

# WP.M\_MANAGEMENT

## A.M.2\_PROJECT MANAGEMENT, COORDINATION

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D.M.2.2\_Project Team Coordination  
Meeting Minutes \_ 6° meeting

Version 1  
25.06.2019

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meeting place:	Trento (IT), Provincia Autonoma di Trento (PAT)
meeting date:	17-18 June 2019

drafted by:	Lucia Coletti, FPM	date:	25.06.2019	version n° 1
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## MEETING OBJECTIVE:

The 6° Project Coordination Team meeting is held after the MID TERM of the project implementation, after the submission of the mid-term revision. It has the aim to verify the work done, to work together and to plan the work to do in the next months. One note-worthy issue is the platform of WP.T3, which seems to need further elaboration and discussion than expected. The meeting was the occasion for the partners to share the progress done but furthermore to discuss together how to take next step of the project and to plan the forthcoming working months; open discussions helped to reach the scope.

The Steering Committee was also held in parallel to the Coordination meeting.

The final part of the meeting consisted of a visit to representative 3 WISEs within the province of Trento (IL GABBIANO; Cooperativa ALPI; VILLA SANT'IGNAZIO), so that partners could have a concrete experience of the local context, challenges and best practices.

## MEETING SUMMARY:

The meeting followed the agenda, starting work on Thematic results indicators (still not fully undertaken) and then on Thematic Work Packages; WP.M was discussed during the Steering Committee due to the fact that most of the members are also PM or their delegates.

## **1° DAY - Monday 17 June 2019**

The meeting opened with greetings from the hosting authority and introduction to social enterprises' organization in Trentino. The consortium CONSOLIDA presented its activity and its model of competitiveness, according to the history of work integration social enterprises. The initial subsidy mentality has been substituted by a new model, by inserting new professions, firstly tutors and managers devoted to individual work integration. The successful new corporate model (type "B") has been embedded in the territory and new models came up beside them (mixed cooperatives).

### ■ **Thematic results indicators:**

Partners discussed about them, wondering on the type of institutions to be reached and supporting documentation to be provided, according to the AF, as following.

Thematic result indicator	Measurement unit	Target	Explanations
Number of institutions adopting new and/or improved strategies and action plans	Institutions	5	The Public authorities participating in the project (PPs and APs) will elaborate and adopt an Action for increasing WISEs technological and managerial competences. A key aim of the project (through its communication strategy) will be to support the adoption of this type of strategy also by PAs outside the project partnership



Number of institutions applying new and/or improved tools and Services	Institutions	20	PPs will involve their associated entities in applying the tools and services developed within the project, especially the project Technological Platform where MOOC courses will be available
Number of jobs created (FTE) based on project achievements	Full Time Equivalent	8	Thanks to the technological improvement carried out by the combined activities of the project, WISE partners and those associated will be able to implement their market penetration and increase their services and product offer. As consequence it is foreseen to employ new persons to respond to the new needs of their business
Number of trained persons	Persons	140	The WP.T4 is expressly dedicated to model and implement training activities, both by face-to-face session and through MOOC course with the scope to implement different skills of employees of WISEs. While the first kind of training can reach a determined number of employees (10 per country-total 40), the on-line courses, hosted by the project platform, can reach a higher number, actually esteemed as 100 units.

According to the above-mentioned targets set in the AF, PPs agreed on the identification, for every thematic indicator, of:

- Type of Institutions to be considered (WHOM)
- Ways for their involvement. Special attention is devoted to taking advantage of activities already included in the foreseen deliverables (HOW)
- Timing, whether foreseeable (TIMING)
- One or more partners responsible for leading the activity, by identifying common templates/ formats including key elements to be considered (customizable according to the features from each country) - (FORMAT/ COMMON TEMPLATE)

Thematic result indicator	Whom (already clarified with JS)	How (already clarified with JS)	Timing	Format/ common template
Number of institutions adopting new and/or improved strategies and action plans	JS: Relevant Public Authorities outside the partnership (but Associated Partner can count) with a relevant authority in the project topic and for adapting the action plan /strategies developed.	D.C.3.5 Position Papers (at three levels) possibly translated in national languages and tailored on specific countries  D.T3.3  JS: A signed declaration must be provided to JS to demonstrated the target reached.	Asap	PP2_CGM PP3_PAT

	P.A. outside CE area can count (meaning from other EU countries) but not outside EU.			
Number of institutions applying new and/or improved tools and Services	4 p/country	D.T3.2.3 dvb Pilot Action TGs involvement through pilot testing  JS: A signed document by the involved institution must be provided to JS to demonstrated the target reached.	Jan 2020	PP7_ITC + countries responsible
Number of jobs created (FTE) based on project achievements	Number of new employed people	Ask WISEs, specifying the type of jobs and in which institutions they were created. Specify if full-time or part-time, if permanent ones or of limited duration.  JS: Work contracts will not be requested as supporting documentation but it is necessary to specify the type of jobs and in which institutions they were created information about whether those are full-time or part-time, and whether they are expected as permanent ones or of limited duration	At the end of the Training	PP12_BARKA
Number of trained persons	People signing into the MOOC and attending training classes	Presence list of people participating to training classes by countries (see the template)	At the end of the Training	PP8_ACT

■ **WP.T3, feedback on the platform for testing phase:**

During this presentation, led by ITC, partners discussed the feedback they already gave on the platform and on the questionnaires, in order to finalize them. Partners discussed and agreed the following points:

- We are at the moment of “tech platform initial testing”, while “platform testing” and “Training” should be carried out simultaneously; on 2 August 2019 we will start with the pilot testing, while the hands-on training and testing of platform from WISEs will be carried out simultaneously at the end of October
- The steps for the platform finalization are:
  - Platform update according to the partner testing / evaluation (ITC, ACT)
  - Prepare multilingual platform (ITC); partners are responsible for translations to be done by the pilot testing (Aug 2019); for MOOC, a translation is possible with synoptic view of different languages adding the translation of subtitles. The forum must be in English only. Masterclass is to be delivered in English and translated to all local languages. Training materials to be translated only on local language + EN

- Working on the content for the platform (ACT, other partners), namely:
  - Marketplace (tools & content)
  - Uploading of training materials
  - MOOC training courses to be prepared and uploaded
- Identify testers - WISEs & Stakeholders
- Contents should be self-consistent and understandable from non-experts
- Platform overall evaluation and actions to be taken
  - Some inconsistencies to be fixed
  - Graphic appearance (ACT works with ITC graphic designer to identify new pictures more fitting with the WISEs' world and CGM-BARKA give their feedback)
  - Specific tools are required for TOURISM, RECYCLING, WASTE MANAGEMENT, AGRICULTURE

Further, partners discussed about the platform responsibility after the conclusion of the project, under guidance of PP11\_ENSIE, regarding the following topics:

- Open source
- Type of license
- Define what should be protected

According to the suggestion of ITC, partners agreed to have some boundaries, in order not to be obliged to have administration of contents. Open source is agreed among partners. ENSIE will provide a draft agreement as a basis of discussion for the consortium.

A couple of existing good examples are presented:

- Compellio - <http://www.compell.io> : a proposition was made , since they suggested a sort of advertising of IWs platform on their page and asked that we do the same. (The platform is working more individually with WISEs whereas our concept is broader and general, so it would have been a sort of win-win situation.). The proposition has been refused by partners, though, because they considered it as a commercial step and not being in line with our philosophy.
- Expertise

As for the MOOC, the suggestion from PP1\_FPM is on CC-Creative Commons (see following explanation on WPT4), which can be inserted into the PPs agreement

#### ■ WP.C

Under guidance of PP11\_ENSIE, the consortium discussed the following points:

- WP progress + target reached: good results have been reached and a positive feedback has been received by the JS. Since the last Milan meeting, the following activities have been carried out: scientific publications; interview/ storytelling (<https://www.interreg-central.eu/Content.Node/Il-Giardinone.html>; <https://www.interreg-central.eu/Content.Node/Spazio-Aperto-Seriv.html>); WP.C.4 Public EVENTS - multiplier conferences
- Until the end of the project, the following activities are foreseen:
  - 3 position & Policy Papers (D.C.3.5);
  - Infographics (postponed according to the new timeschedule for the pilot testing);
  - Interviews /Storytelling (1 p/month);



- Public Events -> targeted events (for them, partners are reminded to ALWAYS report any dissemination activity; report date, person, topic, pics or signatures if available);
- newsletter (the 4<sup>th</sup> one; the 5<sup>th</sup> will be done only if necessary);
- story telling videos: common template given by ENSIE, partners need to follow them (producing videos by Febr '20)

#### ■ WP.T4

Under guidance of PP8\_ACT, Partners discussed the Face-to-face trainings and agreed the following points:

- As for the 5 foreseen face-to-face trainings: one is already done in SLO, delivered by SASS, with 2 lecturers; it can serve as a benchmark for the organization of the other face-to-face trainings
- Materials (deliverable 4.2.1) have to be shared with participants prior to the trainings:
  - For trainees: it is suggested to provide a script (10-15 pages) in local language and in English (for the platform);
  - As for the materials for those not attending the training, including resources and external materials: PP8\_ACT gives the format as a standard to be used by PPs;
  - It is suggested to have a short video as a feedback “in the heat of the moment” from attendees, to be used for motivating and stimulating curiosity of people not attending the training (not as an evaluation tool; just to be used for the platform)
  - By Oct 2019 all materials need to be ready for all PPs, both in local languages and EN
- Update from all partners on the current status: PP12\_BARKA is not done yet; PP5\_SASS has defined the topic and the dates; PP2\_CGM has set the topic and the dates within the first 2 weeks of Sept
- Masterclass: it will be on 28-29 Nov, jointly with the Project Meeting - PP8\_ACT commits to prepare a summary/short ppt to help PPs for engaging people for the master class training

Under guidance of PP1\_FPM, PPs discussed the MOOC (preparation, timeschedule for recording it and first feedback) and agreed the following points:

- It is structured with an introduction, followed by interviews. The elements completed so far are: the storyboards; texts and quizzes. It is created as a Google drive folder for sharing of contents
- Landing page: it cannot be multilingual but reports the invitation to users to enrol with external access, leading to external pages in the local languages

Next steps:

- Interviews planning and recording (2/3 wise at project level; which questions? Draft is to be prepared by FPM - CGM)
- Translation of subtitles, to be synchronized with video: the first aim is to have the final video of MOOC in EN; PP1\_FPM will put a structure with the text in English, so that people can translate it in their local languages, sentence by sentence (every 3-4 seconds)
- CC licences ([www.creativecommons.org](http://www.creativecommons.org)) allows the creators to communicate to final users, distinguishing the rights s/he reserves and the ones s/he allows final users to freely use. E.g.: Attribution (BY); Non-commercial (NC); Share Alike (SA). PP1\_FPM provides a suggestion of CC
- Only the introductory video is going to be stored in the platform; the other videos are to be included only in the MOOC, since they are parts of the training path



■ **Steering Committee meeting**

The first meeting day ended up with the Steering Committee Meeting, where the WP.M was discussed (see SC meeting minutes for it).

**FURTHER ACTION:**

**PROJECT IMPLEMENTATION**

action	by	deadline	final responsible
1. LOCAL FACE-TO-FACE TRAININGS	CGM-PAT-SENT-BARKA- ACT	Aug-Oct 2019	ACT
2. Draft of agreement for platform sustainability	ENSIE		ENSIE
3. MASTER CLASS TRAINING	ACT	28 <sup>th</sup> - 29 <sup>th</sup> Nov 2019	ACT
4. Adaptation on the platform and final delivery according to the feedback from partners on questionnaires	EDITORIAL GROUP	end of July	ITC+ACT for graphic appearance ACT for contents
5. Platform translations	All involved PPs	Aug 2019	ITC
6. Export statistics of usage after Pilots for reports	ITC and FPM	Nov 2019	ITC
7. Story telling videos: (Visit of WISEs; Pilot actions; Cartoon/other; PPs: photos +photo + quote + few word)s	All	On progress - until Febr '20	ACT + ENSIE
8. Interviews with WISEs	Draft prepared by FPM - CGM  PPs for WISEs involvement	Keep ongoing	ENSIE
9. Suggestion on CC		Asap	FPM
10. D.C.3.5 Position Papers + D.T.3.3	PAT makes a draft; all PPs adapt on specific countries	Asap	ENSIE
11. D.T3.2.3 dvb Pilot Action TGs involvement through pilot testing	PP7_ITC + countries responsible	Jan 2020	ITC
12. Ask FTE to WISEs	CGM-PAT-SENT-BARKA- ACT	At the end of the Training	
13. Access to MOOC Presence list by countries	ITC	At the end of the Training	ITC

**DELIVARABLE/OUTPUT ACHIEVED:**



The list of deliverable achieved at the MID TERM, after the conclusion of RP.3 is in the D.M.2.7\_Project Management content report for RP.3 saved in folder “06.Reporting” in box net.

### TARGET GROUP REACHED:

As for RP.3, the LP will provide a table to count the target group reached in the 4<sup>rd</sup> reporting period; the target group already reached in the 1<sup>st</sup> 2<sup>nd</sup> and 3<sup>rd</sup> periods don't have to be counted again. A final counting will be carried out at the end of the project to reach the target foreseen in the AF.

### THREATS:

The threat of the finalization of the platform is an issue, since the main point is the harmonization of contents and commitment of partners and involvement of WISEs also at individual level, if necessary, for its best result: the platform is a tool, it remains empty if contents are not developed enough.

### NEXT MEETING:

Next meeting will be on 28-29<sup>th</sup> of November 2019, in Zagreb, hosted by PP8\_ACT, jointly with the master class. PPs decide for the meeting afterwards, to be held on Monday-Tuesday 20-21 JAN 2020, hosted by PP12\_BARKA in POZNAN (PL) and will include also a Steering Committee meeting.

### COMPULSORY ANNEXES:

1. Meeting Agenda
2. Presence list signed

### ANNEXES:

1. All presentations slides