

LLP - Transversal programme – Key Activity 1 “Studies and Comparative Research”

C4C – European Research on Competences for Competitiveness
AGR.. No. 2008-3598/001-001 (LLP KA1 STUCOM)

Minutes of the kick-off transnational meeting held in Bologna 26 – 27 January 2009

Participants list

Monday, the 26th and Tuesday the 27th of January 2009

Name of the participant	Organisation/partner	Town and country
Romeo CASTAGNA	Fondazione Aldini Valeriani	Italy
Laura CAVINA	Fondazione Aldini Valeriani	Italy
Stefan DAHLHIELM	AB CENTEK	Sweden
Anna Mates GOMEZ	Escola del Treball del Ripollès	Spain
Eddie GRAY	Glasgow Caledonian University	United Kingdom
Kenneth ISAKSSON	AB CENTEK	Sweden
Natalia KATANA	Alintec	Italy
Cornelia KULMER	Auxilium	Austria
Philippe OLIVIER	Université Paris 13	France
Jaroslaw OSIADACZ	Wroclaw Centre for Technology Transfer	Poland
Cinzia SASSI	Fondazione Aldini Valeriani	Italy
Giovanni SEDIOLI	Fondazione Aldini Valeriani	Italy
Xenia SOTERIOU	NSF CYBERALL ACCESS	Cyprus
Bryan TEMPLE	Glasgow Caledonian University	United Kingdom
Doris UREÑA	Escola del Treball del Ripollès	Spain
Chiara ZIGLIANI	Alintec	Italy

Monday, the 26th of January

Morning working session

The meeting started at 9:30 with some words of welcome by Cinzia SASSI, the Director of Fondazione Aldini Valeriani.

She speaks first presenting the Fondazione Aldini Valeriani, then each partner representative presented his/her organisation/institution and its field and territory of work.

After the coffee break, Laura CAVINA, presented the "C4C" project idea by introducing first the policy framework of the project, as suggested by the EACEA to project coordinators during the "Meeting of new projects" held in Brussels on 16 of December 2008, in order to let partners understand and familiarize with the LLP aims and objectives.

After having introduced the motivation from which the project C4C arisen she presented the expected outputs, outcomes and deliverables of the project, the Workpackages on the basis of which the project has been structured and the leading partner of each WP.

Partners had lunch inside the Fondazione Aldini Valeriani building in order to save time for the afternoon working session.

Afternoon working session

The afternoon working session was dedicated to understand and agree on the meaning of the most important key words and priority topics of the project, that is to say "*Innovation*", "*Competences*", "*Competitiveness*" and "*Vocational Education and Training (VET) Systems*".

In order to agree on the common interpretation that the partners have to give to these issues, Romeo CASTAGNA conducted a brainstorming working session.

First partners discussed and agree on the fact that probably the easy way to start thinking rationally on these topics should have been to think about competitiveness as the arrival point of the "path", then thinking to all the arguments the competitiveness implies.

For the brainstorming Romeo adopted a practical wall-charting technique that consists in posting the participant's contribution on the wall using post-it. Each participant was asked to express his/her personal point of view about each priority topic of the project answering to some main questions..

For the key word "*Competitiveness*" the questions were:

- 1) What does Competitiveness mean?



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- 2) How Competitiveness could be recognised?
- 3) How Competitiveness could be measured?

For the key word "Innovation" the questions were:

- 1) What kind of Innovation are we looking for?
- 2) What does Innovation mean?
- 3) How could we evaluate the capability of Innovation?

For the key word "Competences" the questions were:

- 1) Which kind of competences are needed to produce innovation?
- 2) Which are the differences between competences and skills?
- 3) How do we measure it?

For the key word "VET systems" the questions were:

- 1) How do companies work within national policies / How do national policies influence companies strategies?
- 2) Which are the differences between training and education?
- 3) How VET is linked (or not) to the demand?

Romeo collected all the partner contributions and put them in four posters he hanged on the wall with the aim to organize them in a document in which partners have to express the importance of each "definition/opinion" in a 1-5 range (where 1 means very low, and 5 means very high).

Laura was designated to organise and prepare the document (Annex 1).

Antonella PAVANI, the Administrative head Officer of Fondazione Aldini Valeriani, closed the afternoon working session presenting the Administrative and Financial rules of the LLP, together with the "Quarterly Report" and "Time sheet" format.

Finally she presented the format of the contract to be signed between the contractor (Fondazione Aldini Valeriani) and the partners; the electronic format file has to be filled by each partner organisation with all requested data and sent back to the Fondazione Aldini Valeriani in order to start the money transfer to the partners.

Antonella PAVANI reminded to the partners that the new edition of the Administrative and financial handbook will be available soon; in the meantime the valid version is the one dated 2007.

Tuesday, the 27th of January

Morning working session

The Tuesday meeting session started with the introduction of the Workpackage 3 "Research design and planning" by Laura. This WP is focused on the definition of the "Methodological Research Plan" (the main output/deliverable of the WP 3) that will be used by the researchers to submit questionnaires and make interviews. The document will contain the guidelines, the survey/analysis methodologies, the phases of work, the researchers' specific activities and links among the different WPs focused on the research - WP 3, 4, 5.

Being the first of the three "development WPs", together with the "Desk analysis" WP4 and the "Field research on Competences for Competitiveness" WP5, WP3 has to be considered as the starting point of the C4C study that the partners are expected to produce.

Before starting to draw up the "Methodological Research Plan" it was necessary for all the partners to agree on the same project idea and the same starting point.

Romeo proposed to divide the participants in 3 small groups; each group started to reflect on the possible starting point of the desk and field research from both the sides of the demand and supply of competences. The contribution of each group has been discussed in a plenary session and the results have been used to address a new working session for the small groups.

At the end of the second working session, a common view and shared "approach" to the research came out.

The contributions of each small group and a synthesis of the shared conclusions will be summarised by Romeo in a documented to be sent to the partners.

Afternoon working session

In the afternoon working session Laura presented the "Project Management" WP 1 and Cornelia Kulmer from Auxilium (AT) presented the "Research Quality Assurance and Evaluation" WP 2.

During the last part of the meeting also the C4C Governance and Scientific bodies have been presented by Laura:

- the Steering Committee (SC) that will be composed by each partner national coordinator
- the Technical-Scientific Committee (TSC) chaired by the Scientific Advisor/s (SA) to which the Research Team will report
- the Research Team composed by researchers/experts



By the next meeting each partner is kindly invited to think about the most appropriate persons of his/her organisation that could hold the position inside each committee/team.

Before the end of the meeting, partners agreed on the date for the next meeting, that will be held in Ripoll at Fundació Eduard Soler the 14 and 15 of May 2009.



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To Do List by next project meeting in Ripoll (ES)

What	Who	To whom	When
Prepare minutes of the kick-off transnational meeting and send to partner together with all the annexes	FAV . Laura Cavina	All partners	Within 06/02/2009
To formalize Monday's wall papers in a document and send it to partner	FAV - Laura Cavina	All partners	Within 06/02/2009
To formalize Tuesday's small groups work in a document and send it to partner	FAV – Romeo Castagna	All partners	Within 06/02/2009
Comments and suggestions on the two documents contents	All partners	Laura Cavina and Romeo Castagna	Within the 20/02/2009
Send format of the contract between the contractor (Fondazione Aldini Valeriani) and partners to be filled in by each partner with requested organisation data	FAV – Antonella Pavani	All partner	Within the 03/02/2009
Send to FAV an electronic copy of the contract by e-mail and an original copy by normal o fast mail	All partner	Antonella Pavani	Within 06/02/2009
Send criteria regarding process evaluation	Auxilium - Cornelia Kulmer	All partners	13/02/2009
Think about the most appropriate persons to hold positions inside committees	All partners		By the next meeting on May at FES (Ripoll – Catalunya ES)

06/02/2009 – Final version

Drafter of the minutes: Laura Cavina – Fondazione Aldini Valeriani