

CERASMUS+

Ceramics E+KA2 project for networking, heritage and innovation

Proj. n. 2017-1-ITo1-KA202-006158

Kick Off Meeting

Perugia, Italy

12-13/12/2017

Meeting minutes



Participants (as in the attendance list)

First and last name	Organisation
Maria Brizi	TUCEP
Chiara Marchetta	TUCEP
Maria Grazia Valocchia	TUCEP
Giuseppe Olmeti	AEuCC
Elisa Emiliani	AEuCC
Anna Alfarano	IIS "V. CALÒ"
Maria Antonietta Iavernaro	IIS "V. CALÒ"
Steve Mattison	ICS
Lubomír Hlušík	MSSL
Štěpán Vrbický	MSSL
Maria Jose Sanz Nuez	EASCM
Amparo Vidal Gramage	EASCM
Outi Roos	LHKK
Raija Salo	LHKK



Agenda

DECEMBER, 12th

TUCEP

Via Martiri 28 Marzo n.35

06129 Perugia

9:30	Welcome and participant registration P1. TUCEP – Project Coordinator and Host partner
10:00	Presentation of the project agenda P1. TUCEP – Project Coordinator
10:15	Presentation of the partnership Short presentation by each partner
11:15	Coffee break
11:45	Overall project description P1. TUCEP – Project Coordinator
13:00	Lunch break
14:30	O1. CERASMUS+ needs assessment - presentation P3. Escuela de Arte y Superior de Cerámica de Manises
15:15	O2. CERASMUS+ networking platform - presentation P7. Zespół Szkół Plastycznych im. Jacka Malczewskiego
16:00	O3. CERASMUS+ educational model and open educational resources - presentation P2. AEUCC
16:45	O4. CERASMUS+ Guidelines for ceramic sector development - presentation P6. Masarykova střední škola Letovice, příspěvková organizace
17:30	End of the meeting
20:30	Social dinner

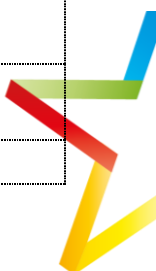
DECEMBER, 13th

TUCEP

Via Martiri 28 Marzo n.35

06129 Perugia

9:30	Project and financial management – procedures, rules and tools P1. TUCEP – Project Coordinator
10:30	Project dissemination-presentation of approach, methodologies, tools P2. AEUCC
11:15	Coffee break
11:45	Quality management – process, framework and tools P1. TUCEP – Project Coordinator
12:15	<i>Administration of evaluation questionnaires</i> <i>Individual session among the Coordinator and the partners about project management (if needed)</i>
13:00	End of the meeting



Day 1/First session 9:30 – 13:00

Welcome and presentation of the meeting agenda

After the participants registration, Maria Brizi – TUCEP Director welcomes the attendees and underlines the relevance of CERASMUS+, with reference to the network that gave birth to the project, the detailed needs assessment which brought to the elaboration of the proposal and the importance of ceramic sector in Europe at cultural and economic level. Moreover she highlights that the project has been financed by the Italian National Agency scoring 93.5 points out of 100.

Then Maria Brizi introduces the staff who is going to work mainly on CERASMUS+ project, Chiara Marchetta and Maria Grazia Valocchia; after she presents the items to be discussed during the meeting and the rationale through which the meeting agenda has been realized, asking to the partners if they would like to include any amendment. The partners don't need to include other issue to the meeting agenda.

Partners presentation

Partners introduce themselves, briefly outlining the goals of each organisation and stressing the interest of each participant to take part in the project.

At the end of the presentations partners are informed about the withdrawal of the Polish partner which, for administrative reasons linked to national regulation, can't participate in project activities. TUCEP and AEUCC propose to find another Polish partner in the wide European grouping's network and to proceed with a replacement, asking the National Agency for the right procedures to be followed.

See Presentation 01. CERASMUS+ partners presentation

Overall project description

TUCEP staff describes the rationale, the general objectives, the activities, the provided outputs and deadlines, the links among the different project activities and the partners' role according to CERASMUS+ Application.

See Presentation 02. CERASMUS+ project overview

Day 1/Second session 14:30 – 17:30

01. CERASMUS+ needs assessment - presentation

Amparo Vidal Gramage – EASCM shares with the partnership the main issues related to the first intellectual output of the project: the needs assessment. She highlights that in order to bring to effective data, the partnerships has to identify the future challenges in ceramic sector, to collect data from previous studies and to formulate clear questions in logical order, avoiding biases and taking care to address the right target groups.

The partnership share a workplan, providing to to implement a preliminary field research in order to collect information about ceramics key actors and stakeholders' needs for competences for assuring the development of the sector through networking, protection of immaterial heritage, innovation.

For this purpose, a structured questionnaire/interview will be elaborated by EASCM and administrated to 50 stakeholders of ceramic sector for each participating countries (in charge of each national team)



and 10 stakeholders at European level (in charge of AEuCC). By March 2018, each national team will administrate questionnaires, then by April 2018 national data will be collected in a report.

See Presentation 03. CERASMUS+ needs assessment

O2. CERASMUS+ networking platform - presentation

Because of the withdrawal of the Polish partner, TUCEP representatives briefly explain the aim and the features of this outputs.

The partnership will work for the design and the implementation of on-line virtual environment addressed to ceramics key actors and stakeholders which allow them to discuss online the main issue merged from the assessment stage and participate in a permanent forum for assuring closer cooperation and links. The platform will allow the implementation of a participatory planning process aimed at letting ceramics professionals gain transversal and professional competences for the improvement of sector "value chain", of models and means for valorization of urban environment, and for supporting business startup.

The partnership will start the work on the platform on May 2018 and will deliver the output by October 2018, implementing the following tasks:

- a. the lead partner (to be reassigned) will design a prototype of CERASMUS+ networking platform, virtual learning environment aimed at sustaining permanent cooperation between VET providers, craft businesses, public authorities, cultural institutions, research centres. The prototype will be developed on the basis of the exchange between partners on platform objectives, functions, graphic layout, modalities for acceding and authorizations for different users;
- b. the lead partner (to be reassigned) will provide to the technical realisation of the CERASMUS+ networking platform and to test its usability with project stakeholders. The technical implementation of this web platform will be aimed at serving as permanent platform for dialogue, exchange of information and knowledge, building trust and mutual understanding between ceramics key actors and stakeholders, and at hosting documentation and interactive resources.
- c. collection of documentation and tools for favouring closer cooperation to be included in the platform.
- d. on-line publication and promotion among the project stakeholder of the CERASMUS+ networking platform. Target group will be reached through direct contact from partnership organisations (national and European networks), networking with craft associations and stakeholder organisations already collaborating with the partnership;
- e. realisation of 3 online meetings at national level and one at transnational level to build a European network of ceramics stakeholders. Each meeting will include from 5 to 10 participants and will last about 3 hours. Results of this meeting will be 6 national reports and a transnational report of the discussion about the needs assessment (O1), and specific feedbacks for planning the education model and the open educational resources (O3) with reference to the following issues: use of WBL in VET; improvement of "value chain", valorization of urban environment, business start-up; combining ceramics tradition with innovative design and production techniques; strengthening the sector value at cultural, social and economic level. VET providers, craft businesses, public authorities, cultural institutions, research centres will be involved in discussing online by a facilitator.



O3. CERASMUS+ educational model and open educational resources - presentation

Elisa Emiliani – AEUCC introduces the output which is the core of the project, the one related to the development of an educational model for initial VET and continuing VET focusing on 3 topics: production techniques which keep together tradition and innovation; valorization of the urban environment; support business start ups with reference of the protection of the EU traditional heritage. As mentioned above, the model is referred both to I-VET and C-VET, so it is going to address the needs for growth and development of ceramics craft both with reference to those who are going to work in the sector in a few years, and with reference to the actual craftsmen. This, so to provide a systemic approach including specific activities based on WBL to enable and support step by step ceramics craft businesses to protect the EU traditional heritage, strengthen and modernize the ceramic sector value through the introduction of new learning models, of production techniques which keep together tradition and innovation, of methodologies for enhance networking between VET and ceramic craft industry. Work-based learning (WBL) is a powerful way to support youth employment and qualification, and human resource development in enterprises, but the potential it has to offer has not yet been fully exploited in Europe.

For delivering this output, the partnership needs to implement the following activities:

- a. planning of the model draft in the joint training session provided in Finland (C1), according to results and feedbacks coming from the needs assessment (O2) and the online forum (O3). The model will include plans, learning outcomes and methodologies for realising training activities for initial and continuous VET, focused in work based learning, aimed at letting ceramics professionals gain transversal and professional competences for the improvement of sector "value chain", of models and means for valorization of urban environment, and for supporting business start-up. The total amount of hours for testing will be defined during this stage, as well as the trainers' profile and competences. During this session, trainers who will be involved in testing the model, will be allowed to update their competences in terms of reference contents and methodologies based on WBL, with the aim of revising and innovating vocational education in ceramics sector so to strengthen the sector value at cultural, social and economic level. The outputs of this activity will be:
 - a curriculum related to IVET and aimed at improving the ceramic craft sector value chain with reference to production techniques which keep together tradition and innovation (i.e. 3D printing, Photoshop for industrial tiles lines);
 - a curriculum related to CVET and aimed at improving the ceramic craft sector value chain with reference to production techniques which keep together tradition and innovation (i.e. 3D printing, Photoshop for industrial tiles lines);
 - a curriculum related to IVET and aimed at improving the valorisation of urban environment through ceramics craft with reference to methodologies for enhance networking between VET and ceramic craft industry;
 - a curriculum related to CVET and aimed at improving the valorisation of urban environment through ceramics craft with reference to methodologies for enhance networking between VET and ceramic craft industry;
 - a curriculum related to IVET and aimed at improving the support for ceramics craft business start-up with reference to the protection of the EU traditional heritage, and of the strengthening and modernization of the ceramic sector value;



- a curriculum related to CVET and aimed at improving the support for ceramics craft business start-up with reference to the protection of the EU traditional heritage, and of the strengthening and modernization of the ceramic sector value;
- b. promotion of the training activities in VET providers, craft businesses, public authorities, cultural institutions, research centres, so to explain the training aims, objectives, schedule, methodologies and involve the main target group to whom the training experience is addressed. Participants in testing will be selected on the basis of an open call for participants including requirements and conditions for participation shared among the partners, both for IVET and C-VET. The organisations already involved in the O1 activities and as associate partners will be the starting point for the promotion of these activities towards the target groups using informative materials as cards and brochures.
- c. Organisation of training programmes in partner countries by choosing at least one of the proposed curricula and adapting it to the model at the national context, elaborating a programme, studying the background of participants, realising meetings between trainers and experts to share the methodologies and the tools to be used.
- d. Realisation: the programmes will be held in all project countries from people trained in C1. The programmes will be supported by the CERASMUS+ networking platform and aimed at favouring the interaction and the exchange of experience among learners coming from different EU countries. The programme will be addressed to about 40 learners for each country involved. The path results will be evaluated according to the methodologies and the tools elaborated in the quality plan.
- e. Validation of the education experience. At the end of the training programmes, the realization of a validation protocol is provided: it will be an operative document which defines the competences, skills and knowledge which have been acquired during the learning experience. It will have as target the acknowledgment of the training credits and their transferring among the partner countries through the elaboration of a joint EQF proposal.

The work on O3 will start in November 2018 and will end in May 2019.

See Presentation 04. CERASMUS+ educational model and open educational resources

O4. CERASMUS+ Guidelines for ceramic sector development - presentation

The O4 is briefly introduced by MSSL representatives, then the partnership agrees to postpone the discussion about it in the second meeting so to have more elements to define a workplan.

The first day of the kick off meeting ends with a cultural visit to the ceramic city of Deruta.



Day 2/Third session 9:00 – 13:00

Project ad financial management – procedures, rules and tools

TUCEP staff present the main rules and tools related to project and financial management, according to ERASMUS+ framework and the Grant Agreement signed between TUCEP and INAPP (Italian National Agency).

The partnership work will be supported by a Google drive folder and a report about financial expenses to be submitted every six months, starting from March 2018 (with a template provided by the Coordinator).

Then TUCEP staff present the overall budget and collect the partner agreement which have been sent by email before the meeting and signed between by each partner organization.

About the budget, each partner is going to communicate any amendment which is considered necessary to their own budget to the Coordinator.

See Presentation 05. CERASMUS+ project management

Project dissemination-presentation of approach, methodologies, tools

Giuseppe Olmeti – AeuCC presents the framework for project dissemination, highlighting that in all the communication material the partnership have to acknowledge the funding by the European Union and when spreading the project results partners shall work at regional, national and international level. The goal is to make of Cerasmus+ a very well known brand in the world of ceramics, addressing the target groups provided in the proposal.

AEuCC will elaborate a Communication Plan, will propose a logo, a website and a brochure to the partners by the end of January, so to define the main tools for project communication and dissemination.

See Presentation 06. CERASMUS+ project dissemination

Quality management – procedures, rules and tools

TUCEP staff introduce the quality plan and indicators as included in the Application form, informing the partner that TUCEP will be the responsible for project quality management and that each partner has to appoint a responsible for quality management. To monitor and evaluate project results, TUCEP suggests reports every six months for quality check. The template will be realized by TUCEP and shared with partners.

See Presentation 07. CERASMUS+ quality management

Before closing the meeting, Maria Brizi – TUCEP bid goodbye to participants hoping that the meeting organization has been nice for all and expressing satisfaction with the meeting and the project progress.

All partners thank TUCEP staff for all their efforts in organizing the meeting and in hosting the project partners.



Project next steps

Task	Partners' role	Deadline
O1. CERASMUS+ needs assessment	EASCM Preparing the draft version of questionnaires, reference guidelines and a common form for data reporting	February 15 th 2018
O1. CERASMUS+ needs assessment	ALL PARTNERS Giving feedback about the draft version of questionnaires, reference guidelines and a common form for data reporting	February 25 th 2018
O1. CERASMUS+ needs assessment	EASCM Preparing the final version of questionnaires, reference guidelines and a common form for data reporting	March 2 nd 2018
O1. CERASMUS+ needs assessment	ALL NATIONAL TEAM Administration of questionnaires	March 23 rd 2018
Project management	TUCEP Elaboration of the Project Management Handbook and forms, and of tables for setting up Steering Committee	January 30 th 2018
Project dissemination	AEuCC Elaboration of the Communication Plan, of the proposals of logo, of website, of brochures	January 30 th 2018
Quality management	TUCEP Elaboration of the Project Quality Plan	January 30 th 2018

