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I. Activities

Documentation of Kick-off-meeting

Christiane Eberhardt (BIBB) has documented the results of the kick-off-meeting. You find the paper on teamspace (15 November 2011).

Dissemination

The German, English and Turkish Flyers are printed and have been sent to you. Actually we are translating the Danish flyer. An internet-version is available on teamspace. Please spread the information about EASYMetal in your country.

Evaluation of EASYMetal products – units of LO

We asked you to **contact experts** being able to evaluate the design and content of the units of LO. Experts are e.g. teachers, trainers, professionals working in the metal sector. Please have

the meeting in **November/December 2011** and

report the results until 15 December 2011

The units are available on teamspace (folder products). In this folder you also find the **questions and some suggestions how to undertake the consultation and how to report the results** (15 November 2011).

II. Administrative Issues

Teamspace

Whenever you find interesting documents, articles etc. about your VET-system and the transition process from school to VET please provide them on teamspace (see country folders).

If you have any problems with teamspace, don't hesitate to contact Gudrun Schaefer (schaefer.gudrun@bwhw.de).

Templates for meetings

On teamspace you also find templates for meetings with the EASYMetal logos, such as a template for a participant list (folder administration/templates/templates meetings).

Timesheet

As mentioned in our last workshop there is a staff documentation template to document your working hours. You are free to use a different template, but keep in mind that timesheets are necessary supporting documents to verify your staff costs (see Handbook 2.3.). Timesheets have to

- be signed by the worker and the responsible organisation;
- mention the name, function of the worker
- mention the task fulfilled
- make reference to the work plans activity (work package)
- list the number of hours per day or days per month allocated to the project

The template we provide has been developed by "Survival Kit" a project of the European Commission to support management and organization of EU-projects (<http://www.european-project-management.eu/index.php>).

You find the template on teamspace (folder administration/templates).

Handbook

The EACEA project-handbook is a very helpful tool to handle administrative issues. If you have further questions, don't hesitate to contact us at INBAS. We will discuss your question with our administration or the EACEA.

III. Seminars and Meetings

Meeting of ECVET-Projects

GHK Consulting has been contracted by the European Commission and the EACEA to accompany the ECVET pilot projects along their lifetime. On 29 and 30 September there was a meeting in Ljubljana of all ECVET-Projects 2010 together with the first generation of ECVET projects 2008 organized by GHK. You find a documentation of the seminar on:

<http://www.ecvet-projects.eu/Seminars/Default.aspx>

The next meeting will take place in Rome 26/27 April 2012.

Meeting of EASYMetal Advisory Committee

The first meeting of the German EASYMetal advisory committee will take place 22 November 2011. Members of the committee are representatives of the chambers, of ministries and social partners. We will inform you about results of the meeting.

Next Meeting EASYMetal

Thank you for using the doodle tool to schedule our next meeting. The next meeting will take place at BWHW in Bad Nauheim (<http://www.bildungshausbadnauheim.de/sites/index.php>). Bad Nauheim is situated about 25 kilometers north of Frankfurt. The meeting is held on:

8 March 2012 (begin 9:00) and **9 March 2012** (end 14:00)

IV. Next steps

Connecting our legal institutions

A major objective of EASYMetal is to build up partnerships between legal institutions. We will contact you soon to arrange a bilateral meeting with our chambers in your country. The aim is to establish partnerships and to discuss procedures of a transfer process in the framework of ECVET.