



Minutes of Meeting Final Meeting

Date of meeting:	12/13 September 2018	
Type of meeting:	Final meeting	
Venue:	Trim, Ireland	
Hosting organisation:	Meath Partnership	
Chair:	Sarah Land	
Minutes:	Theocharis Michail, Jana Butekova	
Operative partners	João Machado	(UMINHO)
	Marco Palazzo	(EBV)
	Sarah Land	(Meath Partnership)
	Theocharis Michail	(CARDET)
	Sonja Bercko Eisenreich	(INTEGRA)
	Jana Butekova	(QUALED)
	AlenkaValjaskova	(QUALED)
	Wolfgang Eisenreich	(ECC)
Attendance stakeholders		
Apologies		

1. Introduction

Participants met at 12.30 pm for a light lunch. Sarah Land welcomed te participants and shared some information about Meath Partnership.

Presentation of the current state of the project (João)

- Some partners have not yet sent translations for O2 and O4. This must be done soon because the project is ending and the multiplier events must happen in the next 2 months.
- Translation is needed for the first flyer (WIN, EBVENETO, INTEGRA). The second flyer will be created in the next weeks.
- Regarding the newsletters, a second one will be created focusing the information produced for O1 and O2. A third newsletter is planned to focus O4, O5 and O6.
- Translation of Stackholders section (website) in local languages

- To be noticed, the project ends on **31st December**. All validation and dissemination must be done in the next 3 months.
- **The deadline** for the **O4 translation** was set to **September 30** so validation and dissemination Multiplier events can start. The University of Minho is defining the validation multiplier for Oct 12th.
- Regarding the project Website it was noted that – UMINHO will do
 - News should be moved to the menu Resources.
 - A Facebook link should be embedded in the News page.
 - The minutes of the meetings should be removed from public view.
 - Synergy should be renamed as “national stakeholders” and all of them must be in English and national language
 - All partners must send the institutional stakeholders to João for publication on the website.

2. O3 Resource Pack (Wolfgang Eisenreich)

- Wolfgang proposed an Idea for classifying occupations by relative risk (Wolfgang will provide excel from)
- O3 Intellectual output has been adapted to simplify uploading in the Web platform (IO4)
- References and Bibliography for each occupation as currently developed (Cluster by the 9 ILO categories) is unwieldy and should be refined. However, it should not be below each occupation.
- 1211 (Financial Professional and Budget analyst) must be improved in its content and case studies provided by MEATH – ACT HARIS
- Rename section Sources to References
- The Sources of the information provided for each occupation should be changed – ACT HARIS
 - Remove Resources from Sources and put in Index – if index does not also keep the link to the occupation then create a new page with index and references and if this is too unwieldy try to use the drop down option to put references at each occupation.
 - Each Case study associated with the described occupation should have the sources below it.
 - Use logos or screenshots for every case study.
 - All profession names (on the platform) should be in plural
- At Home page, the Search function must be more visible and like the Google search – as it will be the primary means for searching the occupations.
- Explain section Sources (references) to the ISCO -08 classification. That means that we provide an explanation as to what the number next to the profession means (for example 1211, using Bold in each digit to explain major section, major group, minor group and occupation.
- Each ISCO-08 number in occupations must be linked to the ISCO – 08 explanation webpage

- MARCO- At Home Button Below Skill Level provide explanation (e.g. Skill Level 1, base occupations etc.) New words: **Base – Technical – Advanced – Managerial** (will need to be translated)
- Add Guidelines at the E-Platform
- The Work 4.0 link on the homepage does not work properly and should be more visible
- 50 Professions should be linked together in a single pdf and be put for download
- Add Forum functionality in E-platform for job councillors
- Google Translate should be embedded on the e-Platform and (explore possibility to try to find and embed a tutorial video in You Tube explaining how Google Translate works)
- Fix – In the platform
 - Create a Read More text for the skill level

O4 platform

3. O5 Mobile app (Haris)

- It is important to verify now how to make available the app on Google and Apple stores.
- The app must be available in all languages and before the Multipliers events.
- The app must be simple and easy to use
 - No categorization by Skill Level (just make the platform searchable)
- We will try to launch the mobile app for both platforms –
 - Definitely Android
 - iOS (depending on effort etc.)
- What needs to be included are the
 - 50 professions
 - Guidelines
 - Contact(link to website)
 - pending mobile web developer expert opinion

4. Validation and implementation (Sonja)

Sonja will send **Guidelines** on how to write a report from Validation activities; partners will compile the information for their countries and will send the partner reports back to Sonja. Integra will integrate all information into the project report for O6.

Validation Questionnaires – some suggestions for improvement were shared at the meeting:

1. Questionnaire for 30 labour officers
 - a. Do you think that the outputs will help you to be more competent in your counselling?
 - b. How useful do find the following:

	not useful at all	not useful	useful	Very useful
case examples				
background info				
the guidelines				
the app				

the search function				
the platform format				
Guidelines				

- c. Would you like to add any comments?
2. Questionnaire for 10 stakeholders (education institutions, job officers, counsellors, trade unions)
 - a. Do you think that the outputs will help you to be more aware of the influence of digitalisation on the jobs?
 - b. Do you think that the outputs will help you to be more competent in your counselling?
 - c. Is it important for you that there is an available resource on automation in your language?
 - d. May the platform influence your decisions in the future?
 - e. Would you like to add any comments?

Each partner needs to produce a Case study / good practice: each partner can write a case study or good practice **during pilot** testing. For more info, please see Work 4.0 Testing and Implementation Guidelines.pdf sent by Sonja.

Promo video – each partner in their language record a 30 – 60 seconds video (interview with 1 person) with subtitles in English. Questions for the interview:

- What is the future of jobs? (Integra)
- Do you consider automation as a threat? Why? (EBVeneto)
- Which competences and skills will be needed in the future? (WIN)
- Do you find the materials useful? (Qualed)
- Will you use them in your future work? How? (Meath)
- Do you consider the platform user friendly and useful? Why? (Uminho)
- Do you think that job seekers using our app will make better carrier decisions? Why? (Cardet)

Deadlines:

Guidelines + questionnaires: end of Sep 2018: Sonja will send them to all partners
National reports from validation: end of Nov 2018: partners send to Sonja
Validation report for the project: end of Dec 2018: Sonja

5. Dissemination (Wolfgang)

- All dissemination actions are to be recorded in a dissemination log (to be sent by Wolfgang to partners)
 - Distribution of Flyers
 - Newsletters (Digital)
 - Multiplier Events
 - Stakeholder Meetings
- Partners fill in the logs, indicate future activities (Deployment plan) and send to Uminho: **end of Septemberr 2018**
- Final dissemination and deployment report (Uminho) – Wolfgang will send them an example from FinLit

- Printed project summary in all partner languages (application page 84) – 2nd flyer + case studies + summary from O6 report: Sonja to compile and send to partners for translation
- Haris will write an article about the outputs, link it to the news section of the platform and publish it in the EOC (European Office Cyprus)
- **Multiplier events**
 - National reports – Sonja will send a template
 - Participants list – Joao will send a template (name, e-mail, organisation, address of organisation, signature) – send a scan to Uminho. Include GDPR disclaimer
 - UMINHO will check if there is a minimum number of hours required for the multiplier events. A detailed agenda / program must be produced.
 - Report includes description of distributed materials and pictures. Everyone needs to gather and send information to ISABEL AND ZOAO.
 - Please send Haris a notice before the event, so that he can put it up on FB
 - 2 types of multiplier events, together 35 participants (not all the same)
 - 25 counsellors: The Future of Employment,
 - 10 VET providers: Work 4.0 – a new theme for VET providers

6. Administrative Issues (João)

- Travel cost statements for meetings: all except QUALED should send the statements to UMINHO.
- Timesheets – final columns in days, not in hours
- Qualed, WIN and EBVeneto must send the work contracts to prove that people involved in the project have the required links to the institutions. Joao will check if it is enough to send a confirmation by directors that the person works for the organisation.
- Exceptional costs: the receipts must be sent to UMINHO
- Adjustments will be done in the amounts to transfer to Meath Partnership, EBVeneto, WIN. This correction may require the signing of new contracts/addenda.