



Title of the project: "Innovative vocational training concept for promoting renewable energy sources in rural areas in Europe" – acronym TRAIN – RES

Contract no. LLP-LdV-Tol-2012-RO-016 / 2012-1-RO1-LEO05-21099
<http://www.train-res.univ-ovidius.ro/en/>

Minute of the Third Transnational Project Meeting
May 27th – 29th, 2014
Minute

Participants:

P0 – Universitatea "Ovidius" din Constanta

- Elena- Rita Avram (ERA)
- Liviu Mateescu (LM)
- Kunsel Izet Unsalan (KIU)
- Erol Carjali (EC)

P3 – IRMA SL – Instituto de Restauración y Medio Ambiente

- Primitivo Julio Santín Fernández (PJSF)
- Verónica Verdejo Patón (VVP)

P4 – Erciyes Üniversitesi -Mustafa Cikrikcioglu Meselek Yuksek Okulu

- Nafiz Kahraman (NK)
- Selahattin Orhan Askansu (SOA)
- Kemal Atik (KA)
- Bilge Albayrak Çeper

P5 – im-plan tat Raumplanungs-GmbH & Co KG

- Matthias Zawichowski (MZ)
- Anna Aytan (AA)
- Siegfried Schönbauer (SS)
- Renata Wäckerle (RW)

P6 – Grupul de Actiune Locala Dobrogea Centrala

- Constanin Livadariu (CL)
- Gabriela Livadariu (GL)
- Marioara Nicolaescu (MN)
- Bogdan Cocuz (BC)

May 27th, 2014

- 10:30 – NK presented the project
- 10:45 – ERA presented the new modified program of the 3 meeting days
- 11:00 – presentation of achievements and problems encountered from the second national meeting
- CL made a small introduction about his role as a partner in the project / presented shortly what he has done since last meeting and proposed new ideas for future collaboration
- MZ presented a short report on what he has done until now / shortly presented the new project
- BC showed his interest towards the future activities from the week's program / expressed his intentions in participating in future projects with the partners
- ERA's presentation:
- Presented the Interim report she forwarded to the Agency and some feedback she got from it (payment transfer etc. – 80% of the budget)
- A recall of the training meetings from February

- Training modules: CL prepared 4 modules in Romanian, adapted to Romanian needs. They were translated in English and sent to the partners (improved with details from the presentations of P5). Stated that the form must be adapted for all partners for their needs.
- Presentation of the website
- VPP presented their achievements since last meeting / number of people attended, no of events, awareness etc.
- NK presentation of the past meetings; presentation of the Evaluation Committee / presented problems and difficulties met at choosing the members – what areas must they come from? – they want money for participating
- Ideas to be implemented in future projects so that there won't be the same mistakes again
- Awareness meeting for the evaluation committee
- Tickets: must be bought with the possibility to return the ticket because of some problems that could arise and that could block the attendance of some members (although they will be costly – but they must not appear in travel costs, maybe in indirect costs?)
- 12 persons trained and 20 persons will follow the course they will provide
- MZ: activity - documentation
- 2 seminars in March and May with farmers, majors, administrative staff / reporting about the seminars in the RO,ES,TR / documentation in the local press / future projects
- Presented the Project Folder leaflet (in German)
- Cl: presented the meetings he has held
- Discussions on the Interim report
- Presentation of the Report Form that the members needs to add the activities to – it needs to be stamped and signed
- P 0 needs reports on the activities that will be included in the Final Report by the beneficiary(OUC)
- ERA will prepare a doc file with the main points that needs to be filled and signed by partners
- Results: for each training package members must prove(detail) the impact of the training on the people from the rural area
- Report also needed for the financial part
- Members need to present in detail how they spent the money they got (in a very convincing way for the Evaluation Agency) – with agenda, activities etc. (presented as an annex) that must be send with and OPIS
- Problems with invoices from the Turkish partners
- Presentation of the Financial Reporting Table and the funds/income/costs/expenditures and the way they were calculated. Also main points in the Financial Report were discussed. Salary (staff costs) and travel expenses discussed.

May 28th, 2014

ERA opened the day by presenting the schedule for the day. First topic: discussions on the Educational Training Package content

- Discussions from Financial Reporting tables:
 - Travel expenses: 3 days of hosting can be deducted + 2 for travel
 - Equipment costs and how to fill up the period of use for them
 - Declaration that all documents sent by fax and post are conform to the original. The stamp only on declaration. There's a need for 2 original declarations
- Discussions on the Training Modules for the first 4 Modules
- CL presented the contents of the modules and the way they are structured:
 - Solid biomass:
 - Motivation (not from Recora) – to be translated in SP, TR
 - Content unity – already translated
 - Presented the curriculum according to Romanian guidelines, it's for the teachers
 - List of key competences – must be similar for each country (they must be the same)
 - Methodological suggestion – any type of methodology can be used, the only requirement is to touch all the competences
 - A suggestion on how many course hours to spent on a modules and chapters – a minimum 30 -40 hours schedule will be used / maximum 60 hours / split in min. 5 days
 - Suggestions for evaluation – writing tests, oral tests.
 - Learning unit schedule – a table summing up all the measures that can be taken in order to get the desired competences (what tools to be used etc.) – depending on the content of the course and time allocated for the course – the professor can decide what methods to use and if he uses some methods or not (test etc.)

- Lesson plan template (for only a chapter)
- MZ: Validation of the training modules of TrainRes project
 - 4 things to be validated: trainings and training materials / web site / etc.
 - Validation of the training module made on a group of 20 people / Austria is for support in validation process
 - WP5 – 3 activities
 - Validation committee formed by 7 representatives (suggestion) – they prepare a report / a meeting for them if necessary
 - In September Austrian partner will come with one person to accompany the evaluation process – 3 days to the location of the partner + 2 departure: 1st days: opinion of each person, next days: punctual modifications. After 3 days we will have a final written document concerning the validation (to get to the Agency – only in Romania, but this is not necessary) that will include the modifications.
 - First 2 days single specific meetings with members of the committee – with the standard questionnaire
 - 3rd day – common conference meeting with all committee members
 - Introduction
 - Presentation of the TRAINRES project
 - Respond of the members concerning the results
 - Final validation documents of the committee
 - Dates: RO - 6-10.10.2014 (SS) TR 08-12.09.2014 (MZ) ES 6-10.10.2014 (AA)
 - Names of the committee members and contact them – till 01.07.2014
- Designing the standard questionnaire – contact to the national partners – designed by the Austrian partners till the end of July (31.07.2014)
- Printing of the materials: after the evaluation of the committee
- Materials content:
 - 6 modules with technical content – will be printed as a book / summary + DVD
 - Guideline for teachers
 - Guideline for students
- P5 and P3 have a limited budget for printing the books so the suggestion is to print a summary version as a hardcopy and the full detailed technical information will be attached as digital copy
- Result number 1: 1000 training materials: books and DVDs (will be decided by each partner in maximum 2 weeks from this meeting – depends on establishing the number of pages)

Review of the work plan

- WP5 - Last date for testing, validation, adapting: 17.10.2014
- Construction of the e-learning platform – until end of July – help with the platform model from IRMA since they already have experience with this topic

May 29th, 2014

ERA presented the agenda for the day.

- Discussions on proposal for further projects: RenewIn

MZ presented the RenewIn (Thermal renovation from renewable sources) proposal = Saving energy and supporting agricultural products concerning energy efficiency

- Scope: train farmers for producing materials that can be used for insulation
- Presented an example on hemp cultivation – for insulation and other products
- Content. Project results:
 - Handbook for energy monitoring in buildings – that must show that we need to reduce energy demand in buildings
 - Handbook on insulation materials
- First draft: training program for regional managers and players / informational platform / national multiplier event
- Target groups: regional stakeholders / educational institutions / farmers, investors, constructors
- Partners: Romania, Bulgaria, Turkey, Austria
- Ideas about other types of materials that can be used as insulation materials specific to each country
- Discussions on potential improvements for the idea of the project
- WP1 – last meeting in Leon (20 – 24 of October 2014).

- Partners must send the list of participants to Veronica.
- Each partner will prepare a presentation of achievements and results of the project + one presentation of the realization of WP where they have leadership.
- Review of the conclusions of the meeting from 28th of May
- Qualitative approach to project evaluation: there is a draft of the quality handbook on the project's site. Partners must send their opinions and remarks in order to get a final form of the Handbook
- Procedures for accreditation of RESCEVET:
 - P0 will ask for information regarding the establishing of the Center – till end of June 2014
 - A need for a minimum of 3 course
 - Partners need to sign an agreement that will be the founding stone of the center. Will be prepared and signed In Leon at the next meeting
 - Information regarding the center must be disseminated
 - The Center should be registered as a foundation (Ord. 26/2000) – international association
 - All partners will be founding members
 - The next project proposals will be submitted through this Center
 - Next idea – using the solar energy for irrigation pumps
 - RESCEVET will have branches: GAL Dobrogea, GAL Vrancea, GAL Tuln...
- WP8: project dissemination and valorization
 - List with the dates, number of participants etc. for the awareness workshops from the Turkish partners (4 workshops and 3 awareness) must be sent to P0. For the final report a detailed report for these awareness activities is needed.
 - There should be a link on the partners websites to the Project website, in order for the partners to promote the project
 - Press conferences, articles!

11:00 Intellectual Property Agreement (IPA) discussions

- Intellectual property rights: all materials will be available on the website, for free, but the ones who want access to them must register first. The products will be available for at least 5 years.
- MZ should be adapted during the 5 years after the project ends without the need of special requirements (this will be stipulated in the IPA). All partners agree on this subject. P0 will prepare this document (will be signed in Leon).
- Tools for evaluation of the project: Questionnaires addressed to the people who participated in the awareness workshops (by email). To prepare and adapt questionnaires (from English) to the project (from the other projects – econar???). After all members will get the tools, there will be one week for suggestions of improvement of the questionnaire. Partners will adapt it to suit their needs. They will send the questionnaires to P0. These tools will be sent by P3 on 2.06.2014
- In principle, the Skype meetings on the third Monday of each month at 14:00 CET. Next meeting: June 16th 2014, 14:00 CET.

May 30th, 2014

Departure