

## A SUMMARY OF HAPPYLINES AND AGREEMENTS

For the homepage should be a definition of 10 technical drawings out of all drawings from all partners. The drawings should be with a 3D view	SystemCERT	9 <sup>th</sup> of August
SystemCERT will send all results of the project in one structure to all partners	SystemCERT	30 <sup>th</sup> of June
All partners will translate all results of the project into the national language	All partners	20 <sup>th</sup> of August
SystemCERT will send a draft for the official demand of changing the contract. This will be undersigned from all partners. (From the people who undersigned the contract)	SystemCERT All partners	05 <sup>th</sup> of August
SystemCERT will send a draft for the final budget including a status quo of the national budgets	SystemCERT	10 <sup>th</sup> of July
We have to collect declarations of intent from certification bodies, companies and training centers. SystemCERT will send a draft for this declaration to all partners.	SystemCERT All partners	10 <sup>th</sup> of July
Reneta will send the text of the video to all partners. These will be translated in all national languages of the partners by themselves and spoken on a MP3 file. Reneta will make national videos and send them to all partners. (MP3 file not necessary to do for Spain and Austria)	Bulgaria All partners	1 <sup>st</sup> of July
SystemCERT will send a draft for the certificate. All partners will translate it into the national language and return to SystemCERT	SystemCERT All partners	10 <sup>th</sup> of July
Referring to all the certification documents of WP7 – SystemCERT will make the certificates for the participants and will send them to the partners	SystemCERT	30 <sup>th</sup> of July

All partners will send their presentations of the meeting to SystemCERT	All partners	25 <sup>th</sup> of June
All partners will do a documentation of WP 7, approximately 2 pages with informations about dates of examination, companies, training centers, participants, needs of adaption, photos, evaluation...	All partners	30 <sup>th</sup> of July
Italy will make an examination for 5 more participants and will send the documentation to SystemCERT	Italy	30 <sup>th</sup> of July
SystemCERT will send the exploitation strategy / IPR strategy (property rights) to all partners. This will be undersigned from all partners. (people who undersigned the contract)	SystemCERT	15 <sup>th</sup> of July
All partners will send their templates of dissemination and the documentation of dissemination to SystemCERT. Please sign the documentation also on the templates. (1,2,3 or photo a, photo b,..)	All partners	25 <sup>th</sup> of September
All partners will send their financial documents in one structure (given by SystemCERT) for the final report	SystemCERT All partner	25 <sup>th</sup> of September
SystemCERT will adapt the homepage with all new results, the documentation of WP7 in all languages...	SystemCERT	30 <sup>th</sup> of August
There will be questionnaires for the meeting in Bilbao and for the impact of the project. Please fill it out and send them back	All partners	14 days after you received it

## **B MINUTES OF THE MEETING**

### **Thursday 16th of June, beginning at 09:15**

1) 09:15 – 09:30

#### **Opening of the meeting**

The meeting was opened by Georg Müllner  
The timetable was clarified by Uwe Hackl

2) 09:30 – 10:15

#### **Status quo of the project – presented by Uwe Hackl**

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.

To mention that there are really a lot of results of the project and the quality of the results is very high. All deadlines from the third meeting in Porto are fulfilled.

Status quo of the project – focus on Workpackages and results

#### WP1 and WP2 (Project and Quality Management)

- There have already been four transnational meetings
- Three of them are already evaluated with good results
- The interim report and an audit through the national agency is finished
- The communication and the partnership is very good at the moment

#### WP 3 (Dissemination)

- We have done the dissemination strategy
- There are a lot of dissemination activities, we have good dissemination materials
- We are using social media for dissemination
- There are a lot of results on our homepage in the download area
- We have to give the focus definitely on documentation of dissemination

#### WP 4 (Exploitation)

- The exploitation strategy is partially implemented in the dissemination strategy
- The basic for the IPR strategy was discussed during the meeting

#### WP 5 (Analysis and Competence Matrix)

- There is the result of the national and the European competence matrix, and the European report of metal sector

#### WP 6 (Adaption of materials)

- We have the results of documents for the certification as follows:
  - application for the certification
  - Appraisal sheet for comprehensive questions and examination piece
  - checklist for admission for the examiners
  - data sheets for the participants
  - examination documentation as cover sheet
  - summary of questions for the multiple choice test
  - technical drawings with 3D view

#### WP 7 (Testing and pilot phase)

- We have the results of documents for the evaluation as follows:
  - evaluation sheet for examiners
  - evaluation sheet for participants
  - evaluation sheet for companies / training centers

WP 8 (Adaption / Finalisation)

- we have to analyse the evaluation sheets
- we will have to adapt some documents
- we will make the certificates for all participants
- we will make the final report

Partnership with Greek organization

Uwe Hackl explained all partners that the Greek partner organization is not in the project anymore. There is a new strategy to be still able to do the work of the project in Greece. The organization Dimitra is well known for doing good work in projects and could be a subcontracting partner of SystemCERT for the following things:

- working on WP 7 and 8
- working on dissemination in Greece
- translating all results of the project into the Greek language
- making a final report of all activities in Greece

All details were presented and discussed by all partners. There will be an official demand of changing the contrat, to the national agency – undersigned from all partner organizations.

3) 10:15 – 11:15

**WP 7 – Testing and pilot activities**

All partners presented their activities during the examination of participants referring a certification on level 2 of EQF.

Italy:

The examination took place in Bologna on the 10<sup>th</sup> of June. All participants passed the examination, the examiner was Simone Mausoli. Italy had the examination for 10 participants – five participants will follow in July.

All needed documents were given to SystemCERT during the meeting.

Bulgaria:

The examination took place in Dobrich on the 10<sup>th</sup> of May. The examination was for 15 participants, the examiner was Nasko Karageorgiev. All participants passed the examination and Reneta presented a professional video of the examination. This video will be used for dissemination.

All needed documents were sent to SystemCERT before the meeting.

Spain:

The examination was on the 23<sup>rd</sup> of May and for 16 participants. Not all of them passed the examination, so there will be not the possibility to certify all of them. The examiner was D. Mariano Ruiz.

All needed documents were given to SystemCERT during the meeting.

Portugal:

The examination took place in Trofa on the 7<sup>th</sup> and the 8<sup>th</sup> of June and was for 17 participants. The examiner were Adelino de Oliveira Santos and Rui Valdemar Reis Pinto. The participants were on a level of approximately 700 hours of technical education, all participants passed the examination.

All needed documents were given to SystemCERT during the meeting.

**Finland:**

All together there were examinations for 25 participants on different dates from 21<sup>st</sup> of January till the 10<sup>th</sup> of May. The examiners were Esa Santala and Pekka Koski, all participants passed the examination. To mention that the certification body Inspecta already certified the participants.

All needed documents were given to SystemCERT during the meeting.

**Austria:**

There has been a pilot for the pilot in Austria. Mr. Gruber was examiner during an examination for 5 woman which are in an education of level 4 EQF. He "interrupted" the education after 700 lessons and did the examination. All participants passed the examination.

The real pilot of WP 7 will be in July in accordance with the national agency for employment.

11:15 – 11:45

**Coffee break**

11:45 -12:30

**WP 8 – Adaption and revision**

The evaluation documents for WP 7 had been discussed and there is the agreement that they are very useful. The next steps will be to analyse the evaluation documents from all participants, organizations and examiners to be able to adapt the needful things.

Therefore all partners will make a documentation of the WP 7 and SystemCERT will combine it to a general Pilot documentation.

After this step some documents and results will be changed in discussion with all partners.

12:30 – 12:45

**WP 4 Exploitation and property rights**

The basic for an IPR strategy was discussed the themes were the following:

- All partners should be able to use all results from the project
- To use the certification process after ISO 17024 is possible for everybody
- During the ISOQUAM project there was a lot of work to make best results, for accomplishing the requirements of the ISO 17024 during the certification process.
- These results are content of the IPR strategy.
- There is the need to assure the validity of the documents

A draft on basic of this discussion will be send to all partners by SystemCERT.

12:45 – 13:30

**Coffee break**

13:30 – 14:30

**Financial and administrative issues of the project**

Outgoing from the "Greek situation" there is the need to change the budget. The agreement is to level up the budget for dissemination and translation (subcontracting) – this would be the content of an official demand to the national agency.

14:30

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

### **17th of June, Friday**

09:30 – 10:30

#### **Dissemination activities**

a) Project website status ([www.isoquam.eu](http://www.isoquam.eu))

The homepage is adapted and all results are in the download area.

The next steps will be to translate all the results in the national languages and to implement the video of Reneta into 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 documentations

Uwe Hackl explained there is the need to make a very transparent and fully documentation of dissemination. There ist the agreement or the happyline that all organizations will send the dissemination templates and the documentation of the dissemination to SystemCERT within the 25<sup>th</sup> of September.

10:30 – 11:00

#### **Coffee break**

11:00 – 11:15

#### **Quality management**

Evaluation report 3 – 3rd transnational meeting in Porto (Trofa) Portugal.

Also this report is available on the homepage and was explained by Georg Müllner.

The evaluation report 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.

There will also be another questionnaire referring to the impact of the project, this will be the basic for the final evaluation report.

11:15 – 12:00

#### **Final report of the ISOQUAM project**

Uwe Hackl explained the way to do for the final report of the project. It is the same way as during the interim report. There is the need for the financial documents, the content and results of the meeting and of course, as discussed all informations from all partners referring to the dissemination activities and documentations.

12:00 – 13:00

#### **Summary of all deadlines**

13:00

#### **End of the 4th transnational meeting**

MINUTES OF THE 4th TRANSNATIONAL Meeting  
 June 15th – June 18th 2010  
 Bilbao / Spain  
 LLP-LDV-TOI-09-AT-0004

Dear Reneta, Gergana, Jorma, Juha, Georg, Simone, Margherita, Adelino, Marta, Lorena and all others they have been involved in this project,

thank you all for the great work during this project, it was a pleasure for me to work with you. In my opinion we did a really good job to make the possibility come true to certify unqualified workers on level 2 of the EQF. I will miss the participation in this group and hope that we will keep in touch.

Yours



Uwe Hackl

**C PARTICIPANTS OF THE MEETING**



**LIST OF PARTICIPANTS**

Meeting: ISOQUAM -3th transnational meeting  
 June, 15th – June, 18th 2011  
 BILBAO/SPAIN  
 LLP-LDV-TOI-09-AT-0004

NAME	SIGNATURE
Jorma Humisto	
Juha Sillanpää	
Georg Müllner	
Simone Mausoli	
Margherita Forlani	
Reneta Palova	
Gergana Lankerova	
Adelino Santos	
Marta Palacio	
Franz Gruber	
Uwe Hackl	
Lorena Corral	not signed but in the meeting



GD Bildung und Kultur  
 Programm für lebenslanges Lernen  
Obwohl dieses Projekt wurde mit Unterstützung der Europäischen Kommission sowie durch das Bundesministerium für Unterricht, Kunst und Kultur (BMBWF) finanziert, die Verantwortung für den Inhalt dieser Veröffentlichung (Übersetzung) trägt allein der Verfasser, die Kommission ist nicht für die weitere Verwendung der darin enthaltenen Angaben.



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