

**JOINT LAUNCH MEETING FOR
LEONARDO DA VINCI 2006 PILOT PROJECTS
ANTIBES (France) –19-20 OCTOBER 2006**

EVENT PROCEEDINGS

REVIEW OF CO-PILOT AND Q-CASE PROJECT OBJECTIVES

COPILOTE *Marek LAWINSKI (CCCA-BTP, FR)*

- Introduction to COPILOTE project: it is observed that, in all partner countries, building sector professionals wish to improve training for young people in enterprises. Consequently, a European strategy for optimising and promoting tutorial functions could become one of the actions intended to achieve that optimisation,
- Summary description of each work stage:
 - 1 Identify existing tools (coordination: Liège, BE SME Training – 7% of budget),
 - 2 Survey players on the ground and analyse perception of tutorial function (coordination: BYN – SE, 10% of budget),
 - 3 Develop common European reference base on tutorial activities, skills and certification in building-sector SMEs (coordination: BZB – DE, with technical support from CR2i – FR), in line with “European Sustainable Professionalisation Approach” (22% of budget),
 - 4 Elaborate communications strategy to promote and bring out value of tutorial function in companies (coordination: CCCA-BTP – FR, 43% of budget),
- Brief presentation of promotion stages and project approval.

Q-CASE *Fabio CARDARELLI (Perugia School of Construction –FORMEDIL Network, IT)*

- Introduction to Q-CASE Project: ensuring quality of training for young people on European construction site-schools, based on common quality standards at the European level,
- Summary description of various work stages:
 - 1 Capitalising on construction site-school experiments and good practices in quality-assurance,
 - 2 Defining the European quality assurance framework as applicable to construction site-schools,
 - 3 Devising and experimenting with an operating mode for construction site-schools, taking into account European quality standards,
 - 4 Experimenting with pre-set operating mode, applying quality standards, necessary adjustments and recommendations,
- Overview of MC Consulting Firm, in charge of monitoring project quality and giving final approval,

- Brief overview of project promotion and approval stages.

LARGE GROUP WORK: JOINT MANAGEMENT FOR BOTH PROJECTS

- **Work to be co-ordinated at trans-national level, seminars and meetings for consensus-seeking and promotional purposes are arranged, in a variety of formats:**
 - o **Restricted meetings**, primarily involving technical and operational teams ; the first is to take place in Warsaw PL, on 8-9 February 2007,
 - o **Consensus-seeking meetings including approval process** on work in technical groups by managers of partners structures, held with the RE.FORM.E network:
 - **Lisbon – PT, on 19-20-21 April 2007** (including a Friday morning dedicated to a conference organised under the “Promotion of the Copenhagen Process” project),
 - **Liège – BE, on 13-14-15 Sept. 2007** (including the Friday morning, again dedicated to a “Promotion of the Copenhagen Process” process),
 - o **Promotion meetings**, open to broader audiences, to share work results:
 - **Oviedo (Asturias - ES), 8-9 Nov. 2007** (overview and sharing of project results at mid-way point, at 8th RE.FORM.E Network Meeting),
 - **Bologna - IT in Sept. 2008** (project closing, overview, sharing and promotion of results).

Naturally, other meetings will be added to this list as announced, depending on project progress, and in line with contract commitments.

- **Administrative and Financial Network**

(presentation delivered by Maura FERRARA, representative of ISFOL Agency – IT, on Q-CASE Project; additional information provided by Maria-Edwige RUDOWSKI, Director of CR2i - FR, as coordinated with Sébastien ROUX, correspondent for Leonardo da Vinci Agency in France, unable to attend, for CO-PILOTE Project).

The partners’ attention is called to the need for distinct financial management for each project, with expenses clearly identified and attributed to either project. Likewise, the objectives and outcomes specific to each of the two projects must be easily identifiable. Management tools (for instance, activity checklist, form templates, instructions regarding project execution) may be shared.

As regards shared expenses arising from joint seminars (for example, cost of bus transport from hotel to training site), a protocol agreement is to be established by each project leader and Agency involved, specifically indicating the expenses coverage procedure, which may be “alternating” if necessary (i.e., bus invoice covered alternately by one project, then by the other for the following seminar). In contrast, the agencies do not deem it suitable to split the cost of a single invoice.

Note: a question on principle is put before the Italian and French Leonardo da Vinci agencies about the option of holding a meeting in a country that is not a partner to either of the projects.

Initial response, to be confirmed with the two agencies: as a special exception, such a request would have to be fully substantiated and be the focus of a prior agreement with the relevant agency.

Conclusion: whatever the operating mode chosen to achieve the deliverables called for under each project, all aspects of administrative and financial management will need to be handled separately. Should there be the slightest doubt as to procedure or required documents, it is advised that the national agencies be contacted.

WORK IN TWO DISTINCT GROUPS

COPILOTE Group

The project owner proposes to jointly analyse each stage of the project, in order to clarify the objectives and clearly state the role of each partner, in line with the skills on each side and depending on the budget allocated. The project's working languages are French and English. The project owner will ensure that all important documents (communication, deliverables) are published in both languages.

Phase 1 – Analysis of available sources for tutorial function in small and medium-sized companies

Coordinated by: SME TRAINING – Liège – BE

Deadline: 30 April 2007

Suggested work plan

1. Determine useful information (e.g., legal definition of tutor, legislative requirements, compensation for tutorial function). Define types of documents to be provided by partners (the said documents will remain in their original language).
2. Produce a comparative chart, to be filled in by each country, with the outline to be proposed by the coordinator.
3. Compiling and summary will be handled by the coordinator, in French and English, and the partners will be asked to respond and suggest any adjustments.
4. Circulate final document.

Observations

1. A. Kokosowski: it is important to take into account not only the tutor's legal and regulatory aspects, but also the actual function, with references to studies, surveys, theses, testimonials from professionals and young people, etc.
2. M. Fishedick: as there are two categories of tutors in Germany, namely those who are officially certified and those who play the part without being certified, it is important to take all scenarios into consideration in analysing the situation, whether in terms of practice or theory.
3. M. Lawinski: each partner may consult the experts and users of his choice, based on a common investigation checklist, to gather their opinions and impressions. The results will then be passed on to the Belgian coordinator for analysis.

Phase 2 – Survey on expectations and perceptions of tutorial function

Coordinated by: BYN - SE

Implementation dates: 1 February – 30 June 2007

Suggested Work Plan

1. A survey will be organised in the form of three questionnaires, in order to understand the viewpoint of the groups benefiting from the project, mainly as regards the expectations of young apprentices themselves, but also with respect to the expectations of tutors, training centres and enterprises. The four questionnaires, focusing on cross-expectations, will be drawn up by BYN and subject to approval by CCCA-BTP and the assessment body (lat November 2006). The final format will be suggested to partners by BYN at the next technical meeting in Warsaw, in February 2007. It is suggested that the average survey population, per country, be: 50 learners (apprentices, students, adults in continuing training), 50 tutors, 5 to 10 training centres, 10 to 20 company leaders.
2. Each country will make commitments as regards the number of people to be surveyed, in accordance with their allocated budgets (list to be sent to BYN and CCCA-BTP by end of November). In addition, the partners commit to providing BYN and CCCA-BTP with a survey summary by sub-population, in English or in French, with each partner using the system most appropriate to it, in accordance with the target populations, national practice and technical capabilities.
3. The BYN will be in charge of summarising all of the initial and consolidated results.

Observations

1. Developing a tool that is capable of assessing perceptions is a complex task: it seems appropriate to use the first findings from the review carried out in Phase 1.
2. Plan on both closed-ended (easier to process) and open-ended questions (offer more from the qualitative standpoint); actually, these are interdependent surveys, and not a single survey, making the findings more complex – and thus more costly – to process.
3. Strike the right balance between the resources available to us (10% of the budget allocated to this stage) and the project's aspirations, for instance in choosing the number of participating countries or the sample populations selected (they may vary in number depending on the country and budget).
4. Creating focus groups (for example, meetings between tutors): the concept is interesting, but costly. This is why the participants suggest staying with the national dimension, where each group would be composed of representatives from all 4 categories of the population and would be in charge of discussing the survey results and enhancing them qualitatively. Another option would be to postpone establishing the groups until a later stage of the project (communication, for instance).

Question mark

BYN: are the tutors and apprentices ready to fill out a questionnaire on-line? This is possible in Sweden, but what is the situation in the other countries?

Phase 3 – Elaboration of a European reference based on tutorial activities and skills (European Sustainable Professionalisation Approach)

Coordinated by: BZB – DE, in close conjunction with CR2i - FR

Implementation period: 1 January – 31 December 2007

Background

The skills of tutors in Europe need to be recognised through certification, in connection with official structures, and in line with the European Certification Framework and as part of the European Sustainable Professionalisation Approach. Labour representatives and enterprises must be brought into the process as well. This applies not only to strictly professional skills, but also social, cultural, didactic, etc. skills. Moreover, the economic factor will also need to be taken into account (a learner is also an economic agent).

Suggested Work Plan

1. Identify, in each partner country, the tutors' activities, based on the findings from work in Phases 1 and 2.
2. Develop a European activity reference based using information provided by each country. Priorities the activities within the national and European settings.
3. Build a European skills reference base, focusing on expertise and cross-cutting skills in a specific profession, doing so for the entire tutorial function, rather than only tutors for young people with legal status as apprentices. The relevant national institutions will also need to be brought into the process (CNCP in France and BIBB in Germany).

Phase 4 – Develop a communications strategy and kit/toolbox to promote the tutorial function

Coordinated by: CCCA-BTP - FR

Implementation dates: 1 April 2007 – 30 September 2008

Background

This is a very important stage with respect to the project's objective, which is central to the European Tutor Promotion Strategy (43% of budget).

The project arose from the realisation that companies host young people on an empirical basis, when it is fundamental that they be supported in integrating the sector, the profession and the company. Consequently, the essential issue is to mobilise companies to successfully host them, to their benefit. There exist a large number of tutor support tools, but the those for whom they are primarily intended do not use them.

Proposed Work Plan

1. A European call for tenders will be launched to receive the support of a communications agency (to find it, the free publication on the <http://ted.europa.eu> Web site is one option); the agency will be chosen in line with the Public Procurement Code. As the contract will be worth less than € 90 000, the call for tender procedure may be simplified.
2. Draft specifications will be proposed prior to the Warsaw Conference, discussed at the event, and partners will be invited to complete it up to end-January 2007, so that it can be corrected and officially adopted at the Technical Meeting in Warsaw, in late-February 2007. The final choice on the support agency will be made at the meeting planned for April 2007, in Lisbon.
3. A special steering group will be set up and run by Michèle Noël, head of communications at CCCA-BTP: it will include 5-6 people, 2 of whom shall be non-French.
4. Each partner will, by 15 December 2006, provide CCCA-BTP with any recent communication documents, published in the press, in professional circuits, etc.

Other phases discussed:

Phase 5 – Project promotion, communication and dissemination of results (coordination: CCCA-BTP – FR).

Phase 6 – Project assessment (coordination: CCCA-BTP, in connection with CREDIJ – FR).
A reference document will soon be sent to the partners and put on CR2i's Web site, in the space dedicated to the COPILOTE project.

Performance Requirement

The project aims to create and implement communication tools and assess the effects of the actions carried out. Consequently, it is important to define measurable success indicators, in line with the objectives set out in the application file. The communication strategy will necessarily be "promotional" but also "interpersonal", as is appropriate when aiming to change the behaviour of individuals and groups.

The work plan regarding Phases 3 to 6 will be fine-tuned at the Technical Meeting to be held in Warsaw on 8-9 February 2007.

Contractualisation

The agreement between CCCA-BTP and the Leonardo France Agency was signed and a copy provided to each partner during the session. The contracts between CCCA-BTP and each of the partners in the COPILOTE project will be finalised in mid-November 2006.

Considering that CCCA-BTP is funded on the basis of a fiscal tax considered a tax under French law and, as such, is subject to very tight inspections on the part of the State, the administrators requested that a solidarity clause be incorporated into the agreements regarding each party's participation, in the event that one of the partners should default. The partners agree, in principle to the requested change. Consequently, the CCCA-BTP will soon send the contracts, as amended, to each party.

Q-CASE Group

As with the COPILOTE project, the organiser of the Q-CASE project will be responsible for analysing all the phases of the project in order to clarify the objectives and define the role of each partner in line with their scope of activities and budget. The working languages of the project will be Italian and English. The organiser will ensure that all important documents (communications and reports) will be published in both these languages.

The objective of the project is to ensure consistent and uniform high quality education in construction training courses – one of the main instruments for exchange programmes for young Europeans – and to carry out and develop activities according to the guidelines in the Common Quality Assurance Framework (CQAF) as proposed by the Technical Working Group on quality vocational education and training during the Copenhagen process.

Phase 1 – Monitor the adoption in all partner countries of quality assurance criteria in vocational education and training systems (VET) with particular reference to the CQAF (Common Quality Assurance Framework)

Duration: October 2006 – January 2007

A questionnaire based on a prototype prepared by Cedefop will be distributed by each partner to all vocational education and training centres that constitute part of the national VET system.

ECAP Consulenze, a consultancy firm specialised in research, will be responsible for the questionnaire. The Scuola Edile di Perugia will send the text to each partner who will be asked to approve it.

Once the questionnaire has been approved it will be officially sent to all partners who will subsequently send it out to the VET centres. The questionnaire, which can be filled out on-line, can be found on the Q-CA.S.E. website which has been set up especially for this purpose – it has to be checked whether the French partner CCCA-BTP will cover the costs.

Using the data compiled in the questionnaires by the centres and archived on the website each partner will draw up a provisional national report. This report will then be sent to all the centres involved in the questionnaire for approval. Once approval has been given, each partner will prepare a final national report in their own language and in English and this will be put onto the Q-CA.S.E. website.

At the Warsaw meeting on 8 and 9 February 2007, a Focus group meeting will take place where partner representatives, after having studied all the partners' reports, will have the opportunity to discuss the reports in detail, highlighting similarities and marked differences. On the basis of these findings, a transnational report will be put together – the result and final product of Phase 1.

The programme for Phase 1 activities will be presented and discussed according to the following table which has been updated with the Warsaw meeting.

Q-CA.S.E. PROJECT: QUALITY IN EUROPEAN CONSTRUCTION TRAINING COURSES
Programme code I/06/B/F/PP-154129

TIMETABLE FOR PHASE 1

ACTIVITY	DEADLINE	WHO	NOTE
Prepare questionnaire	30/10/2006	ECAP CONSULENZE	Italian
Translate questionnaire	03/11/2006	SCUOLA EDILE DI PERUGIA for ECAP	English
Approve questionnaire	08/11/2006	ALL PARTNERS	
Computerise questionnaire	14/11/2006	Pragma Media	Italian and English
Supply questionnaire	15/11/2006	EACH PARTNER	
Computerise standard national report	08/12/2006	Pragma Media	
Receive completed questionnaires	12/12/2006	EACH PARTNER	
Prepare provisional national report	22/12/2006	EACH PARTNER	
Approve national report	11/01/2007	QUESTIONNAIRE COMPILERS AT A NATIONAL LEVEL	

TIMETABLE FOR PHASE 1 (cont.)

ACTIVITY	DEADLINE	WHO	NOTE
Prepare final national report	18/01/2007	EACH PARTNER	Partner mother tongue and English
Upload final national report to Q-CA.S.E. website	22/01/2007	SCUOLA EDILE DI PERUGIA	
Warsaw Focus group to compare all national reports and decide on transnational report	08-09/02/2007	ALL PARTNERS	Italian and English
Put together transnational report	16/02/07	SCUOLA EDILE DI PERUGIA	Italian and English

Phase 2 – Define essential requirements to provide quality in construction training courses: the point of view of each partner

Duration: February – April 2007

The objective of Phase 2 is to create a common definition of principles to assure and develop quality for European construction training courses. Guidelines will be established that can also be used for the follow-up in developing common criteria and procedures of a scientific and technical nature for quality assurance. Guidelines will also be set out for quality assessment procedures (with special attention given to evaluating the opportunities provided by vocational education and training centres) and self-assessment methods at different levels as set down by CQAF.

Using the European Awareness Scenario Workshop initiative, a broad spectrum of actors, partners, stakeholders and professionals working in the industry will be involved in formulating a common definition within the context of the CQAF for European construction training courses.

A brief description of the EASW working procedures which can involve approximately 30 people per partner now follows:

- participants write down their opinions on a given subject theme (criteria for quality for construction training courses) on a small piece of paper (e.g. a post-it note) so that only a brief and clear statement is permitted;
- back office provides a summary of these statements;
- approval is given by the participants;
- a text is produced summarising the results – this document will be the final work produced under Phase 2 and can be used as a reference point for developing Phase 3. The document will be presented and distributed at Lisbon during the meeting on 20 and 21 April and it will also form an integral part of the Leonardo da Vinci pilot project “Valorisation of the Copenhagen process” which takes its lead from the Asturias Construction Employment Foundation in Asturias (FLC).

The EASW technique is particularly suitable for those people who, for various reasons, do not like speaking in public. This technique therefore provides all participants with an opportunity to air their opinions on a given subject.

Details regarding the organisation of this workshop will be given to those responsible for Phase 3 (selected by each partner) at the meeting in Warsaw on 8 February 2007.

Phase 3 - Devise a European model to provide quality in construction training courses

The objective of Phase 3 is to create, on a technical and scientific basis, a working model to assure and develop quality for European construction training courses. This model will be based on the principles, criteria and common reference indicators contained within the CQAF, employ research and benchmarking results and include the common guidelines emerging from the EASW initiative. Phase 3 will begin with a meeting of the specific working group at the Lisbon meeting on 20 and 21 April. Phase 3 should end in September 2007 with the presentation of a provisional working model at a meeting to be held in Liège.

The working group will be made up of professionals with experience in vocational training courses and organising and managing construction training courses.

Phase 4 - Validation of the working model through experimentation

The working model can be validated by implementing it in at least three construction training courses located in different countries and preferably attended by young Europeans of differing nationalities.

The validity of the model can also be tested through implementation in training courses with exchange trainees of the same nationality.

The project as it was originally presented and approved indicated that Italy – Perugia and Florence – and Portugal would be in charge of the development of Phase 4. However, it is obvious that if in the meantime other countries would be willing to validate the model, this would only further enhance the final quality of the product.

It must be pointed out that any costs relating to exchange projects cannot be permitted under the Q-CA.S.E. project but should be eligible under more specific “Mobility” projects.

Information regarding organising exchanges needed for implementing the models in training courses will be defined at the meeting to be held in Asturias, Spain in November 2007, whereas the report on validation will be presented at the meeting to be held in Germany in June 2008.

The presentation of the final working model and the starting point of its adoption throughout Europe will take place in Bologna, Italy in October 2007 on the occasion of the SAIE 2007 trade fair (International Building Exhibition).

Project quality control

An external organisation (MC Consulting) will be responsible for quality control of the four phases in this project covering the following fields: planning, implementation, checking and assessment and procedures for change. Measuring tools used to assess quality include those of a physical nature (e.g. what activities took place and what were the results), financial (checking budget management) and technical and scientific (connected to the quality of the activities carried out and the handling of unexpected complications or irregularities). Another indicator will obviously be the evaluations and positive feedback given by the people who will most benefit from the project.

Present management of the project

Each partner should send a budget forecast for each phase to the organiser within the next week. Contact details for each member of the individual institutional and operational entities involved in the project should be enclosed together with the documents that will be delivered to each member of the present working group.

It has been decided that each partner should send the organiser a breakdown of the expenses undertaken for managing the project, together with the relevant receipts, every three months.

WORK IN LARGE GROUP: JOINT MANAGEMENT FOR THE TWO PROJECTS (cont.)

Communication and project promotion: Web site

The RE.FORM.E site, which has been in existence for over 10 years will be suited for follow-up, communication and promotion on all of the major projects currently carried out by the partners, namely: "Copenhagen Process Promotion", COPILOTE and Q-CASE. For instance, the RE.FORM.E site will be adjusted to meet the projects' new requirements with regard to communication, deliverables, demonstration and promotion.

In addition, links will be developed to other sites, in order to ensure that projects exist wherever opportune.

The service provider in charge of the current site, namely PRAGMA MEDIA from Ferrare – IT, will take the necessary action to make the required changes and create areas dedicated to each of the major trans-national projects. The changes will need to take into account the requirements specific to Leonardo projects and, in particular, enable direct access to a project identified by its own Web address, for instance <www.qcase.org>.

A technical meeting is planned on 8 November 2006 in Rome, in FORMEDIL's offices, to finalise the specifications and draw up the estimate and timetable for the work.

The adapted site will be presented for approval at the Warsaw Meeting in February 2007.

Reminder to all partners

**Any communication regarding the project (whatever the medium used) must mention the financial support provided by the European Commission, as part of a Leonardo project
(Appendix 7 to Agreement between partners)**

The partners wish to have access to common document templates incorporating the mandatory Leonardo publicity logo (see MAF), which may be adapted to each country. CR2i will put the appropriate documents on its Web site www.cr2i.com.

Contractualisation

The two project owners shall address a template agreement to each partner – contract to be signed. The contracts will be based on template documents provided to them by the national Leonardo agencies. The contracts will be signed in November 2006.