

Erasmus+ Programme, Key Action 2: Strategic Partnerships

TRAINing Transversal - Supporting Career Development and Research (2015-2017)

Minutes of the Start up Meeting

19th – 20th November 2015

City: Iasi

Meeting hosted by **Technological High-School of Mechatronics and Automation**

Participating Organisations:

Romania – Liceul Tehnologic de Mecatronica si Automatizari

Czech Republic - ProEduca s. z.

Austria - Frauenberatungsstelle Oberpullendorf

Turkey – Burdur İl Milli Eğitim Müdürlüğü

Italy - Bluebook s.r.l.

Italy - Archivio della Memoria

Supporting documents for holding the meeting:

The final version of TRAIT Project (especially sections A and O of the application)

The contract between the coordinator and the partners

Annex II – Estimated budget

Annex III – Financial and contractual rules

Activities took place Technological High-School of Mechatronics and Automation in Iasi, Str. Mitropolit Varlaam No.54., Iasi, Romania

Participants, guests: Mrs. Lucie Brzakova, Mrs. Doris Horvath, Mrs. Noemi Marchionatti, Mrs. Monica Pomerio, Mr. Sergio Pelliccioni, Mrs. Milena Iaffaldano, Mr. Gokhan Gozene, Mrs. Bahar Konak Ozekinci, Mr. Mehmet Kenan Kabalar, Mr. Yavuz ONUR, Mrs. Ozlem Goncu

Thursday, 19th November 2015

Meeting was opened by Mrs. Mihaela Toma, Director of LTMA Iasi. On behalf of the host institution, at this meeting were present Mrs. Daniela Robota (project responsible), Mrs. Maricica Matei, Mr. Cornel Matei and Mr. Ioan Sandovici.

First topic: contractual rules. Coordinator and partners jointly debated the issues related with the contract rules, necessary supporting documents, internal procedures into the institutions, project team, budget for every category and rules on spending the budget.

Agreements:

There will be 4 Management reports for all partners, at every 6 months of the project: April 2016, September 2016, April 2017 and September 2017.

If any partner will move money from a budget category to another and the sum is over 10%, then a formal information notice will be delivered to the coordinator.

For all supporting documents, coordinator will set up a Google Drive shared folder where all partners should upload the requested necessary documents:

- Timesheets for producing IO1 and IO2 (monthly). Coordinator will set up reminders to all partners
- Proofs of work contracts for the people involved in producing the IO1 and IO2, in national language and English language
- Narrative reports (on activities and financial)

All partners delivered their contracts with the coordinator in original, signed and stamped. The final contracts have been signed by the legal representative of the coordinator.

The meeting continued with a joint visit on the premises of the coordinator institution. Students Eduard Onu and Catalin Toma have been involved to accompany partners, giving details about the profile, specific, atmosphere and style of education for LTMA high-school.

Coordinator presented detailed materials on TRAIT priorities focused: objectives, target groups, presentations of IO1 and IO2, as they were described in the application form. There has been a joint debate between partners for main working steps, milestones, approach and tools. Partners acknowledged information about structure and contents of IO1 and IO2: final choosing of modules by partners, structure, targets, main focuses, sub-components of IO2, resources available of partners, ways of approaching the contents.

All partners agreed that for IO2 the work will be designed by a common agreed template, controlling the length of information, structure, level of complexity, amount of available resources and quotes, etc.

After lunch, coordinator conducted a joint workshop on the dimensions of the TSR Research (IO1) in terms of objectives of the research, defining the precise target groups, ways of administrating the questionnaires, types of items, pretesting and operationalization of concepts, themes of interest for every skill, according to the partners needs, deadlines for every stage of the research.

Agreements:

Target groups of the research will be 50 respondents: 25 employers from small and medium enterprises, 25 trainers, generally from VET educational system.

The questionnaire will be standardised, aprox. 60 questions, avoiding as much as possible opened answers and using scales.

Ways of implementation: direct meeting with the respondents, hands out, telephone. Applying on the web will be generally avoided.

Together with the collection of data within the questionnaire, partners agreed to use a common grid template to collect information about the respondents.

By the end of 2015, LTMA will provide a draft version of the questionnaire, to be checked and corrected by partners.

By the end of January 2016, there will be the final version of the questionnaire, translated in all National languages, ready to be applied.

Application and collection of data for all partners: February 2016

LTMA will design an excel grid for quantitative results after completing the questionnaire and a SPSS DataBase to conduct the research.

After the workshop on IO1, coordinator presented the other tasks and results of TRAIT project.

Website:

Partners jointly agreed on the structure and content of the webpage. A specific document with all information has been created. The proposed domain for the website is www.traits-erasmusplus.com. Turkish partner agreed to set up the site latest at the end of 2015.

Logo of the project: Italian partner Bluebook offered 4 proposals of logo. There as been an opened vote of all participants in the transnational meeting. The winner logo was the proposal number 2. The Italian partner will deliver the final version of the logo by the end of November 2015.

Mailing lists: partners commonly agreed to focus on at least 10 institutions as stakeholders for the TRAIT project.

Friday 20th November 2015-11-24

Joint session on Monitoring and Evaluation of the project. Brief explanation of the main evaluation methodology (aspects to be monitored, meaning, etc).

All partners agreed to have the evaluation online and a special questionnaire created with google docs has been delivered to all participants.

https://docs.google.com/forms/d/1okt-XHr26J2zwEDfM_xvaLwi23W2ZJqoEXCQbxSx7qw/viewform

Next virtual meeting: Skype conference 11th January at 15.00 p.m.

Revising of the questions to be asked to Romanian NA, concerning various aspects related with the Project Management.

Close of the meeting.