

Life Long Programm Leonardo Da Vinci partnership

Title of Project: Labour Market needs, professional profiles and competences

Sign of the German project partner: 2011-1-ES1-LEO04-35928 6

Minute to the kick-off meeting of NE.P.CO Wernigerode, October, 25th and 26th 2011, Germany

Introduction

The Harz AG has been really happy to welcome the project partners of the Leonardo Da Vinci project NE.P.CO. at the Harz AG in the Harz region. Out of internal circumstances the Harz AG asked other as at the application form planned the project partners to the Harz region for the kick-off meeting. Thanks to the project partners and their collaboration the meeting could take place on schedule but not as planned in Valencia but at the Harz region. During that meeting the most important aspect has been to get to know the partner and from now on the project colleagues and to plan the to do's for a successful process of the project. There for has been two days for the meeting planned (Annex 1: Agenda of the meeting). The meeting took place at the IGZ the office building where the Harz AG is as well situated.

Participants

Spanish partner:

Oreto Argente, City Council of Valencia, occupied as Local Development Manager

Maria Martínez, City Council of Valencia, occupied as Local Development Manager

Danish partner:

Helle Blonde, Randers Kommune – Center for Competence Development and Jobrotation, occupied as Manager

German partner:

Katja Heidler, Harz AG – Initiative region of growth, occupied as project development and coordination

Dr. Thomas Müller, Harz AG – Initiative region of growth occupied as chief executive officer of the Harz A

Agenda

(Annex 1: Agenda of the meeting)



Harz AG
INITIATIVE WACHSTUMSREGION

Development

First the partners have been introduced by the chief executive officer of the Harz AG, Dr. Müller otherwise it has been fundamental to explain the initial situation at the Harz region. Further on the partners had the chance to introduce themselves and the organization they work for. Later on all partners explained their motivation for joining the project in connection to the initial situation of the employment market of their country. Later on the partners discussed about the objectives, strategies, results, outcomes and the impact of the NEPCO enterprise. There had also been discussed what has to be done in every working package further more did not join all the planned partners the Leonardo partnership so there have been some workloads left which had to be split up. On the second day of the meeting the Harz AG planned the visit to a current and successful employment project at the Harz region. Further on there had to be discussed how a well structured cooperation looks like as well as the communication and its medias would be best for an successful project. Most important had to be discussed how the results of the NEPCO enterprise as well as the use of the results could look like. Last but not least the partner worked on the common work load of each colleague and the results of the meeting.

Conclusions

For a successful NEPCO enterprise the partners agreed on the following proceeding, that the Harz AG takes care on the minute of the first meeting (kick-off meeting in Wernigerode). The fundament there for will be a milestone document which contains shortly the next steps for fulfilling the work packages (Annex 2: Milestones NEPCO). Otherwise has the Harz AG develop a questionnaire concerning the satisfaction of the partners with the meeting in Wernigerode. As well has the Harz AG presenting the results of the questioning at the next meeting. For an auspicious project all partners agreed to introduce and compare successful projects of its region to the partners. So the Harz AG worked on a summary which makes the projects comparable. The Spanish partner worked on the following aspects: Development of the internal procedure, Invitation and preparation of the study visit in Valencia, Preparation of a questionnaire of the skills of each partner organization. Further on the City Council of Valencia is composing a summary of the NEPCO enterprise for the web page of each partner as well as a presentation of the dissemination strategies further on the Spanish partner is monitoring the exchange of the logos and preparing the NEPCO newsletter. Last but not least is the Danish partner coordination and writing the intermedia report.

Others

Further on agreed the partners at the kick-off meeting how to deal with the accounting during the project – each partner pays at the meeting for themselves.

Signatures:

City Council of Valencia

Center for Competence

Development and Jobrotation Randers

Harz AG – Initiative region of growth



Randers Kommune



AJUNTAMENT DE VALÈNCIA
REGIDORIA D'OCCUPACIÓ I PROJECTES EMPRENEDORS



Education and Culture DG



NEPCO

Annex 1 - kick-off meeting



October, 25th and 26th 2011, Wernigerode, Germany
NE.P.CO

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### Tuesday, October 25th 2011

|               |                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 09:00 - 09:30 | <b>Introduction and presentation from our host</b><br><i>Harz AG, Dr. Müller and Katja Heidler</i>                                                                                                                                                                                                                                                                                           |
| 09:30 – 09:50 | <b>Partner's presentation</b><br><i>City Council of Valencia, Maria Martinez and Oreto Argente</i>                                                                                                                                                                                                                                                                                           |
| 09:50 – 10:10 | <b>Partner's presentation</b><br><i>Randers Municipality Centre for Competence development and jobrotation, Helle Bonde</i>                                                                                                                                                                                                                                                                  |
| 10:10 – 10:45 | <b>The employment sector at the Harz region</b><br><i>Harz AG, Katja Heidler</i><br><i>Discussion/ questions</i>                                                                                                                                                                                                                                                                             |
| 10:45 – 11:00 | <b>Coffee Break</b>                                                                                                                                                                                                                                                                                                                                                                          |
| 11:00 – 12:00 | <b>Presentation of NE.P.CO.</b><br><i>City Council of Valencia, Maria Martinez and Oreto Argente</i><br><i>(Summary and motivations)</i><br><i>Subsequently discussion all partners</i>                                                                                                                                                                                                      |
| 12:00 – 13:00 | <b>Lunch break</b>                                                                                                                                                                                                                                                                                                                                                                           |
| 13:00 – 14:00 | <b>Presentation of NE.P.CO.</b><br><i>City Council of Valencia, Maria Martinez and Oreto Argente</i><br><i>(Objectives and strategies, result and outcomes as well as the impact) Subsequently discussion all partners</i>                                                                                                                                                                   |
| 14:00 – 15:00 | <b>Questions to NE.P.CO.</b><br><i>Discussion all partner</i><br><i>- Can we achieve all the objectives and results? At the moment we are 3 partners and no 6 partners such as the project was developed. To change dates.</i><br><i>- WP4 and WP5 need coordinator partner. To decide. Once decide this, each partner should assume their responsibility and begin to work in their WP.</i> |
| 15:00 – 15:15 | <b>Coffee Break</b>                                                                                                                                                                                                                                                                                                                                                                          |
| 15:15 – 16:00 | <b>Questions to NE.P.CO.</b><br><i>Discussion all partner</i><br><i>- Work programme: we should decide/ change about Work programme: mobilities, destination and dates.</i><br><i>As well as organizational stuff</i>                                                                                                                                                                        |
| ~~~~~         |                                                                                                                                                                                                                                                                                                                                                                                              |
| 17:00 – 18:30 | <b>Sight Seeing – Guided tour through Wernigerode</b>                                                                                                                                                                                                                                                                                                                                        |
| 20:00 – ...   | <b>Dinner: Hotel zur Post Marktstraße 17 in Wernigerode</b>                                                                                                                                                                                                                                                                                                                                  |

**Wednesday, October 26th 2011**

|                            |                                                                                                                                          |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <b>09:00 – 10:00</b>       | <b>Presentation of NE.P.CO.</b><br><i>Discussion all partner</i><br><i>(Cooperation and communication as well as Distribution tasks)</i> |
| <b>10:00 – 10:30</b>       | <b>Presentation of NE.P.CO.</b><br><i>Discussion all partner</i><br><i>(Evaluation)</i>                                                  |
| <b>10:30 – 10:45</b>       | <b>Coffee Break</b>                                                                                                                      |
| <b>10:45 – 12:00</b>       | <b>Presentation of NE.P.CO.</b><br><i>Discussion all partner</i><br><i>(Dissemination and use of results)</i>                            |
|                            | <b>12:00 – 13:00 Lunch Break</b>                                                                                                         |
| <b>13:00 – 14:30</b>       | <b>Abstract of the kick-off meeting in Wernigerode and prospect of the following meeting</b><br>~~~~~                                    |
| <b>17:00 – 18:00</b>       | <b>Sight Seeing – Guided tour through the castle</b>                                                                                     |
| <b>20:00 – ... Dinner:</b> | <b>Brauhaus Breite Straße 24 in Wernigerode</b>                                                                                          |

## Annex 2 –



### Milestones NEPCO

|                                                                                    | Oktober-11 | Nov-11 | Dez-11 | Jan-12 | Feb-12 | März-12 | Apr-12 | Mai-12 | Jun-12 | Jul-12 | Aug-12 | Sep-12 | Oktober-12 |
|------------------------------------------------------------------------------------|------------|--------|--------|--------|--------|---------|--------|--------|--------|--------|--------|--------|------------|
| <b>WP 1 / Coordination (City Council)</b>                                          |            |        |        |        |        |         |        |        |        |        |        |        |            |
| Invitation to Valencia (City Council)                                              |            |        |        |        |        |         |        |        |        |        |        |        |            |
| Development of the Internal Procedure (City Council)                               |            |        |        |        |        |         |        |        |        |        |        |        |            |
| Preparation of one questionnaire of the skills of each organization (City Council) |            |        |        |        |        |         |        |        |        |        |        |        |            |
| Assortment of the target/ project visit in Valencia (City Council)                 |            |        |        |        |        |         |        |        |        |        |        |        |            |
| Abstract of the planned project visit (City Council)                               |            |        |        |        |        |         |        |        |        |        |        |        |            |
| <b>WP 2 / Communication and Dissemination (City Council)</b>                       |            |        |        |        |        |         |        |        |        |        |        |        |            |
| Summary of NEPCO on the webpage (each partner)                                     |            |        |        |        |        |         |        |        |        |        |        |        |            |
| Presentation of dissemination strategies (City Council)                            |            |        |        |        |        |         |        |        |        |        |        |        |            |
| Exchange of the organisational logos (each partner)                                |            |        |        |        |        |         |        |        |        |        |        |        |            |
| Preparation/ Presentation of the contents of the first newsletter                  |            |        |        |        |        |         |        |        |        |        |        |        |            |
| Preparation of the meeting in Randers (City Council/ Randers)                      |            |        |        |        |        |         |        |        |        |        |        |        |            |





### Annex 3. Agreement partners NEPCO Project

Gathered in Wernigerode, on the 25<sup>th</sup> and 26<sup>th</sup> October 2011, first meeting of the project NEPCO with No of agreement 2011-1-ES1-LEO04-35928 in the framework of the Leonardo da Vinci Programme. The assisting entities agree that as a consequence of not having been financed 3 of the 6 countries who initially were involved in the project, it is necessary to modify the mobilities because the following former partners are not participating: Regional Employment Agency Autonomous Region of Sardinia, Chamber of Commerce and Industry of Bistrita Nasaud VZW and Mechelen County and Lessius University.

Additionally, the members approve that in each meeting it will be decided the next 1 or 2 mobilities. By this way, it will be determined more precisely the issues to develop and the dates of each mobility, in order to better achieve the project's goals.

Nevertheless, the objectives and outcomes will remain the same that were initially settled. All the members present agree that the non-participation of the partners above mentioned does not affect the achievement and scope of the project.

The initial proposal\*, approved for all the members, in this meeting are:

- Kick off meeting, Wernigerode, Germany. Study visits, presentation of the project and partners. October 25<sup>th</sup> and 26<sup>th</sup> 2011.
- Development meeting, Valencia, Spain. Visit to the Employment and Training Centres, as well as Employment Workshops. April 25<sup>th</sup> and 26<sup>th</sup> 2012.
- Meeting in the middle of the project. Development meeting, Randers, Denmark. Study visits training center, meetings and municipality of Randers. June 12<sup>th</sup> and 13<sup>th</sup> 2012.
- Evaluation meeting in Wernigerode, Germany. October 2012.
- Development meeting in Randers, Denmark. March/ April 2013.
- Final Conference in Valencia, Spain. June 2013.

Wernigerode, 26<sup>th</sup> of October of 2011,

Signatures:

City Council of Valencia



Center for Competence Development  
And Jobrotation Randers



Harz AG – Initiative region of growth



\* Can be modified for the good development of the project.