



MINUTES OF THE PROJECT MEETING ON 29/01/2021

Presentations of first tasks

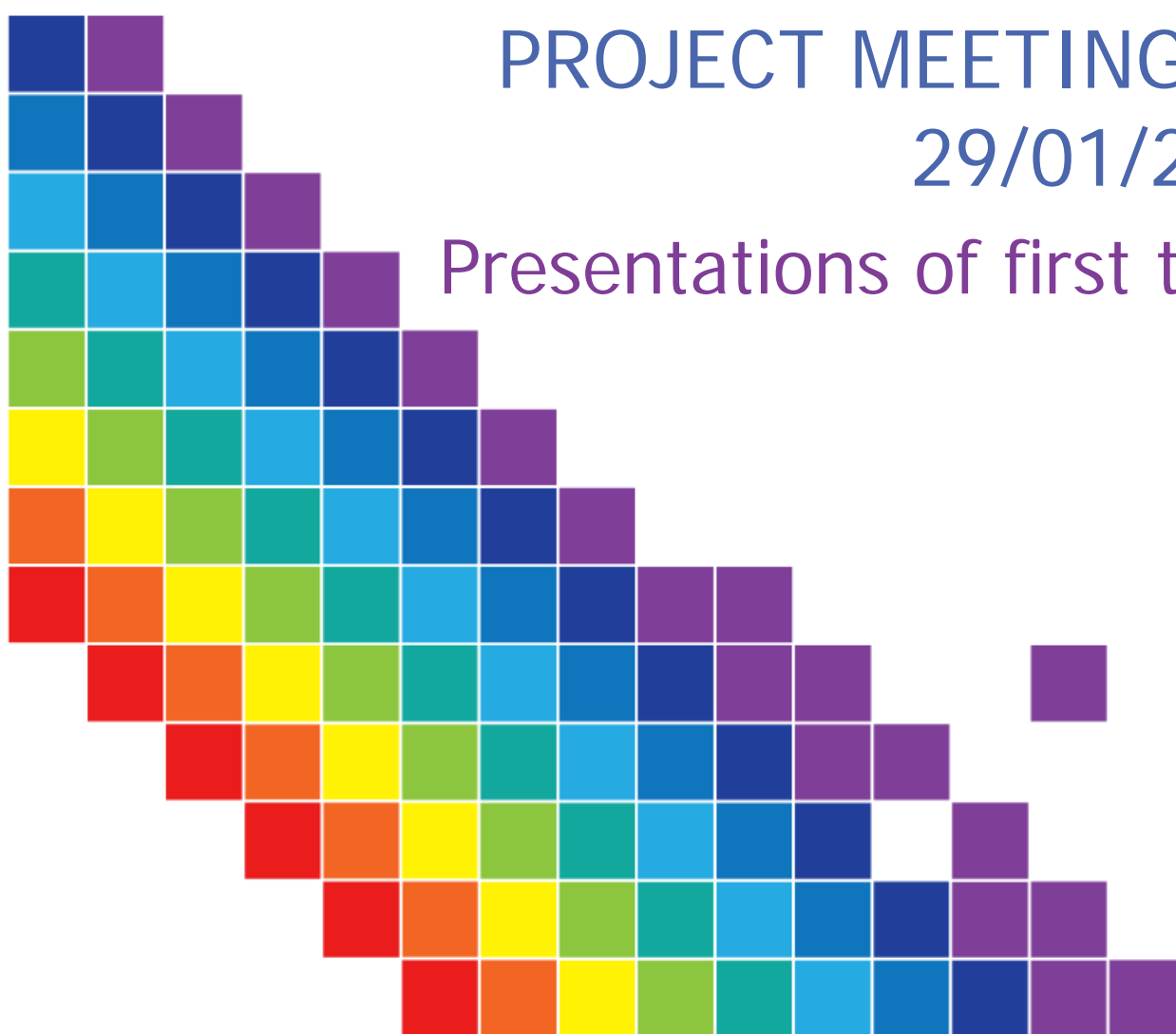




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1. Agenda

Zoom Meeting (09:00-12:00 CET)

All deliverables should be uploaded in the ECoVEM cloud before the meeting.

- 09:00-09:10 Opening the meeting (Slavka Tzanova, P1 TUS)
- 09:10-09:30 WP2 ECoVEM cooperation agreement – draft (Antri Theodorou, P18 CCCI)
- 09:30-09:40 Discussion on the cooperation agreement
- 09:40-10:00 WP2&WP7 Business-science-education plan – draft (Pole SCS&WG4)
- 10:00-10:10 Discussion on business-science-education cooperation
- 10:10-10:30 WP2 Need analysis (TUS)
- 10:30-10:40 Discussion on need analysis
- 10:40-11:00 WP5 Quality assurance plan (CIMEA&COMET)
- 11:00-11:10 Discussion on QA plan and activities
- 11:10-11:30 WP6 Dissemination plan (ECWT)
- 11:30-11:40 Discussion on the dissemination plan and activities
- 11:40-12:00 WP8 Organisational Remarks (Slava Malenkova)



2. Participants

2.1. Present

- P1 – TUS (TU Sofia – Bulgaria): Slavka Tzanova, Nina Spasova, Slava Malenkova
- P2 – BIA (Bulgarian Industrial Association – Bulgaria): Veselin Iliev, Christina Kasparyan, Lora Lyubenova
- P3 – SCAS (Student Computer Art Society – Bulgaria): Rosen Petkov, Boryana Savova
- P4 – MASHO (MASHO EOOD – Bulgaria): Marina Klossek
- P5 – JAE (J-ArtEck Jugendbildungsstätte e.V. – Germany): Ella Nilova
- P6 – SEMI (SEMI Europe – Germany): Marek Kysela
- P7 – TUB (TU Berlin – Germany): Elena Eingorn
- P8 – EXO (EXOLAUNCH GmbH – Germany): Andrey Girenko
- P9 – IAL (Innovazione Apprendimento Lavoro – Italy): Marianna Muin
- P10 – COMET (Cluster COMET – Italy): Riccardo Zanelli, Gabriella De Domenico
- P11 – CIMEA (Centro di informazione sulla mobilità e le equivalenze accademiche – Italy): Manuela Costone, Giovanni Finocchietti, Manila Marcuccio
- P12 – INES (Institut National d'Energie Solaire – France): Immaculada Miracle
- P13 – PSCS (Pôle SCS – France): Marielle Campanella
- P14 – ANCCP (Asociación nacional de centros de formación con certificado de profesionalidad – Spain): Imma Miralles
- P15 – CEPYME (Spanish Confederation of Small and Medium-Size Enterprises – Spain): Javier Gonzalez Lopez
- P16 – UNED (Universidad Nacional d'Educaion a Distancia – Spain): Elio San Cristobal Ruiz, Charo Gil, Felix Garcia
- P17 – CPC (Cyprus Productivity Centre – Cyprus): Andreas Polydorou
- P18 – CCCI (Cyprus Chamber of Commerce and Industry – Cyprus): Antri Theodorou
- P19 – EACG (European Association of Career Guidance – Cyprus): Gregory Makrides, Diamondo Zisimopoulou
- P20 – ECWT (European Center of Women in Technology – Norway): Eva Fabry, Dimitris Raftopoulos
- P21 - ROMIT (ROMIT Ltd. – Bulgaria): Nikolay Nedelev, Dimitar Tokmakov
- P?? - Monika Tsartsali

2.2. Absent

No absentees.



2.3. Group picture

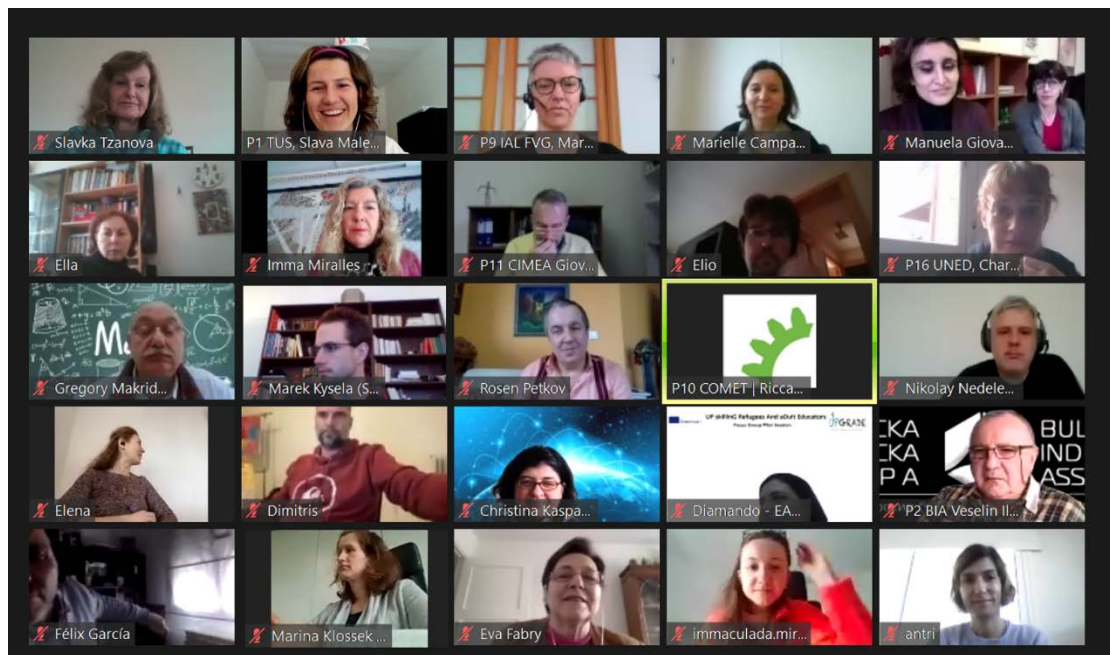


Figure 1: The part of participants that fits in one ZOOM Gallery view



3. Minutes

3.1. Opening the meeting

Slavka Tzanova (P1 TUS) welcomes the participants, introduces the agenda of the meeting, and congratulates the partners for the good work so far. The organisation of the partners in work groups is an efficient way to distribute tasks and also proved to be effective in the absence of a WP leader (P6 SEMI). Slavka gives again an overview of the project and reminds that this is a KA3-project with a focus on governmental implementation.

Because of a staff shortage P6 SEMI did not participate in the meetings of the work groups so far. Marek Kysela (P6 SEMI) presents shortly the availability of the staff of SEMI. Beginning of March 2021 there will be a new staff member specifically responsible for ECoVEM tasks, since the former representative, Emir Demircan, is no longer part of the organisation.

3.2. WP2 ECoVEM cooperation platform

Antri Theodoru (P18 CCCI) presents the Memorandum of Understanding (MoU) for the ECoVEM platform. The document *ECoVEM_MoU_Cooperation Platform_V2.docx* is to be found in the ECoVEM cloud in folder *Business-Education Partnership (WG4)*.

Gregory Makrides (P19 EACG) proposes to replace/clarify the word “teacher” in the MoU. In his experience, “teacher” is a term used for school educators, while in VET the educators would be called “trainers”. In higher education the educators would be called “higher education teachers”. Slavka Tzanova (P1 TUS) does not agree, because the term “teacher” is used for VET in the proposal calls from the European Commission. Andrey Girenko (P8 EXO) suggests including a Glossary in the MoU with definitions of terms and in this way avoid misunderstandings.

Marielle Campanella (P13 PSCS) asks about the difference between the project agreement and the cooperation MoU. Antri Theodorou (P18 CCCI) explains that the MoU is a long-term agreement beyond the 4 projects years. Furthermore, associated partners can join this MoU. Marielle Campanella (P13 PSCS) suggests including a “renewal clause” in the MoU due its long-term character.

Imma Miralles (P14 ANCCP) comments that the obligations listed in the MoU are too many and potential associated partners could be overwhelmed by them, which would lead to less partners joining the platform. She, together with Manuela Costone (P11 CIMEA), propose a similar idea to split the MoU in two parts: for example, one part with a general Charta and a second part as an addendum with specific goals and tasks. Antri Theodorou (P18 CCCI) and Slavka Tzanova (P1 TUS) respond that the MoU is already a short and clear document and that the due date, by which it should be signed by all partners, is very soon. Thus, there is not much room for changes. The completion of the MoU draft will be discussed at the next (first) meeting of WG5 in the second week of February.

3.3. Business-Science-Education Plan, WG4

Marielle Campanella (P13 PSCS) as leader of WG4 presents a summary of the first meeting of WG4. The information about this meeting can be found in the ECoVEM cloud in folder *Business-Education Partnership (WG4)/Meeting 08.01.2021* and the documents mentioned further below are in the folder *Business-Education Partnership (WG4)*. Marielle presents the goals of the BSE plan, as defined in the project proposal. Furthermore WG4, in particular P18 CCCI, prepared a stakeholder mapping tool that should be filled out by each project partner. This map of stakeholders can be also used for dissemination activities.

At this point Eva Fabry (P20 ECWT) informs us that the Norwegian ministry of education is enthusiastic about the ECoVEM project and her organisation wishes to join WG4, in order to be part of the stakeholder mapping. Slavka Tzanova (P1 TUS) reminds that all partners are part of all activities and that the work groups are not exclusive but are just a way to have a more



compact task force for efficient meetings and task assignment. The developments within the work groups are presented to the consortium at the monthly meetings, as we are doing today, and between meetings every partner should follow the developments in the ECoVEM cloud.

Marielle Campanella (P13 PSCS) continues with the BSE plan development. A template for sharing good practices of BSE cooperation between all project partners has been developed and will be uploaded in the ECoVEM cloud in folder *Business-Education Partnership (WG4)*. All types of good practices that can relate to VET or microelectronics should be shared by all partners. Andrey Girenko (P8 EXO) comments that the EC is highly interested in mutual learning and that there is a database for cross-European learning, that we should use. This will be discussed at the next WG4 meeting on the 12th of February. Riccardo Zanelli (P10 COMET) asks for clarification on what type of good practices are relevant for microelectronics. The answer is that general BSE practices are also important, but the relation to VET in EQF levels 3 to 8 and the microelectronics sector should be given. For example, good practices for food provision are not relevant, but everything connected to education, training and involvement of business can be relevant.

3.4. WP2 need analysis

Slavka Tzanova (P1 TUS) presents the task of need analysis for WP2. The first week of January a template was sent to all partners and was supposed to be filed out by the 25th of January 2021. Only a few partners have responded. All partners are requested to come after this ask as soon as possible.

The staff reorganisation in P6 SEMI will be compensated by a transfer of WP2 leadership from P6 SEMI to P1 TUS. Furthermore, the planned input on need-analysis from the METIS Skill alliance project for EQF levels 4 to 7 is delayed and unfortunately only partly relevant for the microelectronics sector.

An online questionnaire/survey for a broad need-analysis from project partners and associated partners is in preparation by P1 TUS and P21 ROMIT. This will be discussed at the first meeting of WG1 in the coming weeks. A possible issue is detected for the EQF level 3, as it is the lowest EQF level and the microelectronics sector is highly innovative.

Rosen Petkov (P3 SCAS) comments on EQF 3. It is a basic education level. Nonetheless, there are different training approaches for this level: continuous and stand-alone training and our consortium will be able to implement it in the project due the large collective experience.

3.5. WP5 QA plan

Giovanni Finocchietti (P11 CIMEA) presents the organisation and methodology of the QA plan and the results from the last meeting of WG3. The current version of the document *ECoVEM QA plan_draft 1.docx* is to be found in the ECoVEM cloud in folder *Quality assurance and validation of education (WG3)*. The quality monitoring concerns the activities and respective results, as well as the processes. The monitoring of "further activities" will be implemented later.

At 11:00 CET starts the discussion of the presented QA plan. Slavka Tzanova (P1 TUS) remarks that the evaluation has already started by feedback from the different partners via e-mail. Further, the responsible for QA from each partner organisation should take notes during every meeting and implement those in the evaluation reports. Such continuous feedback must be incorporated in the evaluation reports, in addition to the questionnaires (Annexes of the QA plan).

In the following the process/announcement for finding an external evaluator (an organisation with experience in education and/or microelectronics) was discussed and multiple partners suggested to send exemplary announcements from previous projects to the coordinator.



The risks (red flags) mentioned in the presentation from WP5 leader (CIMEA) were also discussed. Multiple risks have already occurred in the project, for example the staff shortage of P6 SEMI and the corresponding negligence of responsibilities. This particular issue is being handled by the coordinator by transferring the tasks from P6 SEMI to P1 TUS. The next large risk for the project is the Covid-19 situation, which gravely influences the crucial work-based training and the dissemination activities.

3.6. WP6 Dissemination plan

Dimitris Raftopoulos (P20 ECWT) gives a short presentation on the importance of dissemination and how it can be best achieved when accepted as a fun activity in contrast to a burden. P20 ECWT has prepared templates with the ECoVEM branding for presentations and documents. These templates are in the ECoVEM cloud in folder *Dissemination* and should be used by all partners to achieve a united presence of the consortium.

At 11:35 CET Riccardo Zanelli (P10 COMET) presents the Dissemination plan, which is to be found in the ECoVEM cloud in folder *Dissemination/Dissemination plan*. Each partner must designate a responsible person for dissemination.

3.7. WP8 organisational remarks

Slava Malenkova (P1 TUS) presents a short list with organisational requests to facilitate the communication between partners and the reporting process. The presentation can be found in the ECoVEM cloud in folder *Documents for all partners/Meetings/29_Jan_2021*.



4. To Do List

4.1. Need analysis

The partners that haven't filled out the initial need analysis template so far (P5 J-Artek, P6 SEMI, P7 TU-Berlin, P8 Exolaunch, P10 COMET, P11 CIMEA, P13 Pole SCS, P17 CPC, P19 EACG, P20 ECWT.), should and send it to Slavka Tzanova until 5 Feb. 2021.

4.2. Update all documents according to the unified ECoVEM templates

4.2.1. P20 ECWT

Change the Erasmus+ logo with the correct one with text "co-funded by Erasmus+". Remove the disclaimer and the logo of Erasmus+ from the footer and leave them only at the end of the document.

Please change the Font from Avenir to Tahoma, because the formatting for numbers in Avenir is confusing. When ready, please upload it in the folder "Dissemination" of Ecovem cloud and inform all partners through e-mail so that they can update their documents and future presentations.

4.2.2. WP responsables and WG leaders

Please update the current documents in circulation according to the updated unified ECoVEM template

4.3. ECoVEM cooperation platform

All partners must fill out and sign the MoU by end of February. A digital signature from the local project manager/contact person in the Grant Agreement is sufficient. Please upload the signed MoU in the ECoVEM cloud in the folder Business-science-education WG4.

4.4. Stakeholder mapping tool

All partners can start filling out the stakeholder mapping tool and upload it in the ECoVEM cloud in the folder Business-science-education WG4.

4.5. Sharing of good practices in BSE

All partners should fill out the template for good practices and upload it in the ECoVEM cloud in the folder Business-science-education WG4.

5. Conclusions and next meeting

Please check the ECoVEM cloud regularly for news from every work group.

The next meeting of the entire consortium is on the 26th of February 2021 from 09:00 CET.

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