

ISO-QUAM MEETING

MEETING MINUTES

Date: Monday, 02.11.2009 to Wednesday, 04.11.2009

Place: Leoben (Congress Leoben, Altes Rathaus)

Present
Persons:

Name	Company	Signature
Jorma Humisto	PAKK	<i>Jorma Humisto</i>
Ari Suominen	PAKK	<i>Ari Suominen</i>
Fernando Branco Da Fonseca Rodrigues	CENFIM	<i>Fernando Branco Da Fonseca Rodrigues</i>
Marta Palacio	Fondo Formacion	<i>Marta Palacio</i>
Lorena Corral	Fondo Formacion	<i>Lorena Corral</i>
Reneta Palova	Chamber of Commerce and Industry	<i>Reneta Palova</i>
Stefan Kolev	Chamber of Commerce and Industry	<i>Stefan Kolev</i>
Cinzia Sassi	Fondazione Aldini Valeriani	<i>Cinzia Sassi</i>
Simone Mausoli	Fondazione Aldini Valeriani	<i>Simone Mausoli</i>
Iannis Zavras	Chamber of Commerce and Industry - EPETALAKIA	<i>Iannis Zavras</i>
Georg Müllner	Systemcert	<i>Georg Müllner</i>
Franz Gruber	Systemcert	<i>Franz Gruber</i>
Eveline Wolz	Systemcert	<i>Eveline Wolz</i>

Monday, 02.11.2009 (19:00 – 22:30)

Short walk through the city of Leoben and welcome dinner for all partners.

Tuesday, 03.11.2009 (09:00 – 16:00)

Official opening of the meeting by Georg Müllner. Introduction and short presentation of the project "ISO QUAM". He mentioned the background, aims/objectives and its outputs. That was followed by an introduction of every project partner and the institution represented (focusing on organizations, main topics and motivation for the project participation).

Coffee break

Franz Gruber introduced the ISO 17024. Afterwards Marta Palacio presented the Metal Cert Project, because of the usefulness its innovation transfer. Every project partner received the CD of the Metal Cert Project to develop a competence matrix similar as it is there described.

Georg Müllner began to go through the work packages:

- 1 WP ENTER will create the projects website
- 2 WP Auxilium is responsible for QM
- 3 WP CCI (Bulgaria) is responsible for the dissemination
They will make samples in English and send these samples to the partners. This should be done until the end of **November 2009**. For the translation of the samples in each language are all partners themselves responsible, the translated version should be returned to CCI until the **20th of December 2009** (in any case before X-mas).
- 4 WP EPETANAET is responsible for the exploitation
- 5 WP PAKK (Finland) and SystemCERT are primarily responsible for the competence matrix.
Concerning this it is agreed that the partners catch up company opinions about the most important competences (level EQF 2), create a **matrix example** and send it until **31.01.2010** to SystemCERT. SystemCERT and PAKK will adjust **all matrixes**, combine them into one, send them out to every partner with the request to return it after a check of completeness and correctness. **Deadline is the end of February 2010**.
Furthermore it is agreed that all partners will **report** about the **metal sector** in their countries to SystemCERT until **15.03.2010**.
- 6 WP Partners should find certification authorities in their countries and contact them. This point is going to be discussed in the 2nd meeting furthermore / more exactly.

Lunch break

Administrative

Georg Müllner led through the guide 2009 of lifelong learning. With regard to the VAT it is agreed that by SystemCERT / Müllner a form will be sent out to the partners in whom they fill out how the charging should take place (Bulgaria is the only country gross amounts are paid out). SystemCERT will prepare timesheets and send them to the partners. Travelling expenses should be completely documented and send to SystemCERT until the **1st report on 05.04.2010**. For this SystemCERT / Müllner will prepare a form and distribute it to the partners.

Dates for reports:

- 1 05.04.2010
- 2 05.09.2010
- 3 05.04.2011
- 4 15.10.2011

Wednesday, 04.11.2009 (09:30 – 13:00)

Discussion of the **dissamination** strategy and the activities which are necessary for this workpackage. Concerning this a **form** will be prepared by Müllner which should be sent back to SystemCERT until the **end of November 2009**. The association ENTER is responsible for the dissamination strategy, as well as for the reporting therefore necessary.

Auxilium pointed out the actual activities related to the quality management including progress, product and impact evaluation. The main issue is the feedback from the project partners related to the process quality by progress reports. All partners are therefore asked to send progress reports in time.

Coffee break

Müllner asked the partners to send a presentation of their companies for the website to Eveline Wolz/SystemCERT.

Iannis Zavras/EPETANAET suggested to trade Skype addresses to be able to use this communication possibility. Everybody announces SystemCERT the address, SystemCERT erects a list of all partners and distributes this list.

Georg Müllner summarised the activities planned for the first phase of the project, agreed deadlines have been repeated and accepted by all project partners to be feasible and reachable.

**Finally the date was fixed for the 2nd meeting:
From the 13th to the 14.04.2010 (12th journey, and 15th departure day)**

Wednesday, 04.11.2009 (15:00 – 21:30)

Visitation of the Gösser brewery, followed by some activities (playing ninepins) and a farewell dinner.

End of the meeting