



Education and Culture DG

Lifelong Learning Programme

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 3rd transnational meeting held in Limassol (CY) 28 – 29 September 2009

Name of the participant	N. partner/Organisation	Town and country
ARMENIS Michalis	P7 - NSF CYBERALL ACCESS	Cyprus
CABANI' Jaume	P8 - Escola del Treball del Ripollès	Spain
CASTAGNA Romeo	P1 - Fondazione Aldini Valeriani	Italy
CAVINA Laura	P1 - Fondazione Aldini Valeriani	Italy
DAHLHIELM Stefan	P6 - AB CENTEK	Sweden
GOMEZ Anna Mates	P8 - Escola del Treball del Ripollès	Spain
GRAHAM Alison	P9 - Glasgow Caledonian University	United Kingdom
ISAKSSON Kenneth	P6 - AB CENTEK	Sweden
KULMER Cornelia	P4 - Auxilium	Austria
MAILLE Françoise	P5 - Université Paris 13	France
OTTINI Silvia	P1 - Fondazione Aldini Valeriani	Italy
SASSI Cinzia	P1 - Fondazione Aldini Valeriani	Italy
SOTERIOU Xenia	P7 - NSF CYBERALL ACCESS	Cyprus
ZIGLIANI Chiara	P2 - Alintec	Italy



Monday, 28 September

Morning working session (moderator: Françoise Maille)

The meeting started at 9:15 with a welcome greeting by Xenia Soteriou, C4C Project manager for Cyberall Access.

Françoise Maille asked to participants to introduce themselves, especially the 3 new ones: Jaume Cabanè of Fundació Eduard Soler, Alison Graham of Glasgow Caledonian University and Silvia Ottini of Fondazione Aldini Valeriani.

First of all Françoise Maille reported that due to the Université Paris 13 summer holidays closure and some staff matters all the WP4 deadlines have not be respected, then she made sure that all partners agreed with the agenda and Stefan Dahlhielm suggested to move all partners WP4 presentation on the state of the art in the morning and parameters and KPI after lunch.

Françoise Maille introduced the "WP4 Goals, guidelines, criteria and expected results" and explained that even though Beatrice Paccoud was asked to leave Université Paris 13 the French research team is ready and the two identified researchers are experts in the field of competences. She continues with her presentation on WP4 key features and she reminded all partners the importance of referring to the Methodological Research Plan (MRP) that has to be considered the main framework for research activities (Desk research, WP4 and Field analysis, WP5), issued in July in its last version.

Partners debated on the fact that it is impossible to have homogeneous data collection methodologies and common statistic data findings so they decided to assume this situation as a fact and do not try to compare data between different countries but have a common methodological framework to refer to based on common indicators.

Furthermore as it is impossible to compare data coming from different regional and national samples and surveys it is important to respect differences and features of each partner country.

Françoise underlined that concerning the C4C countries' educational systems all the partners sent tables and schemas but a brief description would be necessary. On the technical skills demand side partners agreed on the fact that is it possible to find some statistics and data but not related to competences for innovation.

After the coffee break Françoise exposed the structure document for the WP4 desk research draft in which she stressed the importance of the skills and competences requirements from companies, as often companies don't know what and which type of competences they need.



Then Stefan Dahlhielm presented the Swedish educational system stressing that from the first year of high school there is a programme that teaches students how to become entrepreneurs with a tutoring system; enterprises, schools and universities systems are well linked and have a very pragmatic approach: *"It is not only a matter of subjects taught, but a mental approach and teachers way of thinking"* (Stefan).

Chiara Zigliani presented her bibliography table, built on the base of Inventory tool suggested by Jaroslaw Osiadacz during the Ripoll meeting, and the methodology used to collect and classify useful sources concerning company's innovation (demand side) and education and VET systems supply side.

Chiara raised a matter concerning the competitive sectors detection for the following WP5 activities as the number of companies of a certain sector present in an area doesn't not necessarily mean that those are the competitive ones (eg. Textile sector in Lombardy region).

Alison Graham started her presentation saying that GCU research has been based on 2007 statistics at Scottish level; however she suggested that it would be more appropriate to focus on the London area which is more similar to the Île de France region.

She underlined that the "preparation for the employment" should be inserted as a real subject in educational programmes.

Afternoon: WP4 smalls groups working sessions

After having had lunch partners restarted the meeting dividing in three small groups in order to identify some measurable parameters and KPI for **Competitiveness, Labour Market and VET Systems** useful for the researchers to measure, define and describe the demand and supply side in the WP4 desk research.

These groups were leaded respectively by Stefan Dahlhielm, Cinzia Sassi, Françoise Maille.

❖ Competitiveness (Stefan Dahlhielm, Xenia Soteriou, Jaume Cabanè, Chiara Zigliani)

The following indicators were underlined by small group of partner focused on Competiveness in order to find companies to analyse:

- Economical growth
- Export share
- Number of employees



- Export volumes in number of clients, not total value (to sort out single customer companies)
- Skilled workforce - Trained workforce (Vocational – academic)
- No of spinoffs from universities
- No of incubators per person in region
- Will professors get merits from business, spinoff, industrial cooperation

❖ **VET Systems (Françoise Maille, Romeo Castagna, Anna Mates, Laura Cavina)**

The following parameters for VET Systems description came out from the small group debate:

- Measure of gaps generated in the labour market between supply and demand of technical competences and skills;
- Existence in the VET system of “catalysts”: new actors (or quite new) that are able to facilitate the transition towards new solutions in terms of competences and skills demand and supply crossing;
- Description of teaching methodologies:
 - Time spent for theory and practice;
 - Teachers creativity;
 - Students level of ability to work in groups;
 - Students level of ability to present their thesis;
 - Students competences in building curricula;
- Hours in terms of training for teachers;
- Number of patents developed

Parameters on appropriateness of VET systems in partners countries should be found relatively to the practical activities that allow students to develop a pragmatic approach.

Enterprises represents the competences and skills demand side of our research and affects competitiveness and innovation; schools and training systems represents the competences and skills supply side of our research. The cross point of demand and supply side of competences and skills is the Labour Market.

Companies circle and VET systems are to be analysed in terms of “suitability” in searching solution to fill the gap between technical competences needed and competences provided.

In the desk research all those situations that provide and show solutions in this sense are to be considered and described.



❖ **Labour Market (Cinzia Sassi, Alison Graham, Kenneth Isaksson, Silvia Ottini)**

As the Labour Market is the crossing place of competences and skills demand and supply side descriptive indicators are very difficult to be found and they should be found "in parallel".

Companies have needs but tend to have a short term view. On the other hand both long and short term view are to be considered to prepare people in a right way.

It seems that the short term demand come more from industry and SME in general and the projection, the long term, is more coming from VET systems.

Concerning indicators subgroup leaders are requested to send missing indicators in a week (by 9 October, see the "to do list") to Laura Cavina and Romeo Castagna then they will send them to all the partners involved in research activities.

C4C web site structure/template

The afternoon session continues after the coffee break with the presentation of the C4C web site structure by Michalis Armenis of Cyberall Access.. The site map has been divided in 6 parts identifiable from 0.0 to 6.0 on the document distributed by Machalis Armenis: Home 0.0, The Project 1.0, The Consortium 2.0, Resources 3.0, Media & Communication 4.0, News and Event 5.0, plus a Partners Area 6.0 that is a sort of intranet.

Partners decided to remove from the 1.0, The Project, the sub-menus (from which the user have access to linked pages) "Project & Results" and "Project Structure & Expected Deliverables" and to leave only the first 3, Background, Concept, Objectives-Aims.

The 2.0, The Consortium, is ok: partners are asked to send logos of each partner organisation to Laura in order to complete this part already done and containing all partners data and contact details (sent to Cyberall Access on July by Laura Cavina).

In the 3.0, partners decided to put "Results" instead "Resources" and to organize the submenu as follow:

- "Articles" will content the bibliography of WP4 desk research (but also of the WP 5 Field Analysis if needed);
- To add here "Results and deliverables"
- To put all the documents, in every languages they will be (not only in English), in the section "Documents – Publications"

Concerning the 5.0 "News and Events" it will become "What is going on" and it will contain "project activities" and "project actions".



Concerning the language of the web site partner agreed on the fact that it will be English as translations are not possible for all pages but it is possible for presentation pages.

Concerning the intranet partners area (6.0), Cinzia Sassi said that Fondazione Aldini Valeriani is going to adopt an MIS – Management Information System - inside the organisation that will be accessible also for C4C partners so this part of the web site is not necessary.

iMichalis Armenis will send a new version of the C4C web site structure to Laura Cavina then she will send it to all partners for comments and suggestions and the final approval.

Tuesday, 29 September

Morning working session (moderator: Françoise Maille)

Françoise Maille proposed to move the “Research team coordination tools and methodology” of Romeo Castagna at 11:45 after coffee break.

The meeting restarted with each partner research team (RT) presentation and RT referee presentation:

- For FES, the research team will be composed by:
 - o **Anna Mates**, expert in VET systems
 - o Jaume Cabaní, expert in companies training needs
 - o Xavier Armengol, chemist engineer
 - o Doris Ureña, industrial engineer
- For GCU the research team will be composed by:
 - o **Alison Graham**
 - o Bryan Temple
 - o Donald Hepburn
 - o Eddie Grey
- For AB CENTEK the research team will be composed by:
 - o **Stefan Dahlhielm**, expert in companies innovation
 - o Kenneth Isaksson, expert in companies innovation
 - o Eva Isaksson
- For ALINTEC the research team will be composed by:
 - o **Chiara Zigliani**
 - o Natalia Katana
 - o Domenico Pannofino



The field of competences is innovation and technology transfer.

- For FAV the team will be composed by:
 - o **Romeo Castagna**, expert in management and innovation
 - o Silvia OttiniResearch activities will be supported by Confindustria Emilia-Romagna (Regional representative of Italian industrial association)
- For Université Paris 13 the research team will be composed by:
 - o **Françoise Maille**, expert in education, technical education, VET systems
 - o Oleg Curbatov, expert in knowledge management
 - o Dominique Gourdon-Monfrais, expert in VET systems
- If Innova Consulting will become the new polish partner the research team will be composed by:
 - o **Jaroslaw Osiadacz**
 - o Some other researcher to be identified

Then Françoise talked about the WP4 structure stressing the importance to have a common base of work in order to collect homogeneous WP4 country reports (deliverable n.11) to be put together in the easiest and productive way.

As Alison Graham paper on WP4 desk research has been the most complete and exhaustive in terms of data and descriptions, Françoise proposed to take her document both as "Desk analysis countries report" template for each partner and "Desk analysis final report" template for WP4 lead partner who will collect all productions and produce the deliverable 13.

Partners agreed to add a final chapter/section (section 4) containing results, conclusions and indications for the WP5 "Field Analysis on Competences for Competitiveness", especially concerning different positive interaction models between companies and VET systems as the desk research should aim to underline situations in different countries able to "produce" efficient/virtual circles providing solutions to the gaps between competences and skills supply and demand side on the labour market.

Concerning the WP4 planning all partners involved in the research are requested to send their country desk research report (deliverable n.11) to Françoise Maille by Friday 20/11/2009 and the final desk research report (deliverable n. 13) will be ready by 15/12/2009 (see "to do list" in annex to this document).



After the coffee break Romeo Castagna presented Key Performance Indicators (KPI) for WP4 and asked partners to identify a unique referee for each research team (see above) in order to facilitate communication among different research teams:

- Romeo Castagna for the Italian RT
- Stefan Dahlhielm for the Swedish RT
- Alison Graham for the Scottish RT
- Anna Mates for the Catalanian RT
- Françoise Maille for the French RT
- Jaroslaw Osiadacz for the Polish RT

Even if it is impossible to obtain and compare homogeneous data and statistics for the WP4 desk research, concerning communication among partners during WP4 desk research activities Stefan proposed to share the key words and terminology put on google by each partner in order to work on similar data and results.

In the end of the morning Alison Graham exposed her document sent by Bryan Temple concerning GCU proposal for WP4 and WP5 approach to interviews: she said that in Scotland it will be very difficult to submit interviews to companies twice or more times as aggregated data are already available made by regional and national statistics institutions.

Partners agreed on the double steps interview process concerning the WP5. firstly testing experts' interviews models to expert by next meeting in Wroclaw then according o their suggestions directly interview the selected companies.

Concerning WP5 lead partner and responsibilities, Laura Cavina updated partners about the Wroclaw University of Technology polish partner withdrawal announced by Jaroslaw Osiadacz on July: she explained that the project manager at EACEA has been promptly informed about the situation and that an amendment procedure has been started in order to try to substitute WUT with Jaroslaw new consultant company as partner responsible for WP5 activities.

Hoping the situation will be solved soon, Laura Cavina promised partners to update them as soon as possible about this question.



Afternoon working session

Concerning experts to be interviewed it has been assumed that each partner is expert about its territory and situation therefore responsible for identification of experts and stakeholders to be interviewed.

Alison Graham committed herself to develop and send some bullets points about questions interviews o the experts by 9 October.

WP2 Quality evaluation by Cornelia Kulmer

Cornelia Kulmer presented the lists of indicators concerning the quality evaluation of WP3 and WP4 main outputs/deliverables and asked to partners to contribute in adding some more specific indicators during the meeting itself and then promised to send them both files to partners in order to check again the existing ones and may be add some more.

Concerning WP3 the main output submitted to the quality evaluation is the MRP; for the WP4 the main output to be evaluated is the Desk research.

Concerning the WP3 Stefan suggested to add an indicator reflecting the complexity of the project.

Next transnational meeting

Partners agreed on the date for the next transnational meeting which will hopefully be **held in Wroclaw (PL) on Monday 25 and Tuesday 26 January.**



To Do List by next project meeting in Wroclaw (PL) on 25 - 26 January 2009

What	Who	To whom	When
Send an extract of the most important bibliography EU sources contained in the table Chiara Zigliani (ALINTEC) presented during the meeting as example	Italian research team	Research partners	By Friday 02/10/2009 (already done)
Prepare minutes of the third transnational meeting held in Cyprus and send to all partners	Laura Cavina - FAV	All partners	By Friday 09/10/2009
List of indicators for: <ul style="list-style-type: none"> • Labour Market • VET Systems • Competitiveness 	<ul style="list-style-type: none"> • Cinzia SASSI – FAV • Françoise Maille - UNIV Paris 13 • Stefan DAHLHIELM - AB Centek 	All partners except CY	By Friday 09/10/2009
Share and send to other partners the " <i>google search key words</i> " in order to obtain homogeneous documents/data/statistics	All research partners (except CY and A)	All research partners	Each time each researcher think it is useful for the WP4 research activity
Send WP3 and WP4 outputs evaluation indicators new document	Cornelia Kulmer	All research partners	By 05/10/2009
Add some indicators/suggestions/ideas and send back	All research partners	Cornelia Kulmer	By Friday 16/10/2009



The third process evaluation questionnaire	Cornelia Kulmer	All partners	By Friday 09/10/2009
Send some bullets points about questions interview to the experts (WP5)	Alison Graham	All research partners	By Friday 09/10/2009
Send each country desk research report	All partners except CY and A	Françoise Maille	By Friday 20/11/2009
Send the final Desk research report	Françoise Maille	All research partners + CY and A	By Tuesday 15/12/2009
Solve the question about WUT polish partner withdrawal with EACEA project referee	Laura Cavina	All partners	As soon as possible
Modify and add the changes discussed by partners concerning C4C web site model	Michalis Armenis	Laura Cavina	As soon as possible
Partners agreement on changes made on C4C web site model presented in Limassol	Laura Cavina	All partners	As soon as possible

09/10/2009 – Draft version

Drafter of the minutes: Laura Cavina – Fondazione Aldini Valeriani