

A SUMMARY OF DEADLINES AND AGREEMENTS

<p>Sending 4 technical drawings of possible examination pieces with English descriptions and if it is possible – inside the technical drawing a 3D view of the examination pieces. The participants should be able to produce the piece during 5 hours and the drawings should be related to the competences in the certification scheme. All partners will receive a draft from SystemCERT.</p>	<p>15.01.2011</p> <p>10.12.2010</p>	<p>All partners</p> <p>SystemCERT (draft)</p>
<p>Sending 5 or more questions for the multiple choice test. The questions should be related also to the competences in the certification scheme. Every question should have 4 different answering possibilities. Of course in English and please mark the correct answer(s). All partners will receive a draft from SystemCERT.</p>	<p>15.01.2011</p> <p>10.12.2010</p>	<p>All partners</p> <p>SystemCERT (draft)</p>
<p>Sending the name of the person who will be the examiner and the documentation of the qualification of this person in reference to the needed qualifications in the certification scheme.</p>	<p>15.01.2011</p>	<p>All partners</p>
<p>Sending all the needed documents for the examination. (examination sheet, contract between certification body and participants, document for the personal datas of the participants ...)</p>	<p>20.12.2010</p>	<p>SystemCERT</p>
<p>Sending a draft of the certificate</p>	<p>20.12.2010</p>	<p>SystemCERT</p>
<p>Sending the name and further informations about the company or training center which will be the partner for the examination.</p>	<p>01.02.2011</p>	<p>All partners</p>
<p>Fixing the date for the examination with the examiner, the company or the training center before our next meeting and inform SystemCERT about the date.</p>	<p>01.03.2011</p>	<p>All partners</p>
<p>Sending ideas for dissemination of the examination</p>	<p>15.01.2011</p>	<p>All partners</p>

Sending a draft for the needed documents for the evaluation (companies, students, training centers, examiners, partners...)	20.02.2011	SystemCERT
Sending 10 links for the homepage in reference to the metal sector. All languages are possible.	15.01.2011	All partners
Think about the suggestions of the dissemination strategy and try to realize them	constantly	All partners
Updating the national dissemination templates and send them to SystemCERT	15.01.2011	All partners
Everybody will receive the registration form for your participation on the next meeting in Spain with flight details and all information. Please fill out and send them back	31.03.2011	Spain All partners
Come to Bilbao / Spain from 15 th – 18 th of June 2011 for the 4 th and last transnational ISOQUAM meeting		All partners

B MINUTES OF THE MEETING

Thursday 4th of November, beginning at 09:15

1) 09:15 – 09:30

Opening of the meeting

The meeting was opened by Fernando Rodrigues
The timetable was clarified by Uwe Hackl

2) 09:30 – 09:45

Status quo of the project

By comparison to the last meeting the status quo of the project is definitely leveled off. Uwe Hackl explained the past activities in accordance with the timetable for the workpackages, explained the current situation and gave an outlook about the next steps of the project.

3) 09:45 – 11:00

WP 5 – Analysis and national competence matrix development

All national competence matrixes are finished and the result of the national ones is the already finished European competence matrix which was discussed with all partners by email.

A following discussion during the meeting fixed the European Competence Matrix as a finished result of the project.

11:10 – 11:30

Coffee break

11:30 -13:00

WP 6 – Adaption of materials / sectoral transfer

The draft of SystemCERT for the certification scheme was send to all partners and the suggestions came back to SystemCERT. It was not possible to work all suggestion in the certification scheme.

The finished draft of the certification scheme was discussed during the meeting and also this draft was fixed as a finished result of the project.

13:00 – 14:20

Lunch break

14:30 – 15:30

WP 7 – Testing phase

Uwe Hackl gave all informations about the next steps to work on the testing phase. In reference to this overview all the deadlines were discussed and agreed by all partners. There will be drafts from SystemCERT for technical drawings, questions for the multiple choice test and all partners will send their national results on this topics to SystemCERT. The biggest step will be to find a partner for the examination. Two different possibilities were discussed.

A) To find a training center with an education on level 3 or 4. In this case we should make the examination after 50 % of the education to see how it works.

B) To find a company which will certificate their unqualified employees in reference to their practical times of working.

15:30 – 16:00

Coffee break

16:00 – 17:00

Financial and administrative issues of the project

Uwe Hackl reported about the status quo of the interim report. The documents and report forms which has been used were very good, sometimes the deadlines were happy lines. Because of this it was not so easy for the coordinating company to manage everything in reference with the interim report just in time.

The new eforms for the reports are finished now – and the deadline to reach in the ISOQUAM interim report is now definitely the 15th of November 2010.

There were no questions of the project partners after a good discussion.

17:00

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

5th of November, Friday

09:00 – 10:00

Dissemination activities

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

The homepage is working and all informations are available.

The last step was to fill in the already finished results in the download area of the homepage.

b) Dissemination template of each country

All partners presents their dissemination activities in the past and gave an outlook on the planned activities in the future.

c) Dissemination materials

All partners are happy with the dissemination materials and in each country of the partners there are still enough dissemination materials available.

d) Dissemination strategy

Uwe Hackl explained the finished dissemination strategy which was powered by an external expert. We discussed the suggestions of this strategy and there was the agreement from all partners to realize this suggestions constantly in the future.

10:00 – 10:15

Coffee break

10:15 – 10:30

Quality management

Evaluation report 2 – 2nd transnational meeting in Pori Finland

The report is available on the homepage – the evaluation has good results and there is also a summary of suggestions. There will be a new evaluation questionnaire within the next 2 weeks please fill out and send it back.

11:00 – 11:30

Summary of all deadlines

11:30

End of the 2nd transnational meeting

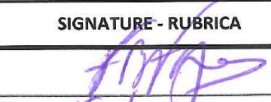
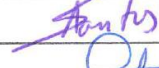
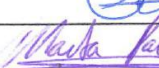
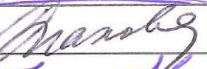
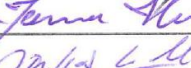
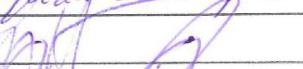


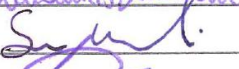




The next meeting will take place in Bilbao / Spain.
 Come to Marta´s Place on 15th – 18th of June 2011

Noon

Visit to the local company “LEICA”

C PARTICIPANTS OF THE MEETING

Participants List

NAME - NOME	PARTNER - EMPRESA / ORGANISMO	SIGNATURE - RUBRICA
Fernando Branco Rodrigues	CENFIM - Núcleo da Trofa	
Adelino Oliveira Santos	CENFIM - Núcleo da Trofa	
Clara Kila Prajivan	CENFIM - D.P.E.E.	
Marta Palacio	Fondo Formación EUSKADI	
Reneta Palova	Chamber of Commerce and Industry	
Jorma Humisto	Länsirannikon Koulutus Oy WinNova	
Juha Sillanpää	Länsirannikon Koulutus Oy WinNova	
Georg Müllner	Systemcert	
DI Franz Gruber	Systemcert	
Uwe Kackl	Systemcert	
Maurizio Mazoni	Fondazione Aldini Valeriani	
Simone Mausoli	Fondazione Aldini Valeriani	
Konstantinos Karras	Development Association Aetoloakarnania	
Rui Pinto	CENFIM - N. TROFA	