



Developers Workshop: 11th and 12th April Meeting Minutes

Meeting Location | Classic Hotel, Nicosia, Cyprus

The participant list and meeting agenda are attached.

Organisational Matters

For information the Eligibility Period for the Project is: 1st November 2016 to 31st October 2018

Dates for future International Meetings:

Meeting 3: Midterm plenary meeting: 12th and 13th of October 2017 in Padua, Italy

Meeting 4: Developer workshop 2: 23rd and 24th January 2018 in Vienna, Austria

Update on the Workplan/Gantt Chart

Wolfgang and Isabel to update the gantt chart and send to all partners by the end of April

Intellectual Output 1: Needs Assessment Report Update

Partners	Desk-research	Questionnaires	Focus Group	Interviews	National Report
ECC	Completed	32 achieved – plus waiting on some remaining	To be completed	2 completed with leaders from the National Labour Ministry	Analysis of the questionnaires underway
INTEGRA	Completed	27 achieved; distributed to a wide cross sector of stakeholders	Completed with the respondents of the questionnaires	Completed: huge diversity in responses from Industry; policy makers and educationalists	Analysis completed: to be transferred into the national report template
QUALED	Completed	26 questionnaires achieved; targeted Labour Market Services in Slovakia (online and face-to-face)	Completed	Completed	Report to be written
CARDET	Completed; quite alot in Cyprus	14 responses to date; will undertake face-to-face interviews to reach the numbers			Not yet started
Meath Partnership	Completed	48 achieved	Completed	Completed	First draft available
Ente Bilaterale Veneto	Completed	Translated all questions: 54 achieved with 49 companies in a face-to-face format	To be completed with companies and associations	Completed; sector targeted included trade, tourism and services.	Results analysis completed; to be transferred to report template
UMINHO	Desktop	Questionnaire and	Not completed to	In planning stage	Not yet started

	research performed and main stakeholders identified	interview guide were translated; sent to labour and education ministries, national union trades, national entities that regulate education, Institute of Employment and Training and professional and business associations.	date		
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Finalisation of tasks for IO 1: Deadlines as agreed

- Monday, 15th May: Final National Reports from all partners
- Wednesday, 14th June: Summary Report to be prepared by Meath Partnership
- Friday, 30th June: Partner Feedback, sign-off and publish report on project website

IO 2: Work 4.0 Awareness Raising Guidelines

The target group for the Guidelines are labour office advisors, career counsellors, etc., therefore they need to be practical and thought-provoking in nature; rather than a scientific paper.

Content Structure	Partner Responsible	Format and Size
<ul style="list-style-type: none"> • Introduction to the Guidelines 	UNIMHO	2 – 4 pages; A4 Arial 11; Spacing 1.15
<ul style="list-style-type: none"> • The ‘second wave’ of digitalisation • Trends in Machine Learning, Machine-translating, Mobile Robotics and Augmented Reality • New management and controlling technologies 	Meath Partnership	5 – 10 pages; A4 Arial 11; Spacing 1.15
<ul style="list-style-type: none"> • Digitalisation of the economy and its impact on professions in <ul style="list-style-type: none"> ○ Transportation and logistics ○ Production and manufacturing ○ Construction and extraction ○ Office and administrative support ○ Sales and related services 	EBVF and CARDET	10 - 20 pages; A4 Arial 11; Spacing 1.15
<ul style="list-style-type: none"> • New job families required by the Internet of Things • New forms of employment • The future of employment: build a workforce with future-proof skills 	UNIMHO	5 – 10 pages; A4 Arial 11; Spacing 1.15
<ul style="list-style-type: none"> • Working conditions: flexibilisation and individualisation • The future of employment: flexibility and interdisciplinary learning 	QUALED	5 – 10 pages; A4 Arial 11; Spacing 1.15
<ul style="list-style-type: none"> • Social stakes of digitalisation • The future of employment: creative and social intelligence 	INTEGRA	5 – 10 pages; A4 Arial 11; Spacing 1.15
<ul style="list-style-type: none"> • Adaptation of labour market policy and institutions to provide adequate protection for workers • Digitalisation, inequality and discrimination • Polarization of the labour force 	WIN	5 – 10 pages; A4 Arial 11; Spacing 1.15



• References	All partners	APA style
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It was agreed that the Guidelines are to be text based with images and will be designed by CARDET as a downloadable PDF on the Platform. CARDET will circulate a disclaimer in relation to own content/copyright.

Tasks for IO 2: Deadlines as agreed

- Draft version needs to be ready by the end of October as the period for work on IO2 is April to October 2017 – each partner has 25 working days with the Lead Partner having 45 days
- UMINHO to produce a Terms of Reference for IO2 with a clear and prescriptive template for content for each unit by 28th April
- All partners to develop their 1st draft by 14th July
- UMINHO to provide feedback to all partners on completeness and comprehensiveness of the units by 11th August
- Partners to send the 2nd draft of their units to UMINHO by 29th September
- UMINHO to collate all final draft for Partner Meeting 3 in 12th and 13th of October 2017 in Padua, Italy

IO 3: Work 4.0 Resource Pack

We had a general discussion regarding the approach to the Resource Pack and consulted the following resources:

The EU uses the 10 levels of categorizations for defining jobs – <https://ec.europa.eu/esco/portal/browse>

ESCO occupations are structured in a hierarchy of five levels and are listed below:

Armed forces occupations

Clerical support workers

Craft and related trades workers

Elementary occupations

Managers

Plant and machine operators and assemblers

Professionals

Service and sales workers

Skilled agricultural, forestry and fishery workers

Technicians and associate professionals

Also consult: http://www.ilo.org/wcmsp5/groups/public/---dgreports/---dcomm/---publ/documents/publication/wcms_172572.pdf

UMINHO: How do we measure risk and how do we rate the occupations according to these risks?

Next steps in this IO

Wolfgang will review the list of occupations as per

http://www.oxfordmartin.ox.ac.uk/downloads/academic/The_Future_of_Employment.pdf

and extract into an excel sheet on google docs with associated rating. Each partner to review and provide their national preferences in terms of the 25 most at risk and the 25 least at risk of occupations. This work should be completed by mid-May 2017.

It was agreed that we will further investigate a suitable model for the Resource Pack and as IO Leader Wolfgang (WIN) will try to develop a model/template for partner consideration for the next meeting. This IO will be discussed in greater detail at the next partner meeting in October; with the aim of having the template agreed



and a prototype developed (i.e. one resource focusing on one occupation) to include with the Interim Report to the National Agency.

Dissemination Activities

CARDET has created a Facebook page for the project at: www.facebook.com/jobsforwork. Harris will make all partners administrators on the page. Postings can be in all languages and it was agreed that each partner will post as part of their dissemination activities and promote the FB page across their stakeholders. We will review the activities on the page at the next meeting.

Project Brochure/Flyer: UMINHO to develop the text by 28th April for the brochure and website; CARDET will look after the layout/design. All partners to translate/proof text by 12th May 2017. CARDET to apply the design by end of May 2017.

Project Website: UMINHO are currently developing the project website and will soon inform partners how to access its backoffice where files are already being uploaded and can be shared by all partners. The website also allows for online communication. The information about the project is being entered in the public area. UMINHO would like partner input to improve the design of the website with suggestions for content and suitable images.

The website is currently available on <http://work40.dsi.uminho.pt/> but will move to www.work4-0.eu domain by the first week of May 2017.

Close of the Meeting

Following the group photograph, the partners thanked Harris for hosting the meeting and all the partners for their valuable contributions and closed the meeting.

**Annex 1: Participant List**

Name	Organisation	Email Address
Wolfgang Eisenreich	WIN	office@wissenschaftsinitiative.at
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Isabel Ramos (joined via Skype)	University of Minho	iramos@dsi.uminho.pt



Annex 2: Meeting Agenda

Developers Workshop AGENDA

*Developers Workshop Meeting for the project Jobs for Work 4.0
11 – 12 April 2017
Classic Hotel, Nicosia, Cyprus*

Tuesday 11 April

9:00 – 11:00 Organizational Matters

- International Meetings
- Updated Action Plan and Deadlines

11:00 – 11:30 Intellectual Output 1 Update

- O1 – Short presentation from each partner
- Delays and Mitigation

11:30 – 11:45 Coffee Break

11:45 – 13:00 O4 – Expert Presentation – Maria Solomou

- Standards and Practices for Instructional Design
 - Templates
 - Processes
 - Deadlines
 - Inputs
 - Disclaimer

13:00 – 14:30 Lunch at the Hotel Classic

14:30 – 15:30 O2 – Guidelines

15:30 – 15:45 Coffee Break

15:45 – 17:00 O2 – Guidelines (Continuation)

Wednesday 12 April 2017

9:30 – 11:00 Dissemination Campaigns (Brochures, Banners, Leaflets, Facebook page, Templates Attendance Sheets)

11:00 – 11:15 Coffee Break

11:15 – 12:00 Next Tasks and Deliverables
