

A SUMMARY OF DEADLINES AND AGREEMENTS

Overworking the national matrix on level 2 of EQF and on all discussed topics during the meeting. Refine the national matrix in one structure (no excel)	15 th of May	All partners
Start searching for a certification body (or thinking about it) in each country- inform SystemCERT about the results	End of May	All partners
SystemCERT is suggesting a draft for the European competence matrix – in cooperation with Finland (Winnova)	End of May with following feedback	SystemCERT Winnova
National report about metal sector and VET in the partners countries	End of May	All partners
Draft of structure of the certification scheme will be send from SystemCERT to all partners to fill in the text of the needed and discussed topics	End of April	SystemCERT
Filling out the draft of certification scheme refering to defined topics (details in the Minutes of the meeting)	End of June	All partners
Suggestion for an examination procedure and materials to all partners, including the finalized certification scheme within drawings of examination articles	End of July with following feedback	SystemCERT
Financial reports (always for six months)	30 th of Apr. 10 5 th of Sep. 10 5 th of April 11 15 th of Oct. 11	All partners
Sending the translated texts for the homepage	End of April	Finland Bulgaria

Sending all the partner logos for the homepage	End of April	All partners
Making the dissemination plan for each country and send it back to Petra (petra.kampf@enter-network.eu)	Beginning of May	All partners
Please inform SystemCERT if you will not receive the dissemination materials within the next 10 days	End of April	All partners
We need documentations of dissemination – Please send newsletters, articles... to SystemCERT	Always when there are some	All partners
Thinking about “the one page something” to communicate the added value of the project (graphical solution)	As soon as possible	SystemCERT
There will be a new evaluation questionnaire within the next 2 weeks please fill out and send it back.	15 th of May	All partners
SystemCERT is planning a pretest for the certification and will inform all partners.	Till September	SystemCERT
Everybody will receive the registration form for your participation on the next meeting in Portugal with flight details and all information. Please fill out and send them back	As soon as possible	All partners
Come to (Trofa / Porto) Portugal from 3. – 6. November 2010 for the 3 rd transnational meeting		All partners

B MINUTES OF THE MEETING

Tuesday 13th of April, beginning of the meeting at 09:15

1) 09:15 – 09:30

Opening of the meeting

The meeting was opened by Ari Suominen, Finland (Winnova)

The timetable was clarified by Georg Müllner, Austria (Auxilium / SystemCERT)

2) 09:30 – 09:45

Status quo of the project

The situation was described as a “little bit foggy” primary to subjects of communications, deadlines and agreements.

Referring to this the personell situation of SystemCert has been explained. Eveline Wolz who was responsible for the project is still seriously ill, her successor Bernadette Baumgartner has given the notice to leave SystemCERT after 3 weeks of working. Uwe Hackl a new employee of SystemCERT introduced himself as the actually responsible person for the project Isoquam with the primary target to level off the communication. Georg Müllner declared that the time scale of the project is still ok and that this meeting should be used for leveling off the project and communication streams.

3) 09:45 – 11:10

WP 5 – Analysis and national competence matrix development

Each partner presented the development of doing the national competence matrix within a following discussion and some time for questions:

Finland Winnova:

Presentation per PPP – Anne Vaahtio – System of metal sector in Finland

Matrix presented by Ari Suominen

There were a few questions about competences – are the basic ones the same as in Europe? – which has been answered during a short discussion

Detailed certification process was presented by Juha Sillanpää (inspecta Certification) followed from a short presentation of the working field of Inspecta Certification as a certification body

Epetanaet – Greece

Presented by Iannis Zavras

The way he did the national competence matrix was a field research with interested parties of app. 10 enterprises.

There has been a lot of communication with managers or HR manager to present the project primary the aims and general informations focused on the target of a data collection.

The collected datas of the 10 enterprises are basic for the national competence matrix of Greece.

Portugal

Presented by Fernando Branco

There are a lot of different tasks (preparation, produce, to control, to assemble, to conclude and deliver, to communicate, to have a economic view, to work for the safety) included in the national competence matrix of Portugal.

The summary of all this certain tasks is then the specific job profile - certain skills and competences by each task focused on a specific job for example a machine tool operator.

Fernando presented the certification scheme for a machine tool operator in Portugal.

Also the Portuguese catalog of qualifications has been presented and there was a short discussion about the level two of the European qualification frame with the result that level 2 in Portugal is definitely not the same as in the EQF.

Also the education for professional welding people was presented. The education is primary for unemployed people and takes up to 2000 hours which means 1 and a half year.

-> Georg Müllner talked about the EQF for clearing misunderstood because of the levels. The EQF has been discussed in Leoben. There are 8 levels and so on
We are talking in this project about level 2 considering to the EQF resulting in the definition of the target group: -> unqualified persons who are unemployed or who are still working in the metal sector without certificated competences.

11:10 – 11:30

Coffee break

11:30 -12:20

Going on with WP 5 – national competence matrix

Spain

presented by Marta Palacio

She followed the process similar to Greece, interviews with companies, the table was left to the companies and was sent back fulfilled with specific informations.

There also was a discussion with a very good trainer and a metal institute and so on the national competence matrix of Spain is based on the received informations from the companies. There were some problems because of the differentiation about competences and knowledges during the process but they have been cleared..

The national competences are very similar to the Portuguese one.

The competence matrix of Spain is ment as a general guideline

Italy

presented by Maurizio Mazzoni and Simone Mausoli

There has also been Interviews with different companies and partially different departments (service, welding, assembling and hydraulics for example)

The area of the interwievs was nearly whole Italy

Austria

presented by Franz Gruber and Uwe Hackl.

(Reference to the escorting power point presentation of the meeting which is part of this document)

There was a summary of the specific requirement on the competence matrix focused on the target to create an European competence matrix.

Austria also interviewed companies and combined the received informations with the Austrian job profiles of the metal sector.

Also a drawing has been shown as basic for the practical examination to certify the individual competences during making an examination article. (doorframe)

The presentation was followed by a discussion if the person which we plan to certify at the end of this project is authority or needs supervision in producing the examination article.

Focused again on level 2 of the EQF the person surely needs supervision.

12:20 – 13:00

European competence matrix

The target was to discuss about the working process, based on the national competence matrixes to come to an European one. For example in one structure, focus on the level 2 of the EQF and so one.

The way is to create a very general European competence matrix according to national matrixes - related to an practical examination - will be the solution of each country.

The Portuguese suggestion of knowledge job areas in the general matrix (technical, mechanical, welding, (PHYSICAL CHAPTERS) hydraulics, pneumatics and so one) has been discussed and the result was again the considering to level two of the EQF.

Structuring the general European matrix will not be needful on this level 2. This structure (certain physical chapters) will be needed on level 3 of the EQF.

To make a structure within physical chapters will not be the afford for the already defined target group of this project. (unemployed people or people they are still working in the metal sector without certified competences).

There has also been the clarification that level 2 of the EQF is only related to the "working area" and not to the "educational area".

13:00 – 14:20

Lunch break

14:20 – 14:30

Report of the national metal sector

A summary of the Austrian report was presented by Uwe Hackl as a suggestion or guideline for the other reports they are missing at the moment.

(Reference to the escorting power point presentation of the meeting which is part of this document)

14:30 – 15:20

WP 6 Adaption of materials and sectoral transfer

The requirement of ISO 17024:2003 to create a certification scheme was presented by Uwe Hackl and after that Georg Müllner explained each needed topic to all partners. (Reference to the escorting power point presentation of the meeting which is part of this document).

After the clarification process in this theme it was defined that all partners will receive a draft of structure for the certification scheme to fill in the text of the needed topics.

The agreement is that all partners will work on this certification scheme based on the draft of SystemCERT in following topics:

- *Verification of requirement*
- *Consulting the interested circle of people/parties*
 - a description of the specific field...*
 - the degree of support for the scheme...*
 - program board who belongs to (an idea)*
- *Mission range of the competence*
 - who was involved*
 - which are the interested parties*
 - who belongs to the program board*
- *Target group and aim of the program*
- *equivalent qualifications*

The target here is a national certification scheme for every partner country – including or based on the national competence matrix within a detailed description of the examination process..

Of course we will think about if it will be possible to have an European certification scheme and an European examination process in the future.

15:20 -16:00

Financial and administrative issues of the project

We had the discussion or the presentation from Georg Müllner about all financial issues and all partners have to send their financial reports.

On the timescale the financial reports should have been sent till 5th of April – the new deadline for the first financial report for all partners is now the 30th of April.

Please use the report forms – the financial report includes the staff cost declaration, the VAT declaration, time sheets, travel costs, subsistence costs within the declaration of the individual internal rule.

All documentation should be send to SystemCERT – Uwe Hackl.

16:00

End of day one with coffee break and individual discussions with the partners.

14th of April, Wednesday
09:30 – 10:15

Dissemination activities

a) Project website status (www.isoquam.eu)

The homepage is working and the general information is available

There are still translation texts missing – we need to wait till all languages are here.

Please send it all to SystemCERT

The text is not very inviting to read – we have to overwork it

b) Dissemination plan for each country

We need to fill out (past and future) till beginning of May this is the basic for checking the dissemination strategy (be realistic during filling out)

Send back to Petra Kampf (petra.kampf@enter-network.eu)

c) dissemination materials

They will come per post to all partners. If you will not receive within the next 10 days please inform SystemCert

Please use the materials to communicate the project

d) Already performed dissemination activities

Austria

Short report about event of SystemCERT

(Reference to the escorting power point presentation of the meeting which is part of this document).

Greece

send information about the project in form of a monthly newsletter to chambers of commerce relating to general informations, aim of the project, partners, development ...

Spain

On the site www.ffeuskadi.net there is a description of the project, several steps and so on. Monthly newsletter to 150 persons by email to main industrial companies and internal departments.

Meeting with trade union and companies to inform about the project

Finland

There has been several meetings inside and outside the organization Winnova (Certification body of Inspecta, different companies – machine shop...)

Ari showed us the fulfilled dissemination plan of Winnova (past and future)

Description of the project on www.winnova.fi will come soon

Portugal

On the website www.cenfim.pt all projects are listed with a description. The isoquam project will be fed to this homepage in English (the site is under construction) in Portuguese it will also come soon. Maybe in two weeks.

Portugal also did a newsletter every 2 months to companies in Portugal and abroad (200 memberships.)

Italy

Information on the website (www.fav.it) (Progetti internazionali) with a little article the links to the isoquam page and the link to all the partners and a newsletter to more than 2.000 people, partners and enterprises on regional and national level.

Summary from Georg Müllner

We have to use all the possibilities to do dissemination and of course please make a documentation of all activities.

There will be a public dissemination conference with ENTER Network as partner in Florence, in October. Also the Isoquam project will be communicated.

The added value for workers, for unemployed workers is difficult to communicate. Maybe the folders are not the best way so we have to think about "one page something" to show the project to interested people. Maybe a graphical version – we have to think about it. Contact to Karl Stocker from Studiengang Informationsdesign FH Joanneum in Graz.

10:15 – 10:45

Coffee break

10:45 – 11:00

Quality management

Evaluation report 1 – 1st transnational meeting in Leoben

The report will come on the homepage – the evaluation has good results and there is also a summary of suggestions. The information flow will be better in future.

There will be a new evaluation questionnaire within the next 2 weeks please fill out and send it back.

Christina is an external person responsible for the QM – you can always contact her

The next meeting will take place in Trofa 22km away from Porto in the beginning of November to start with Workpackage 7.

Come to Portugal on 3. – 6. November 2010

More information on:

www.cenfim.pt -> cenfim -> nucleos -> trofa

11:00 – 11:20

Summary of all deadlines

11:30

End of the 2nd transnational meeting

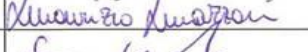


Afternoon

Visit to the local metal works Sampo-Rosenlew Oy

C PARTICIPANTS OF THE MEETING

Jorma Humisto, (Finland)	Marta Palacio, (Spain)
Ari Suominen, (Finland)	Iannis Zavras, (Greece)
Juha Sillanpää, (Finland)	Fernando Branco da Fonseca Rodrigues (Portugal)
Anne Vaahtio, (Finland)	Franz Gruber, (Austria)
Maurizio Mazzoni, (Italy)	Georg Müllner, (Austria)
Simone Mausoli, (Italy)	Uwe Hackl, (Austria)

Excused: Reneta Palova, (Bulgaria)

Jorma Humisto	WINNOVA	
Ari Suominen	WINNOVA	
Maurizio Mazzoni	FAV	
Simone Mausoli	FAV	
Marta Palacio	FFE	
Iannis Zavras	EPETANAET	
Fernando Branco da Fonseca Rodrigues	CE N FIM	
Uwe Hackl	SYSTEMCERT	
Georg Müllner	SYSTEMCERT	
Franz Gruber	SYSTEMCERT	
Juha Sillanpää	Inspecta Certification	
Anne Vaahtio	WINNOVA	