

BZB – Training centres for the construction sector - KREFELD (DE) – Bökendonk 15-17
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STATEMENT OF DECISIONS

1. The outputs of the COPILOTE have a specific sense: they are the common models, which must, afterwards, be adapted to particular contexts of each country. The project partners don't wish to give a unique shape to each proposed output. On the contrary, national adaptations must take into account several factors:
 - National needs.
 - National context.
 - Available means.
 - Hierarchy of priorities.
 - Degrees of emergency.
 - Particular aims.
2. The useful character of the project will be confirmed by the way, in which its outputs will be diffused, valorised, used and transformed. Therefore, each partner must transmit, with his final financial report, a valorisation plan, including dissemination and application of results. After that, the promoter will sort out a synthesis, which will be included in the final report.
The valorisation, dissemination & application plan must be transmitted to the promoter before October 31st, 2008 at the latest.
3. **The financial final report must also be transmitted to the promoter before October 31st, 2008 at the latest.**
For this purpose, each partner has to fill the usual financial board and to join to it all the proofs of expenditure (see administrative and financial handbook for details), being particularly careful regarding the proofs of the salary costs. The proofs that have already been transmitted don't need to be sent the second time. The usual financial board, duly filled, must be sent, in parallel, by e-mail and post: dated, signed & stamped.
4. The CREDIJ, acting as an internal evaluator, has to furnish a report concerning the methodological & qualitative follow-up of the project, particularly by demonstrating its evolution linked to this kind of accompanying. This document must be transmitted to the promoter before October 31st, 2008 and will be attached to the final report, which will be sent to the French Agency.

5. As the statement of decisions taken in Gijón already foresees, the partners having purchased **computer equipment can declare the maximum of 50% of their total costs within the framework of the COPILOTE expenditures**. Those partners (Budowlani, BZB, CREDIJ) are, therefore, asked to modify their first financial statements.
6. The partners are also asked **to send to the promoter all translations that were made for the project**, and specially those for which the European payment is required. This, in fact, is not only to justify effective expenditures, but also to prove the usefulness of the accomplished translations and to enrich the sections « Productions » et « Library » of the www.copilote.org website.
7. The www.copilote.org website will be simplified, in order to present all the outputs in a better manner. Moreover, it will give an opportunity to create a **real memory of the project**. The section “Reserved area” will disappear after the definitive acceptance of the final report by the agency Europe Education Formation France. The present website will still exist for two years. After that, it will be incorporated within the www.reforme.org, website, being restructured presently in order to enable it to host the results of the projects carried out by the REFORME transnational network.
8. The partners also undertake to provide the promoter with the national electronic links permitting to access and to promote the COPILOTE outputs in each country concerned.
9. The partners have to send every national document, published either by themselves or by other companies & organisations, concerning the project and its outputs. Those documents will also be broadcast on the project website.
10. The project partners are requested **to communicate names & addresses of the organizations & companies having received the information flyer** about the project (either this prepared by the promoter in French, English & German, or their national version).
11. The foreseen operational sheets (the redaction of which is still in progress) will be communicated by the promoter to the partners (in French & in English) on November 30th, 2008 at the latest. This date is also the deadline for the delivery of the final report by the promoter to the French Agency.
12. In addition, the CCCA-BTP intends to issue, probably before the end 2008, a **journal of tutors**, considered as an element permitting to structure the dialog with this target group. Its purpose will be to inform tutors and to help them to accomplish their educative function. This issue will be achieved with the financial resources owned by the CCCA-BTP, as one of the major direct consequences of the COPILOTE project.
13. The partners are empowered to use all COPILOTE outputs to produce their own documents and supports, on the condition **that they indicate the source compulsorily**.