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**EUROPEAN STRATEGY FOR DEVELOPING
AND OPTIMISING MENTORSHIP IN ENTERPRISES
IN THE BUILDING SECTOR**

**TRANSNATIONAL SEMINAR
LISBON (PT) – 19, 20 & 21 April 2007**

EXECUTIVE SUMMARY

Introduction: General Progress Report on COPILOTE Project

- Our partners are pleased with the work carried out during the time elapsed since the transnational seminar in Warsaw.
- Members were also reminded of the commitment to the European Commission regarding the dissemination and sharing of project results, in particular via the CO-PILOTE Web site. ***For this reason, it is vital that the partners send all of their working documents to the project pilot, as they are produced.***

The Europe Education Training France Agency (former Socrates Leonardo da Vinci) is following our work closely and asks that our results be made available on the Web site, as they come out. This means that it is fundamental that the results, even partly-completed, be shared as broadly as possible.

The site www.copilote.org is up and running and now needs to gain greater recognition. All of the partners may contribute to it (via CCCA-BTP, which is acting as coordinator) and check it regularly. The “document library” section, which can be helpful to all partners, is regularly enriched with national documents, so that there is a better understanding of the mechanisms governing mentorship in all of the partnership countries.

In addition, all of the ongoing items relative to the project (deliverables, working documents, information about meetings, etc.) are regularly used to enhance the site (either the “public” area or the “partners” are). Each partner can create ties between this site and its national sites.

Finalisation of Project Phase I - Analysis of available sources regarding mentorship function in SMEs (deadline: 30 April 2007) – pilot phase: LIEGE PME FORMATION (BE)

A working document, entitled “Mentors in Construction Companies” (available in French) was handed out during the session. It forms the outline for the final report on Phase 1, to be structured around the following aspects:

- the legislative environment insofar as it impacts enterprise mentorship programmes,
- the practical workings of mentorship,
- the means for supporting mentors,
- the improvements to be made to current systems.

The document handed out also includes a summary of the national questionnaires sent out in January and February 2007, by Catherine GRIFNEE (Liège PME FORMATION, BE).

Based on analysis of the questionnaires, CCCA-BTP suggested a number of national monographs that were disseminated to each partner in early April 2007. **Each party is asked to correct, complete and return them to CCCA-BTP.**

A complete summary of the questionnaires and national monographs will be produced in French and translated into English, around **15 May 2007**, for the benefit of the following stages of the project. Emphasis must be placed on identifying actual mentorship practices in partnership countries, for it is in this area that the project's fundamental value lies.

Several finer distinctions were made and a number of clarifications brought out:

- considering that there are already many publications about mentorship and how it works¹, it is vital to highlight the most recent decisions in the field of mentorship in the partnership country and **more specifically, elaborate on any areas related to the actual system workings**, both in terms of the concept and the conditions under which the mentorship is carried out,
- the different environments in which mentorship is carried out in Europe must be described, drawing upon the expert capacities of each partnership country,
- against this backdrop, the relevant structures and informal practices must also be taken into account,
- the data gathered must enhance the work being carried out to design the European mentorship reference base (Phase 3) and recommended support strategy (Phase 4), all the while bearing in mind that the project deals with supporting mentors and not learners,
- phase 1 of the project involves performing a review of the current situation, and not carrying out forward-looking studies on the tutorial function, even though it is important to take into account known developments.

It is important that all of the steps in Phase 1 be completed in full, namely: document analysis, horizontal analysis and national monographs, and that the steps all be tied into one another, not least at the monograph stage. Moreover, **each partner must ensure that the information gathered is representative and objective.**

Following on those specifications, it was decided that:

- the partners would complete the list of legislative references where necessary, putting particular emphasis on legislation under preparation,
- top priority would be given to everyday system workings.

Following the Belgian partner's presentation of the summary on the questionnaires, **each partner commits to making the corrections and improvements required regarding its own country, all the while ensuring that the information provided is representative, by the end of April 2007.** To round out the questionnaire responses and analysis, it is important to keep in mind, above all, the final objectives, in particular those to be completed in Phases 2 and 3 of the project.

Carrying Out Phase 2 – Survey about expectations and perception of mentorship (deadline: 30 June 2007) – Phase pilot: BYN (SE)

Following the technical meeting in Warsaw, the Swedish partner sent in a reworded version of the questionnaire. Additional work must now be done by the Swedish and French experts in mid-May. A CCCA-BTP representative is expected to travel to Stockholm (at BYN headquarters) on 15 May 2007. Once that session, between Swedish and French experts, is completed, **a new approach will be suggested to the other partners in the shortest time span possible**, in order to achieve the objectives for the phase.

¹ Book presented during the session: « T.E.X.T.E : transfert d'expériences de tutorat en Europe », a jointly-produced work, coordinated by Anne-Claire Lefloch-Takashima, Citadel, Paris, October 2002, regarding Portugal, Spain, France, the United Kingdom, Italy and Poland. To order: www.citadel.fr

Carrying Out Phase 3 – European reference based on mentorship in building-sector SMEs (deadline: end 2007) – Phase pilots: BZB (DE) and CR2i (FR)

During this phase of the project, an *activity map* will be produced, complete with information provided by partners. ***It is asked that the partners who have not yet filled out the map and, ultimately, all partners, agree on the activities that should be included in the future European definition of the vocational mentor profile.*** It is also urgent that a common description of the activities, tasks and skills of mentors in building-sector SMEs in Europe be produced.

Drafting the common list of activities:

- a common checklist including all **the activities** of mentors in all partnership countries will be sent to partners as soon as possible,
- ***each partner will have to describe the tasks involved in its activities (in the common list) and hand in the result by 15 May 2007,***
- this upstream work is intended to enable BZB to produce, in conjunction with CR2i, a draft European profile of activities and tasks, in French and English. The outcome, in two languages, will be sent to all partners in late-May.

Thereafter, each country will have to describe **the skills** involved in each of the tasks identified, and send BZB a first version of its work in late-June. BZB and CR2i will then be able to suggest methodological changes, if necessary. The aim is to have the European skills reference base approved at the next transnational seminar, to be held in early October 2007, in Liege.

Phase 4 – Communications strategy with enterprise mentors (deadline: late September 2008) – phase pilot: CCCA-BTP (FR)

This phase is to be built on the findings of the previous phases. The summary of the questionnaires completed by the partners has provided answers to the following questions:

- how does each partner define the communications strategy to be developed in the COPILOTE project?
- what are the components of the said communications strategy for each partner?
- what results does each party expect from this approach, under the COPILOTE project?

This will make it possible to identify the objectives specific to each country's communications strategy.

The results of this survey will be fine-tuned and disseminated in French and English around 15 May 2007.

Listing of seminars/conferences to disseminate/promote project results

As a fundamental part of the project is to promote and disseminate results, insofar as it is important that the results of a project jointly funded with European resources be shared with the broadest audiences possible, partners are required to regularly update ***the lists of events planned in each country.***

Project 1st Quarter Financial Report (1 October – 31 December 2006)

A financial report has been circulated and commented on for the project's first quarter. The key figures are listed below:

- budget produced by all partners: €72 779.88, or 16.2% of the available budget,
- personnel costs: 22% (when the project was filed, the expenditure was probably under-assessed),
- working expenses: 14.8% (in line with forecasts),
- out-sourcing: 6.8% (it is expected to be stepped up during the following phases of the project).

Overall, it can be noted that the budget has been upheld. ***A review of the period from 1 January to 31 March will be requested by 15 May 2007.***

Next Meetings

- Transnational Seminar planned in Liège (BE) – **IMPORTANT – DATE CHANGED** – new dates : **4, 5 and 6 October 2007** (still in Liège, organiser: PME FORMATION),
- Transnational Seminar in Florence – **in February 2008** – **THE DATES WILL BE ANNOUNCED IN LATE-APRIL 2007**,
- 8th Conference RE.FORM.E – **DATES CHANGED: 26, 27 and 28 June 2008** in Asturias (ES).