



**EQUAL Transnational Co-operation Agreement
VAL.INDI (INDIVIDUAL VALORISATION), ACT id : 4073**

Minute of the Steering Committee Meeting

Held on the 17.11.2005, in Giulianova Lido (TE), Italy

Those present

Projects	Representatives
FR-COR-2004-40994	Noël CARDI ; Thibault POURBAIX ; Pasquine CESARI
PL-40	Jacek CICHOSZ
SK-29	Aurel BITTER ; Luba DURCOVICOVA
IT-G2-ABR-001	Silvia D'ALBENZIO; Roberta DE MARCELLIS
NL-2004/EQA/0050	Ron KLAASSEN; Karlijn SUURMEIJER; Niek HOKKEN

AGENDA

A. National projects :

- State of advancement of each national project

B. Transnational Cooperation Agreement :

- Verification of the validation by every managing Authority
- Possible comments of the Managing Authorities to integrate
- Are any changes required as a result of possible budget readjustments?
- If relevant, work on modification of the TCA (major changes only)
- Setting up of definitive and precise dates and places for all the transnational meetings of the project

3. Transnational activities:

3.1. Coordination

- Identification of the members of the Steering Committee : holders and substitutes (*see table in annex*)
- Presentation of the role of the Steering and evaluation committee
- Presentation of the role of the activity managers

3.2. Technical Secretariat

- Reminder of the missions of the Transnational Technical Secretariat
- Working language and working rules for translation
- Identification of the activity manager (*see table in annex*)

3.3. Evaluation

Reflexion about the evaluation methodology :

- Setting up of the tools for the monitoring of the transnational project :
 - . quantitative follow-up
 - . qualitative follow-up
 - . financial follow-up
- Setting up of the evaluation :
 - . the referential
 - . utility and role of the control boards
 - . the final and mid-term evaluation

3.4 Working groups

- Reminder of the activity, discussion and validation
- Identification of the activity manager (*see table in annex*)
- For the 2 working groups : identification of the participating DPs and of the coordinators

- Definition of a methodology for work : choice of the participants, joint work or in parallel or in import-export, taking into account of the thematic of equal opportunities...
- Methodology of production of the results, schedule of the production

3.5 Exchange visits

- Reminder of the activity, discussion and validation
- Identification of the activity manager (*see table in annex*)
- Methodology of organization and implementation of the visits : choice of the general themes, schedule, documentation/translation, reports, tools of monitoring ...

3.5 Seminars/Mainstreaming

- Reminder of the activity, discussion and validation
- Identification of the activity manager (*see table in annex*)
- Methodology of organization and implementation of the seminars : choice of the general themes, schedule, documentation/translation, reports...

4. Organization of the next transnational meeting : (where? when?)

- General organization : dates, place, logistics and financial aspects, breaking down of the tasks between the Technical Secretariat and the inviting DP...
- Exchange visits : general thematic, number and function of the attendees, organisations to be visited, persons to encounter, working language/translation, materials/documents to produce...
- 2nd seminar : general thematic, number and function of the attendees, attendees to contact, working language/translation, materials/documents...
- Working groups : objective of the next session...
- Steering committee

5. Reminder of tasks to be done before the next transnational meeting:

- Writing of the report on decisions by the Technical Secretariat
- Definition of relevant indicators by activity
- Elaboration of follow-up and evaluation tools (control boards, questionnaires...)

Report

Steering committee, 17 November 2005 in Giulianova Lido (TE), Italy

9.45 - 13.00 / 14.30 – 19.00

National projects:

Each project manager made a short presentation as regards the state of advancement of its own project.

For the Dutch partner : Ron KLAASSEN & Niek HOKKEN

For the Polish partner : Jacek CICHOSZ

For the Italian partner : Silvia D'ALBENZIO

For the Slovak partner : Aurel BITTER & Luba DURCOVICOVA

For the French partner : Noël CARDI

Transnational Cooperation Agreement :

It was decided to change our TCA concerning the 3 following parts :

- the French budget
- the Slovak budget
- the general schedule of the transnational events

The new French budget is :

	Activity 1	Activity 2	Activity 3	Activity 4	Activity 5	Activity 6	Total
FR-COR-2004-40994	16 000	16 000	15 000	14 500	15 000	11 500	88 000

The new Slovak budget is :

	Activity 1	Activity 2	Activity 3	Activity 4	Activity 5	Activity 6	Total
SK-29	2.700	2.000	2.000	6.000	2.000	4.000	18.700

The new transnational schedule is :

November 2005 : transnational meeting in Italy

March 2006 : transnational meeting in Slovakia

End of May 2006 or beginning of June 2006 : transnational meeting in Netherlands

October 2006 : transnational meeting in France

February 2007 : transnational meeting in Poland

June 2007 : transnational meeting in France

These modifications will be taken into account by the French partner (ETCIM secretary) before the 30th of November 2005.

All the partners will receive an e-mail from the European Equal authority asking them to validate the new version of the TCA. Each partner must validate this new version as soon as possible.

Transnational activities

Activity n°1 : Coordination

Concerning the steering committee organization, each partner selected their members as defined below :

Projects	Steering committee members
FR-COR-2004-40994	Noël CARDI & Thibault POURBAIX
PL-40	Must be defined by the Polish partner as soon as possible
SK-29	Aurel BITTER & Luba DURCOVICOVA
IT-G2-ABR-001	Silvia D'ALBENZIO
NL-2004/EQA/0050	Niek HOKKEN

Noël CARDI recalled the principle of “one partner = one voice”.

In case of conflict, the principle of the majority will be respected.

The partners recalled that the steering committee members must be able to take the decisions concerning the transnational activities and the implementation of the project.

Activity n°2 : Technical secretariat

The French partner is in charge of this activity.

Two months before each steering committee, the French partner will send a global agenda to the partners.

This agenda will be modified if necessary by the welcoming partner with the agreement of the other partners.

We reminded that the French partner is in charge to write the agendas and reports of the steering committees.

Concerning the visits and the seminars, the welcoming partner is in charge to write these specific reports.

Concerning the working groups sessions, the Italian partner is in charge to write these reports.

Activity n°3 : Evaluation

Monitoring and evaluating the transnational work is very important for the transnational partnership.

As mentioned in the TCA, the Polish partner is in charge to manage this activity.

During the steering committee, the French partner proposed to support the Polish partner for the implementation of this activity as evoked by these 2 partners during a Polish visit in Corsica in May 2005.

The Polish partner proposed during the steering committee to be assisted by an external adviser for the implementation and the realization of this activity.

Then, Niek HOKKEN from PNO Consultants proposed to realize the evaluation of the transnational project.

In consequence, PNO Consultants is in charge to send by e-mail to the steering committee members a technical offer (methodology, indicators, tools, schedule, integration of the Equal principles ...etc...) before the Slovak transnational meeting.
This technical offer will be agreed (or not) during the Slovak meeting.

If the partners come to an agreement, a convention will be signed between PNO Consultants and the Polish partner.

The other transnational partners will be concerned by this agreement as regards to the methodology proposed but they won't have to pay for this service.

To conclude: the polish partner is responsible for the implementation of the self-evaluation able de la mise en œuvre de l'auto-évaluation evaluation while the external evaluation would be entrusted by the Polish partner to "PNO Consultants".

Activity n° 4 : Working groups (WG)

For the working groups n°1 : all the partners are involved.

For the working groups n°2 : all the partners are involved except the Slovak partner.
The other partners will be of course very satisfied to welcome it during the works.

In order to have a real productive work, the steering committee decided that the involved technicians will be always the same during the TCA life (of possible).

In consequence, for each transnational events, each transnational team must be composed as below :

- at least one steering committee member
- at least a technician for the WG n°1
- at least a technician for the WG n°2

Because of financial difficulties, more especially from the Slovak partner, it was decided to not organize, if possible, the steering committees and the working groups sessions in parallel.

Moreover, the steering committees members will be sometimes involved in the working groups in order to validate and control the methodology defined and to participate to the works.

The Italian partner is in charge to write a draft of the terms of reference of the 2 working groups by using the first work made by the technicians during the Italian event.

This draft will be completed and validated by the Steering committee before the next transnational meeting.

Moreover, the terms of reference will be presented by each project managers to their involved technicians in order for them to have a productive work during their next working group session.

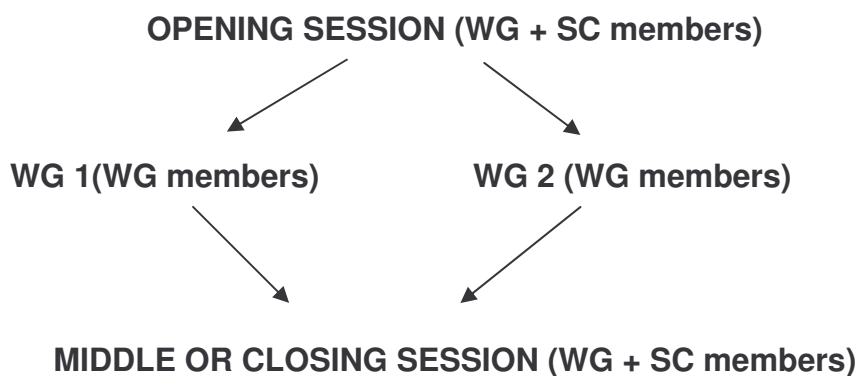
The terms of reference must take into account the following aspects:

- the methodology which must be respected by the WG
- schedule of work
- objectives to reach
- products to realize
- methodology of communication between the transnational meetings
-

The Italian partner is in charge to write the job-description of the 2 following functions: President of working groups and secretary of session.

The French partner proposed that these 2 functions should be keep by the same persons during the TCA life.

In the framework of the implementation of this activity, the following organization was adopted by the Steering committee :



Activity n°5 : Visits/exchanges

The welcoming partner is in charge to organize this activity (transport, translation, timing..)
A short-description of the structures must be send in advance to the partners for validation.

The welcoming partner is in charge to complete the excel board created by Thibault POURBAIX. (Already sent by e-mail to the partners). The steering committee members decided to use it for each visit in order to post the number of participants and to know their origin.

These boards must be collected by the Slovak partner. They will be used by the external evaluator.

The welcoming partner is in charge to write the report of the visits and to send it to the partners.

The report will specify:

- the number of participants
- their origin
- the name of the structures visited
- the name of the speakers
- the topics of the visits
-

It was reminded that the host structures must be informed concerning the people they welcome (who's who? who are these transnational partners? Why do they come to visit us? What are the main objectives of their own national projects?)

The visits must be in bond, as much as possible, with the general set of themes of the transnational meeting and with the subject of the seminar.

Activity n° 6 : Seminars

The welcoming partner is in charge to organize this activity.

The welcoming partner must propose to the partners the subject of the seminar.

It must be decided by the partners.

The number of the participants and the prestige of the place of the meeting are not our criterions of quality.

Each seminar is an opportunity to promote the national and the transnational projects.

The welcoming partner is in charge to invite the attendees they would like to meet.

The welcoming partner is in charge to write the report of the seminar and to send it to the partners.

The report will specify:

- the number of participants
- their origin
- the name of the speakers
- a summary of the discussions (speeches, conclusions...)
-

A English translation must be organized for all the parts of the seminar : speeches, power-point presentations, questions/answers, conclusions....

The subject of the seminar must be in bond with the visits organized and as much as possible with the subjects of the working groups.

The next transnational meeting :

Bratislava, Slovakia

- Monday, the 6th of March 2006: arrival of the partners
- Tuesday, the 7th of March: **DAY OF WORK**
- Wednesday, the 8th of March: **DAY OF WORK**
- Thursday, the 9th of March : **DAY OF WORK**
- Friday, the 10th of March : free departure

The Slovak partner is in charge to propose to the Steering Committee the agenda of the transnational which must include:

- a working groups session (at least a full day)
- a steering committee session (with a specific time for the presentation of the evaluation's methodology) (at least an half-day)
- a seminar (half-day of full day)
- the visits(half-day of full day)

PS :

The French partner wishes to draw the attention to the following fact.

By organizing the working days Wednesday, Thursday and Friday, the partners can choose to travel on Saturday or to stay on Saturday and thus to travel on Sunday and thus to profit for an "APEX" ticket. (The flight is less expensive if the Saturday night is included in the trip).

In consequence, the French partner proposes the following schedule for the Slovak meeting:

Tuesday, the 7th of March: arrival of the partners
Wednesday, the 8th of March: DAY OF WORK
Thursday, the 9th of March : DAY OF WORK
Friday, the 10th of March : DAY OF WORK
Saturday, the 11th of March : free departure

Summary of decisions taken

Dates (when?)	Partners (who?)	Observations (what?)
As soon as possible	ALL	Validate the new version of the TCA (ETCIM procedure)
As soon as possible	Italy	Complete the excel board for the visits and send it to the Slovak partner.
As soon as possible	Italy	Send to the partners a draft of the terms of reference for the implementation of the 2 working groups.
As soon as possible	ALL	Complete the table of the activities coordinators.
15.12.2005	France	Deadline to send the report of the steering committee to all the partners
20.12.2005	Italy	Deadline to send the following reports to the partners : working groups session, seminar and visits
01.02.2005	Slovakia	Send to the partners the agenda of the Slovak meeting.
6.03.2006 to 10.03.2006	All partners	Second transnational meeting in SLOVAKIA.

SUMMARY TABLE OF THE ACTIVITY COORDINATORS

Coordination : Steering committee (resp : all DPs)

	Name	DP	E-Mail
MEMBER 1	CARDI NOEL	France	ajaccio.idformation@wanadoo.fr
MEMBER 2	POURBAIX THIBAULT	France	pourbaix.thibault@cdinnov.com
MEMBER	Silvia D'ALBENZIO	Italy	dalbenzio@consorform.it
MEMBER	Niek HOKKEN	Netherlands	niek.hokken@pnoconsultants.nl
MEMBER	?????	Poland	?????
MEMBER	?????	Poland	?????
MEMBER 1	Aurel BITTER	Slovakia	ima-ztpm@changenet.sk
MEMBER 2	Luba DURCOVICOVA	Slovakia	durcovicoval@centrum.sk

Technique Secretariat (resp. : France)

Name	DP	E-Mail
POURBAIX THIBAULT	France	pourbaix.thibault@cdinnov.com

Monitoring/ Evaluation (resp. : Poland)

Name	DP	E-Mail
?????????	Poland	?????????

Working groups (resp. : Italy)

Name	DP	E-Mail
Silvia D'ALBENZIO	Italy	dalbenzio@consorform.it

Working group n°1 :
Topic : Involvement of enterprises
Involved DPs : all the partners

	Name	DP	E-Mail
Responsible	?????		
Secretariat	???????		
Members	???????		

Working group n°2 :
Topic : Certification of skills
Involved DPs : all the partners

	Name	DP	E-Mail
Responsible	?????		
Secretariat	???????		
Members	???????		

Exchange visits (resp. : Slovakia)

Name	DP	E-Mail
Aurel BITTER	Slovakia	ima-ztpm@changenet.sk

Seminars/Mainstreaming (resp. : Italy)

Name	DP	E-Mail
Silvia D'ALBENZIO	Italy	dalbenzio@consorform.it