiliency

- Poland: Efficiency

- Belgium: training based on the DVD: the competence itself can be chosen

- The Academy of Management and Fexa start the preparations for the workshops in their country, Syntra West starts the preparations for the final event in Brugge/Kortrijk.

Final meeting + final event:

14-15-16 December In Brugge or Kortrijk (BE):

- 14/12: Train-the-trainer for the last competences

- 15/12 in the morning: Training of the screening tool

- 15/12 in the afternoon: Conference

- 16/12 in the morning: Steering group meeting

Travelling is foreseen on 13/12 and 16/12 in the afternoon.

