



Form: PROJ-MF-MIN
Update: 28/06/2016

FINAL MEETING / MINUTES [MF-MIN]
TRANSNATIONAL PROJECT MEETING - IV [TPM4]

L: ENG

V: 1.2

Pages: 06

Report: 1



CLAVET
Cooperation Local
Authorities for Vocational
and Educational Training



01. BASIC INFORMATION

- Programme: Erasmus+ (E+)
- Action / Strand / Lot: E+ / KA2 / SP / VET
- Geographical Area: EU
- Levels: VET
- Date (start): 01/09/2014
- Date (end): 31/08/2016
- Duration: 24 months
- Acronym: CLAVET
- Title: CLAVET: Cooperation Local Authorities for Vocational and Educational Training
- Coord. Institution: Universidad de Malaga (UMA), ES
- JC. Institution: n/a
- Thematic area(s): VET, Local Authorities;
- Budget: 206,708.00 €
- Objectives:
 - OER platform and project website
 - Network
 - Capacity building model
- Partnership:
 - EU-01. Universidad de Malaga
 - EU-02. Internet Web Solutions SL
 - EU-03. IDP SAS Di Giancarlo Costantino (Italian Development Partners)
 - EU-04. Institut de Haute Formation aux Politiques Communautaires ASBL
 - EU-05. Comune di Reggio Emilia
 - EU-06. Jadransko Euroregija
 - EU-07. Hassa Ilce Milli Egitim Mudurlugu
 - EU-08. Yeri Municipality
 - EU-09. Inspectoratul Scolar Judetean Dolj
 - EU-10. Municipality of Distomo - Arachova - Antikyra
- Associates:
 - n/a

02. INTERIM MEETING - 1 INFORMATION

- Date: 30 June 2016 (Thu)
- 30/06/2016 (Thursday), AFTERNOON - sessions (all)
- Meeting Point: Facultad de Derecho (Law School)
- Place: Facultad de Derecho (Law School)
Campus Teatinos, University of Malaga (UMA)
E29071, Malaga, Spain

DINNER

- Date: 30 June 2016 (Thu)
- Time: 21:00
- Meeting Point: L'experience (restaurant)
Place: L'experience
Plaza Obispo, 4
E29015, Málaga, Spain
T: +34.952.608.784

03. IMPORTANT INFORMATION

- Based on the approved budget and the number of project meetings envisioned, in principle, it is expected that ONE [1] representative is attending per partner, 3 per meeting (detailed information on the number of attendees/meetings for each partner that can be covered out of the "Transnational Project Meetings" budget heading is available on the approved budget).
- However, additional attendees from partner institutions are more than welcome to attend any project meeting, but the expenses derived from additional participant/s shall be covered out of that partner's "Project Management and Implementation" allocated amount.
- Please, collect and keep original invoices of ALL expenses (flights, transportation - taxi, bus -, etc.). Original boarding passes, invoices, tickets, etc. MUST be kept safely by all partners.
- The Agency (EACEA) may require original (or certified copies) of invoices, etc. of ALL the expenses claimed in the context of the project at any time during the project implementation period and up to 5 years after the end of the project for audits, checks and/or controls purposes. If so, partners will be sole responsible for submitting all the requested documents.
- "No original invoice" = "non-eligible expense".

[1]



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04. KICK-OFF MEETING MINUTES**04.01. ATTENDEES**

Partner ID	Attendee
EU-01	[A01] Prof. Dr. Ana Salinas-de-Frías
	[A02] Ms. Margarita Delgado-Corredera
	[A03] Mr. Juan Antonio Martin-Checa
EU-02	[A04] Mrs. Roberta Albertazzi
	[A05] Mr. Francisco José Guijas Delgado-Aguilera
EU-03	[A06] Mr. Giancarlo Costantino
EU-04	[A07] Mr. Claudio Vernarelli
EU-05	[A08] Ms. Antonella Incerti
	[A09] Ms. Giulia Ferrari
EU-06	[A10] Mr. Francesco Cocco
	[A11] Mr. Andrea di-Girolamo
EU-07	[A12] Mr. Ayhan Atar
	[A13] Mr. Argyris Argyrou
	[A14] Mr. Andreas Pieri
EU-08	[A15] Mr. Marios Sawva
	[A16] Ms. Ciulu Simona
EU-09	
EU-10	n/a

Note: [A10] and [A11] could not finally attend the meeting due to an unavoidable event organized by Partner EU-06, for which attendance had been already committed before the date for the CLAVET meeting had been set-up. This was duly informed by partner to UMA in due time.

04.02. BACKGROUND

- All partners are familiar with EU projects, having participated in a number of them. This is a welcome addition to strong commitment, in order to ensure a smooth project implementation from each partner's side, and overall.
- Being all attendees present, the meeting commenced at 16:00 as expected, in a conference room at Fac. Derecho (Law School), Campus Teatinos, University of Malaga (UMA), Malaga, Spain.

04.03. OBJECTIVES

- Presenting/debating the **STATUS** of the project regarding key concerns (management, implementation, communication, quality assurance, promotion, budget, control, monitoring, dissemination, sustainability, etc.).
- Presenting/debating specific **ACTION PLANS** regarding key concerns (management, implementation, communication, quality assurance, promotion, budget, control, monitoring, dissemination, sustainability, etc.).
- Solving all **DOUBTS/QUESTIONS** that partners may have.

04.04. PRESENTATIONS

Presentation ID	Title	Status
01	Welcoming & Check-In	Presented
02	Project Intellectual Output-1 (Status & Action Plan)	Presented
03	Project Intellectual Output-2 (Status & Action Plan)	Presented
04	Project Intellectual Output-4 (Status & Action Plan)	Presented
05	Project Dissemination (Status & Action Plan)	Presented
06	Project TPM4 + Multiplier Event [ME]	Presented
07	Project Administrative/Financial (Status & Action Plan)	Presented
08	Project Next Steps / Conclusions / Doubts & Questions	Presented

- Presented: presented during the meeting.
- All presentations, documents, materials, etc. were sent to all partners after the meeting, for their records, and carefully review.
- All partners are encouraged to carefully review all the project information, documents, etc.

[2]

04.05. DECISION MAKING

- All topics were discussed, debated and agreed upon by all partners.
- All decisions (including DEADLINES for specific activities/tasks) were adopted by general consensus.
- Whenever there was divergence in opinions, the “less restrictive” decision (that one satisfying all partners’ point of view) was adopted.

04.06. SESSION-01: WELCOMING & CHECK-IN**Welcoming & Check-In**

- [A01] opens the session and welcomes all attendees.
- [A03], acting as Secretary, is in charged of elaborating the meeting Minutes.
- [A03] hands out meetings dossiers (agenda + attendee’s map) and badges to all attendees.
- [A03] takes pictures of the meeting, in addition to those taken by other attendees.
- [A01] comments on the impossibility of including the new GR partner, based on the Spanish National Agency (SEPIE)’s rejection.
- [A03] indicates that SEPIE’s answer took more than 2 months since the request for Addenda was first notified. Apparently, SEPIE was saturated with work during that period of time. A few partner universities from Spain commented on experiencing this very same situation and delay in having a response to their claims.
- [A01] highlights that the result of SEPIE’s monitoring visit was very positive and SEPIE made much emphasis on the importance of the Final Multiplier Event [ME].Based on this, a decision was finally made by UMA so as to hold the ME in Malaga.

04.07. SESSION-02: PROJECT INTELLECTUAL OUTPUT-1 (STATUS & ACTION PLAN)**Project Intellectual Output-1 (Status & Action Plan)**

- [A04] explains all aspects concerned (see presentation for further details).
- [A04] comments that the project website and platform will be kept active and maintained during a period of at least 2 years after the official project end date (31/08/2016), that is to say, at least until (31/08/2018).
- [A04] enquires partners regarding the necessity (or not) of editing the BP (“best practice”) fiche template.
- [A03] indicates that editing the BP template would introduce the need for updating all BP fiches already implemented.
- In principle, no partner sees the necessity of editing the BP fiches template.
- [A04] remarks that an action plan is needed in July so as to successfully complete this IO (“intellectual output”).

04.08. SESSION-03: PROJECT INTELLECTUAL OUTPUT-2 (STATUS & ACTION PLAN)**Project Intellectual Output-2 (Status & Action Plan) [CLAVET NETWORK]**

- [A04] explains all aspects concerned (see presentation for further details).

[3]

04.09. SESSION-04: PROJECT INTELLECTUAL OUTPUT-4 (STATUS & ACTION PLAN)**Project Intellectual Output-4 (Status & Action Plan)**

- [A04] explains all aspects concerned (see presentation for further details).
- [A04] comments on the issue of lacking the BP fiches which were expected from the original GR partner.
- [A04] mentions that, on the other hand, 2 (unexpected) BPs fiches were contributed by associate partners.
- [A01] + [A04] suggest that all partners elaborate 2 additional BP fiches in order to compensate the lower number of BP fiches implemented as compared to the initial planning (due to the GR partner issue).
- [A03] comments that the issue could not be entirely addressed in a successful manner since the problem is not just a matter of the number of BP fiches, but also on the geographical diversity, thus, regardless of the suggested solution and despite the fact of managing to achieve the expected total number of BP fiches, the project may still be penalized by SEPIE because BPs from GR would still be lacking.
- [A04] indicates that, due to the circumstances, the aim is that the project achieves (at least) the total number of BP fiches so as to minimize penalty imposed, if any.
- [A04] mentions that there are still a number of BP fiches which have not been yet translated after those were edited.
- [A04] suggests sending an email to all partners including the IDs of the BP fiches concerned so as to facilitate partners the task of identifying their BPs fiches which are pending of translation, should this be the case.
- [A04] suggests the following deadline for all partners to have translated and submitted the so-said BP fiches.

DEADLINE: 15/07/2016 – 23:59 CET

- [A04] acknowledges the merit and additional effort of partner EU-08 in translating all BP fiches into GR.
- [A04] comments that, so far, partner EU-06 has only translated its own BP fiches. BP fiches by all other partners are yet to be translated into HR.
- [A04] indicates that this issue may lead to a financial penalty.

04.10. SESSION-05: PROJECT DISSEMINATION (STATUS & ACTION PLAN)**Project Dissemination (Status & Action Plan)**

- [A04] explains all aspects concerned (see presentation for further details).
- [A04] asks all partners to translate into their own languages the press release on TPM4 + ME that UMA will send by email, and to submit it, so that those can be uploaded online.

04.11. SESSION-06: PROJECT TPM4 + MULTIPLIER EVENT [ME]**Project TPM4 + ME****04.12. SESSION-07: PROJECT ADMINISTRATIVE/FINANCIAL (STATUS & ACTION PLAN)****Project Administrative/Financial (Status & Action Plan)**

- [A03] presents all sections of the presentation.
- Further info: see presentation.

[4]

04.13. SESSION-08: PROJECT NEXT STEPS / CONCLUSIONS / DOUBTS & QUESTIONS**Project Next Steps / Conclusions / Doubts & Questions**

- [A03] presents all sections of the presentation.
- Further info: see presentation.

IMPORTANT NOTICE – SOME PROJECT CONCERNS REQUIRE PROMPT ACTIONS FROM THE PARTNERS’ SIDE AFTER THE CELEBRATION OF THE MEETING. CAREFULLY REVIEW THE PRESENTATION FOR FURTHER INFORMATION.

04.14. ANNEXES

- n/a

IMPORTANT NOTICE

This document contains important information and constitutes an integral part of the project.

Decisions adopted in the context of regular transnational project meetings (either by consensus or by majority) are legally-binding, and constitute an “Appendix” to the Memorandum of Understanding [MoU] signed between the coordinator and each partner.

All partners are required to carefully review all the information herein contained.

In case any partner has any editing comments/suggestions (and sends those comments/suggestions) to UMA (see contact information below) by EMAIL within 15 CALENDAR DAYS after the date of reception of this document by email (sent by UMA to all partners), those comments/suggestions will be considered to be included in the final version of this document.

In the event that no comments/suggestions are received at UMA within the aforementioned time period, it will be assumed that all partners agree to the document “as it is” and commit themselves to articulate any action/s necessary to comply with its content.

UMA shall send the definite version of this document to all partners, for their record.



[5]

SIGNATURE & STAMP



On behalf of the Partner
Institution/Organization

Full Name: **NICOLETTA LEVI**
 Position: **DIRECTOR / UNIT MANAGER**
 Date (dd/mm/yyyy): **15/07/16**
 Place (city, country): **REGGIO EMILIA (RE) ITALY**
 Signature:
 Official stamp:



DOUBTS & ENQUIRIES

Coordinating HEI Information / Administrative Coordination

Last Name(s):	Delgado Corredera	First Name(s):	Margarita
Title:	<input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss	Position:	Project Admin. Coord.
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Coordinating HEI Information / Administrative Coordination

Last Name(s):	Martín Checa	First Name(s):	Juan Antonio
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LA DIRIGENTE DEL SERVIZIO
COMUNICAZIONE
E RELAZIONI CON LA CITTA'
Dr.ssa Nicoletta Levi

[6]