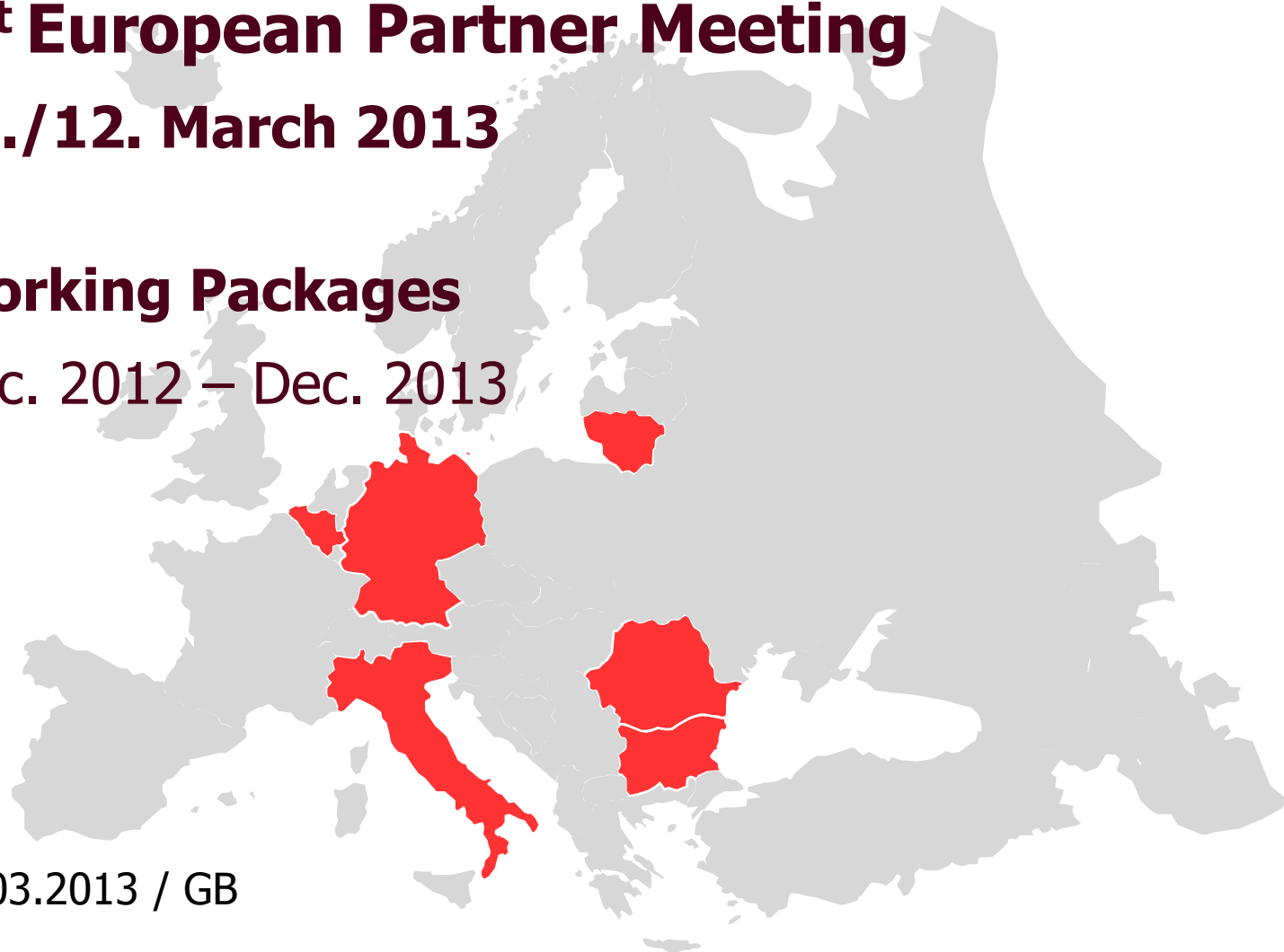


1st European Partner Meeting

11./12. March 2013

Working Packages

Dec. 2012 – Dec. 2013



07.03.2013 / GB



Work Packages (Materials, Products and Results (R))		Managed by:	Done till:
WP 1 INFORMATION & EXCHANGE			
Project handbook <i>(for coordinators)</i>	R 1	AuL BI	Jan. 2013
Detailed work plan - Updated		AuL BI	Jan.2013
Project flyer BICO <i>(for members)</i>	R 2	AuL BI	Jan. 2013
Edition Flyer: BG – 1.000 / RO – 1.000 / LT – 1.000 / EN – 250			Ready
Newsletter No. 1 (February 2013) <i>(for all interest)</i>	R 2a	AuL BI	Feb. 2013
Project website BICO - Draft <i>(public)</i>		AuL BI	Feb. 2013
Completion and distribution of information products		ALL	March 2013
BICO website (continuous feeding)	R 3	ALL	Feb.- Dec. 13
Very important: Links to the websites of the national partners			

Project Events 2013

1st European Partner Meeting
Social partners
DE / Bielefeld, March 2013

2nd European Partner Meeting
Social partners
LT / Vilnius, Sep. 2013

European Conference
all partners from sectors and
companies
RO / Bucharest, Nov. 2013

Training Seminar
Representatives from companies
BG / Sofia, April 2013



From	Up to	Location	Type of action	Participants		Function and topics
11.03. 2013 (Arrival) Monday	13.03. 2013 (Departure) Wednesday	BIELEFELD GERMANY	Meeting 1 of the European Project Group (Kick-off- Meeting)	Trade Unions FSOGSDP (1) „Metalicy“ (1) FSCM (1) FILCA-CISL (1) LMPF (1) LMPSS (1) LPSK (1) EFBWW (1)	Employers BCWFI (1) BAMl (1) PICM (1) LMPIA (1) LINPRA (1)	<ul style="list-style-type: none"> • Constitution of the project partnership • Coordination of mutual interests, objectives and expected results • Fine-tuning of the national / European tasks and working methods (sector and companies) • Activities for information and participation (flyers, website, etc.) • structured short reports on the current situation and future developments of further training in sector and enterprises • Preparation of training seminar "In-company training system" for representatives (worker/employer) from companies
				Duration (<i>without arrival/departure</i>): 2,0 days Total participants: 18		

From	Up to	Location	Type of action	Participants		Function and topics
22.04. 2013 (Arrival) Monday	26.04. 2013 (Depart.) Friday	Sofia Bulgaria	Training Seminar In-company further training management	Workers' Repres. <i>(from companies)</i>	Employers' Repres. <i>(from companies)</i>	<ul style="list-style-type: none"> Representatives from companies (workers & employers) complete a joint practical training in "In-company training management". They will learn methods, tools and practice models; in the new function as "In-company training consultants" they will apply this Know-how in the completion of the training practice.
				BG / Wood (2) BG / Metal (2) RO / Metal (3) IT / Wood (2) LT / Wood (2) LT / Metal (2)	BG / Wood (2) BG / Metal (2) RO / Metal (3) LT / Wood (2) LT / Metal (2)	
Duration (<i>without arrival/depart.</i>): 4 days Total participants: 30			Arbeit und Leben Bielefeld & Experts (3) National Coordinators BG / RO / LT (3)		<ul style="list-style-type: none"> The seminar is based on an evaluated training curriculum with methodological and didactic materials and tools that were developed by AuL together with social partners in furniture / metal industry and they are applied in German sector-companies. 	

From	Up to	Location	Type of action	Participants		Function and topics
09.09. 2013 (Arrival) Monday	11.09. 2013 (Depart. Wednesday)	Vilnius (Lithuania)	Meeting 2 of the European Project Group (Interims- Meeting)	Trade Unions BG/FSOGSDP (1) BG/„Metalicy“(1) RO / FSCM (1) IT / FILCA-CISL (1) LT / LMPF (1) LT / LMPSS (1) LT / LPSK (1) EFBH / Brüssel (1)	Employers BG / BCWFI (1) BG / BAM I (1) RO / PICM (1) LT / LMPIA (1) LT / LINPRA (1)	<ul style="list-style-type: none"> • Interim report on the previous project activities (partnership, implementation, results, goal attainment) • Brief reports on the implementation of the training management system and first training activities in companies • Comparison and evaluation of sector and company agreements for supporting further training activities • Intermediate evaluation of the cooperation in the national "Sector councils for skills and competences" • Preparation of the final European workshop on experiences, practical approaches and advances in further training
				Duration (<i>without arrival/departure</i>): 2,0 days Participants: 18		

From	Up to	Location	Type of action	Participants		Function and topics
18.11. 2013 (Arrival) Monday	20.11. 2013 (Depart.) Wednesday	Bucharest (Romania)	European Conference All partners (Final Conference)	Trade Unions FSOGSDP (1) „Metalicy“ (1) FSCM (1) FILCA-CISL (1) LMPF (1) LMPSS (1) LPSK (1) EFBWW (1)	Employers BCWFI (1) BAMi (1) PICM (1) LMPIA (1) LINPRA (1)	The final workshop aims at exchanging transnational practice, experience and strategies from representatives on sector and company level Main topics are: <ul style="list-style-type: none"> • The actor-focused exchange of the value and benefit from vocational further training management and to the progress achieved in project • Review of sector political strategies for enhancing further training through bipartite cooperation for future developments in the branches /for workforce development in companies • Review and further planning of the cooperation in the social sector dialogue • The discussion of standards, effects, implications and transfer-elements of sectoral and company-based SME training agreements
				Workers' Repres. <i>(from companies)</i> BG / Wood (2) BG / Metal (2) RO / Metal (3) IT / Wood (2) LT / Wood (2) LT / Metal (2)	Employers <i>(from companies)</i> BG / Wood (2) BG / Metal (2) RO / Metal (3) LT / Wood (2) LT / Metal (2)	
				Duration (without arrival/departure): 2,0 days Participants: 42		

WP 2 SEMINAR: IN-COMPANY FURTHER TRAINING MANAGEMENT

Curriculum “In-company further training management” (updated)	R 4	AuL BI	Jan. - Feb. 2013
	Draft		Feb. 2013
	Completion		March 2013
Seminar & training plan (agenda)	R 5	AuL BI	Jan. - Feb. 2013
	Draft		Feb. 2013
	Completion		March 2013
Materials for seminar (methodological approach and learning materials)	R 6	AuL BI	Jan. – Mar. 2013
	Draft		March 2013
	Completion		March - Apr. 2013

WP 3 QUALIFICATION AND NEEDS ANALYSIS

<p>Country-based information on sector development, changes to training, workplaces and employment in wood/furniture and metal/machineries buildings</p>	<p>R 7</p>	<p>Nat. Coord. (BG/RO/LT)</p>	<p>Jan. – Mar. 2013</p>
<p>Criteria for analysis (standards) Pooling information (First) Discussion & Presentation</p>			<p>Jan. 2013 Jan. – Mar. 2013 1. Project meeting</p>
<p>Product: National sector analysis</p>			<p>2. Project meeting</p>
<p>Company analysis (profile) of the current situation in further training, demands for qualification, gaps and needs of skills, knowledge and competences</p>	<p>R 8</p>	<p>Nat. Coord. (BG/RO/LT)</p>	<p>Jan. – Mar. 2013</p>
<p>Questionnaire (companies) Development of Profile Information (First) Discussion & Presentation</p>			<p>Jan. 2013 Jan. – Mar. 2013 1. Project meeting</p>
<p>Product: Company profiles</p>			<p>1. Project meeting</p>

WP 4 IMPLEMENTATION: IN-COMPANY FURTHER TRAINING MANAGEMENT SYSTEM

<p>Documentation about implementation of in-company further training management systems</p>	<p>R 9</p>	<p>Nat. Coord. BG/RO/LT</p>	<p>Apr. – Aug. 2013</p>
<p>Minutes, empirical material, plans Evaluation and documentation Interims result: Assessment about in-company cooperation</p>			<p>ongoing ongoing Sep. 13 (2. Meeting)</p>
<p>Final result: Summary about in-company cooperation</p>			<p>Nov. 13 (Conference)</p>
<p>Consulting and documentation of training courses (planning, testing and verifying (companies))</p>	<p>R 10</p>	<p>Nat. Coord. BG/RO/LT</p>	<p>Aug. - Dec. 2013</p>
<p>Minutes, empirical material, plans Evaluation and documentation Interims result: Assessment about in-company activities</p>			<p>ongoing ongoing Sep. 13 (2. Meeting)</p>
<p>Final result: Summary about in-company activities</p>			<p>Nov. 13 (Conference)</p>



WP 5 SUPPORT: CONSULTATION AND NEGOTIATION IN SOCIAL DIALOGUE




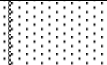








<p>Development and negotiation of sectoral and/or company-based Learning Agreements</p>	<p>R 11</p>	<p>Nat. Coord. BG/RO/LT</p>	<p>June – Nov. 2013</p>
<p>Bipartite in-company meetings (about standards, requirements) minutes Development and negotiation of learning agreements (material / drafts)</p>			<p>after internal agreement Internal activities (until 2. Meeting)</p>
<p>Finalization of learning agreements</p>			<p>until Nov 13 (Conference)</p>
<p>Cooperation in (national) Sector Skills Council</p>	<p>R 12</p>	<p>Nat. Coord. BG/RO/LT</p>	<p>June – Nov. 2013</p>
<p>Meetings of sectoral social partners (minutes) Recommendations for company-based further training (basic platform)</p>			<p>after internal agreement until 2. Meeting</p>
<p>(Goal) Development and negotiation of sector learning agreements</p>			<p>until Conference</p>



WP 6 FINAL DOCUMENTATION AND DISSEMINATION

<p>Manual “Managing company-based training in SMEs” (Tool kit)</p>	<p>R 13</p>	<p>ALL</p>	<p>July – Sep. 2013</p>
<p>Best Practice documentation “Company-based training management in SMEs”</p>	<p>R 14</p>	<p>ALL</p>	<p>Nov./Dec. 2013</p>
<p>Interim and Final Report BICO</p>	<p>R 15</p>	<p>ALL</p>	<p>Nov./Dec. 2013</p>

Next Steps

Phase / Activity	Month											
	1 (2) Dec	2 Jan	3 Feb	4 Mar	5 Apr	6 May	7 Jun	8 Jul	9 Aug	10 Sep		
Seminar SOFIA (BG) <i>(In-Company Further Training Management System)</i>					 22.-26..							
PHASE II (Project implementation)				4. - 10. Months								
Implementation of CTM-system in 12 pilot companies (parallel / 6 sectors / 4 countries)												
Testing and verifying of in-company learning courses												
Finalization Manual & Tool kit (country versions)												
Finalization sector/company-analyses vocational further training												
Interims-Meeting VILNIUS (LT) (Second partner meeting)									 09.-11.			
Internal support, monitoring and validation of company-based training activities												
Social Dialogue: Preparation & starting of cooperation in Sector skills and competences councils												
Development of sector/company agreements for training and qualification												
Evaluation of training practice in companies - Documentation of results, methods and experiences					