

REMO – 4th partnership meeting

June 8th-9th 2016 / Graz, Austria

MINUTES

List of Participants

Organisation:	Name:
P1; Auxilium (AT)	Georg Müllner Veronika Rechberger
P2; SystemCERT (AT)	Uwe Hackl
P3; Varazdinska zupanija (HR)	-
P4; TREBAG (HU)	Enikő Nagy Adrienn Lengyel
P5; Cramars (IT)	Sara Danelon
P6; SEC (RO)	Zsófia Pál
P7; GZS – CCI (SI)	Mojca Umek

Wednesday, June 8th – meeting day 1

09.15 Official welcome by hosts and project coordinator (Georg, Auxilium)

- § Georg welcomes the project group in Graz, officially opens the meeting and introduces the schedule as well as the arrangements made following the next days.

09.30 Short report about the past project months – actual status quo of the REMO project (Veronika, Auxilium)

Presentation of status quo attached (Annex 1)

- § Summing up all tasks fulfilled since the last meeting, Veronika also gives an outlook to the work during and after the meeting, underlining the importance of logos and disclaimer. Both logos and the disclaimer will be sent out and are to put on every document. No questions arise.

10.15 WP 1 – Contractual, financial and administrative issues (Georg, Auxilium)

- § Georg reports about the National Agency visit from the 25th of May this year and connected financial issues. A budget shift of 20 % between project meeting, intellectual outputs and multiplier events is possible. The travel can only be increased or reduced by the lump sum. Exceptional costs as well as management costs are excluded by this regulation. Also the partnership is informed that at this moment it is only possible to report full working days per month and category in the mobility tool plus. It is waited if a change occurs but partners should be prepared for revisions.
- § As well he informs the project partnership about experiences made within an audit visit. Documentation needs to include bill and proof that payment has been made which concerns travel and staff costs. Also contracts need to be delivered so to proof it is not a short time sub-contract. The recommendation for the lump sum of management costs is to accept staff costs only which makes time sheets necessary, f.e. meeting: 2 days + 1 day travel, dissemination activities, reports. Concerning payments, please deliver bank transfer documents avoid cash payments if possible. If cash payments are made they need to be properly recorded in the organisation. Questions are prepared and send to the National Agency to clarify issues about the auditing policy.
- § Only full documentation is included in the final report which arrives the very latest until 2 months after the project has ended. Concerning exceptional costs (translation costs) 75 % of the money which is spent will be refunded. If wanting to take advantage of the entire sum, 25 % more than in the agreed budget need to be declared as costs.

10.40 E1 / WP 4 Exploitation and sustainability – Information conference (Mojca, GZS – CCI)

Presentation of first multiplier event attached (Annex 2)

- § Mojca reports about the first REMO multiplier event which took place in April in Kranj. The completed REMO process descriptions were presented as well as a look into the REMO platform was given, embedded in a programme with invited speakers.

11.00 Coffee break

11.30 O 2 / WP 6 – Process description development (Uwe, SystemCERT)

Presentation of the process descriptions attached (Annex 3)

- § Uwe presents the process descriptions and ISO coherence certificate which completes the second intellectual output of the REMO project.
- § Veronika continues with the implementation and graphical solution of the process descriptions on the REMO platform.

11.45 O3 / WP7 Platform development (Veronika, Auxilium)

REMO platform document overview attached (Annex 4)

- § Continuing with the work on the REMO platform still in progress, the three sections of testimonials, regional pages and documents are addressed. Concerning testimonials, some prepared questions are shown and will be sent out to partners. A regional page will also arrive as an example. Regarding downloadable documents connected to the process descriptions, an overview is shown. Selected documents will be linked to, others are very individual. The rest is being developed by the partnership in split responsibility.
- § In teams of two, brainstorming is done on all documents to be produced. Gathering the results afterwards in plenum, the opportunity was taken to also clarify some questions that arose.

13.00 Lunch break

14.30 WP 3 Dissemination (Zsófia, SEC)

Presentation of dissemination workpackage attached (Annex 5)

- § Summing up activities already done, the focus is put on impact numbers that need to be reached until the end of the project time. Also the social media promotion is addressed as all partners need to increase their contributions and efforts. The partnership is reminded on the importance of disseminating the project in the best possible way.

15.00 O3/O4/WP8 Information campaign (Sara, Cramars)

Presentation of information campaign plans attached (Annex 6)

- § Sara presents her ideas on the information campaign. She will send out a template plan for partners to fill in with national plans for the information campaign. Sara will also check the possibility of a facebook advert, getting concrete about time, target groups, slogan and picture. Enikő will develop some questions for learners as a game to register on the platform and have a look around there.

15.30 Coffee break

16.00 O4 / WP 4 Exploitation and sustainability – REMO network (Georg, Auxilium)

Draft of draft statutes for the network attached (Annex 7)

- § Georg introduces into the statutes of the association which are according to the Austrian regular statutes. Each paragraph is read and explained as to be prepared for the general assembly the day after. It is informed that the approved statutes must be handed in in German language.
- § A minimum of two natural persons and two auditors checking the account are necessary. The membership fee that is considered should cover the expenses for the bank account. The elected board of the assembly is responsible to set up a plan for the first year of the REMO network.

16.45 WP 2 Evaluation and quality assurance strategy (Uwe, SystemCERT)

Presentation of the quality assurance attached (Annex 8)

- § So far, three peer evaluation reports as well as the interim external evaluation report are available already. One more peer evaluation report will follow after the meeting as well as the final external evaluation report by the end of the projects' lifetime.

17.00 Summary and end of day 1 (Georg, Auxilium)

20.00 Common dinner

Thursday, June 9th – meeting day 2

09.30 Founding assembly of the REMO association

- § Concerning the statutes, Uwe was mentioning to change the option to withdraw from the membership instead of just once a year to every quarter of the year/every three months. The membership yearly fee will be paid in the beginning and there is no reimbursement of the membership fee in case of a withdrawal before the year is finished. The membership fees are not part of the statutes.

It is decided to do the changes in the statutes and have a quarterly option to withdraw with one month ahead to state.

- § Being asked about any other changes of the statutes, nothing arises.

Vote: Statutes with the change of quarterly option to withdraw with one month ahead to state got approved without any counter votes – 6 pro.

- § A discussion on the membership fee follows. Georg states that membership fee makes the association alive and also guarantees some money which is needed to open and have a bank account. For individuals it should be 10 €/year, for organisations 50 €/year. After the issue gets raised that also bank transfer costs money, it is decided that 30 €/year is the membership fee for organisations. Donations can be made any time.
- § There will be a member register file. The first task of the board will be to create an application form for new members to fill in with their name, address, It can be downloadable from platform. Also the statutes can be published online.
- § The election of the board follows. Members are asked about their considerations to be part of the REMO board. Roles needed: 1 chairman, 1 secretary, 1 treasurer, deputies for all roles and 2 auditors. The following positions and counted votes decided for the staffing of the REMO network board.

Election results: (out of 6 persons entitled to vote)

Chairman – Uwe Hackl, 5 pro; 1 abstention
Treasurer – Georg Müllner, 5 pro; 1 abstention
Secretary – Georg Müllner, 5 pro, 1 abstention

Deputy chairman – Georg Müllner, 5 pro, 1 abstention
Deputy treasurer – Uwe Hackl, 5 pro, 1 abstention
Deputy secretary – Uwe Hackl, 5 pro, 1 abstention

Auditor 1 – Sara Danelon, 5 pro, 1 abstention
Auditor 2 – Mojca Umek, 5 pro, 1 abstention

- § The board is elected for 2 years. From this day on the next assembly takes place in 2 years. It is the duty of membership board to call/announce it. Membership assembly is always able to decide no matter how many members are present.
- § The statutes will be handed in together with the elected board members. If there is no reaction within 4 weeks REMO network can continue with the work. If they do not react REMO can continue work. The association will receive a number and everyone can check it online in the association portal. The address of the association will be Geidorfplatz 2, 8010 Graz.
- § The board will develop a plan for the first year in accordance with the statutes until autumn 2016. Included should be schools, VET schools, chambers and trade unions. The board will open a bank account.
- § The membership fee can be paid cash. It then will be put on the bank account. As soon as the association is established there will also be a receipt issued for cash paid membership fee and send to organisations and individuals as members.

No further questions arise. The membership assembly is closed.

11.00 Coffee break

11.30 Continuation REMO network

Brainstorming attached (Annex 9-10)

§ In order to promote becoming a REMO network member best possible, advantages and benefits are discussed about and gathered. Following is summarised:

- submission of European projects
 - connection of European networks
 - first hand information about mobility in VET sector
 - supporting young people in having translational working/training/learning experiences
 - support search for hosting organisations
 - supports search for interested people in mobility
 - guidance and support in questions and implementation in mobility actions
 - full use of the REMO platform
 - possibilities of advertisement on the platform
 - chance to work in an international network/atmosphere
- For only 10 € a year for individuals and 30 € a year for organisations.

12.15 Next project steps (Auxilium)

§ Gathering the open issues it is discussed to contact the National Agency with an amendment concerning an extension of the project in favour of a high quality of the platform as well as a sustainable installed network guaranteeing a successful continuation of the outcomes after the project's lifetime. As the Croatian partner did not show up to the meeting it is to be clarified by the coordinator if they are willing and able to fulfil the tasks according to the proposal and signed contract.

§ Veronika summarises the upcoming tasks. No questions arise.

To do list – final version

WP1: Project Management		
What?	Who?	Deadline
Variance analysis VII, VIII	P1	30/11
Internal progress report IV (content development and financial report)	P1 and all partners	30/11
Final report	P1	31/01

WP2: Quality Assurance		
What	Who	Deadline
Distribution of peer group evaluation form IV	P2	30/06
Return of at least one evaluation form per organisation	all partners	15/07
Peer group evaluation report IV	P2 and external evaluator	30/09
External evaluation report II	P2 and external evaluator	30/11

WP3: Dissemination		
What?	Who?	Deadline
Social media dissemination Facebook target: 200 likes, LinkedIn target: 100 followers	all partners	30/11
Strengthening any kind of dissemination actions	all partners	30/11
Magazine Article II (about process descriptions)	P3	30/06
Magazine Article III (about platform)	P5	30/09
Newsletter IV	P1 and all partners	31/08
Internal dissemination report IV sent to P6	all partners	11/11
Final dissemination report	P6	30/11

WP4: Exploitation and sustainability		
What?	Who?	Deadline
Sending out of final approved statutes	P1	30/06
Minutes of founding assembly of legal network	P1 and all partners	30/06
E2 Multiplier Event AT (VET organisations; O2 process descriptions; O3 platform)	P1 and P2	30/11
E3 Multiplier Event AT (initial VET learners; O3 platform; general assembly legal network)	P1 and P2	30/11
REMO network plan for the first year of the association Targets to meet until project end November 2016: 20 political decision makers as members or active stakeholders; convincing interest of 1 other co-operation region structure beyond the partnership	all partners/REMO board	30/11

WP6: Process Description Development		
What?	Who?	Deadline
Final versions of all process descriptions	P3	30/06
Change of disclaimer in all process descriptions	all partners	30/06

WP7: Platform development		
What?	Who?	Deadline
Platform development with programmers	P1	continuously until 15/09
Translation file for profiles/forms sent out	P1	20/06
Translated profile/form text sent to P1	all partners	30/06
Regional example page sent out	P1	20/06
Final regional information page sent to P1	all partners	05/07
Testimonials of at least one learner and one organisation involved into mobility action sent to P1	all partners	15/07
Send platform documents developed to P1	all partners	27/06
Filled document section on the platform	P1 and all partners	15/07
Platform registration and profile file text sent out for translation	P1	30/06
Translation of registration and profile text in all partner languages sent to P1	all partners	11/07
English platform version goes online	P1	15/07
Platform system text sent out for translation	P1	15/07
Translation of platform system text in all partner languages sent to P1	all partners	22/08
Platform content text sent out for translation	P1	20/07
Translation of platform content text in all partner languages sent to P1	all partners	22/08
Input of all languages	P1	05/09
Feedback to all partner language versions of platform sent to P1	all partners	12/09
Necessary corrections of partner language versions	P1	19/09
Data base filling with organisations and learners Targets to meet: 100 sending & hosting organisation, 100 VET organisation, 300 learners using REMO facilities/200 learner registrations/100 using search agent, 20 political decision makers; 50 organisations participate per partner country; 10 mobility projects get started	all partners (lead by P6)	continuously until 15/11
Final version of platform ready in all partner languages	P1	30/09

WP8: Mainstreaming		
What?	Who?	Deadline
Template of information campaign options including a focus on sustainability	P5	30/06
Information campaign platform	all partners	continuously until 30/11
Filled in template of national information campaign done sent to P5	all partners	11/11
Summary report of national information campaigns	P5	30/11

12.45 Official closing of the meeting

13.00 Common lunch