



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

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<http://www.train-res.univ-ovidius.ro/en/>

**Minute of the Forth Transnational Project Meeting**  
**November 04- 06, 2014**  
**First Draft of Minute**

**Participants:**

**P0 – Universitatea "Ovidius" din Constanta**

- Elena- Rita Avram (ERA)
- Liviu Mateescu (LM)
- Mirela Rodica Cotrumba (MRC)
- Alexandru Pintilie

**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)

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

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

**P6 – Grupul de Actiune Locala Dobrogea Centrala**

- Mihaela Beznea (MB)
- Bogdan Cocuz (BC)

**Romanian National Agency - ANPCDEFP – Control, Irregularities and Quality Assurance Department**

- Prof. Irina Severin (IS –NA)

**November 04<sup>th</sup>, 2014**

**09:00-17:00**

Presentation of the Agenda of the Fourth Transnational Meeting by VVP

- Each partner present themselves, also the monitor, Mrs. Irina Severin from the Romanian National Agency, presented herself;
- Presentation of the activities for work packages (ERA)
- Activity 1.2 Financial management presentation for interim report

- comparison between estimated costs and reported for travels for each partner
  - comparison between estimated costs and reported for equipment
  - comparison between estimated costs and reported for others (kick-off and transnational meetings)
- Project results for WP1
  - Know how
  - Cooperation (new project, transnational sharing of experience and best practice, lesson learned)
  - PJSF– cooperation plan, problem with minimum number of people on square mile (IRMA had to relocate funds + send only 2 people to transnational meeting in order to get some more money)
  - SS– “for region” – the message to transmit in other countries, the technical visits organization was the best approach to build the foundation for the technical courses and their implementation
  - NK – got the knowledge on how to implement this type of project in rural areas, got a series of companies interested in building a biogas plant, got feedback from people asking him to help out with implementing RES (installing a biogas plant near a chicken farm)
  - BC – presented a few of the opportunities for financing the projects they are running at the moment by their GAL and how could they access fund directly from Bruxelles
- WP2 – (MZ)
  - Review of the activities and the results by WP leader - MZ
  - Transfer of materials and training sessions presented by VPP
- WP3 – (ERA+BC+MB))
  - Presented the target groups and group of final users
  - Partners from Turkey (NK) and Spain (VPP) presented the persons that were trained and their training sessions
- WP4 – (VPP)
  - Presented the Spanish version of the training modules
- IS-NA - Suggestions for the presentation of the materials and lists of participants –
  - Suggestions for the establishing of center of excellency; documents and
- WP5 – (NK)
  - NK presented the results for the WP5, the outcome of the training sessions for 20 participants
  - Presented the contents of the adapted training materials and the program during the training sessions
- Lunch Break
- WP5
  - WPP presented their results regarding the Educational Modules
  - Presented the schedules of the training sessions
  - Presented the difficulties encountered while teaching the trainings
  - Questionnaires
- WP5
  - MZ presented the testing and validation results
  - 2 parts: interview and validation seminar
  - Presented the agenda of the seminars in Turkey
  - Presented the inputs of validation in Turkey (lack of experience, high costs for RES )
  - Presented the validation in Spain
  - SS presented the validation results for the meeting in Romania
- Presentation of the concept of the learning platform
- Observations regarding the structure of the eLearning platform

***Inputs, suggestions and helpful comments from IS-NA:***

- Missing: links between the website and the partners / partners to project website
- Link on the project from the univ-ovidius website
- Link to Recora results (need to find the Recora transfer and the TRAIN –RES results)
- Website is not dynamic – results of the meetings, visits, activity that has been done
- The disclaimer on the website, too. (no responsibility of EU for the content)

- Results : trainers will be available for future training
- Upload the outcomes from the meetings (short description of results, pictures, list of participants, etc.)

### **November 05<sup>th</sup>, 2014**

9:00 - 17:00

- ERA stated the meeting by presenting the Agenda for the day
- The draft for the Quality Handbook has been presented (one of the results)
- The structure of the Quality Handbook has been presented and discussed
- Every Section of the Quality Handbook had been commented on and each Section was modified with every new suggestion of improvement or correction from the partners
- It has been observed the need to compose evaluation questionnaires for trained people that would give the project manager feedback for the quality of the courses
- The need for a continuous monitoring of the people that have been trained in order to see if the results of the training courses are materialized in a project proposal, monitoring result that could be published on the project website yearly
- The questionnaires for evaluating the quality of the meetings will be sent in electronic format (scanned documents) to ERA by the participants after their completion

WP7 - Center for Excellence in RES

- ERA presented the general objectives for the RESCEVET
- The general and specific objectives of the Center have been reviewed and completed with suggestions from the partners
- A strategic plan for medium term and long term have been developed for the Center

Discussions about dissemination

- NK presented the members of the validation committee
- NK presented an overview of the actions taken for training, adapting materials, dissemination
- VPP presented the dissemination activities from Spain and the activities indicators for each one, the expert committee validation
- MZ presented the information on the dissemination workshops
- ERA presented the disseminations workshops from Romania
- The Intellectual Property Agreement have been drafted, discussed, and signed
- The format for the Final Report has been presented and its main topics discussed with the partners. The indicators have been discussed. The results according to corresponding working packages have been reviewed.

### **November 06<sup>th</sup>, 2014**

09:00-12:00

- Discussions regarding financial aspects for final Report
- Presentation of the Final Report Form prepared by ERA that the members needs to add the activities to – it needs to be stamped and signed
- P0 needs reports on the activities that will be included in the Final Report by P0.
- For each partner 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– with agenda, activities etc. (presented as an annex) that must be send with and OPIS
- 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.
- Discussion of future projects and cooperation.

## **Conclusions:**

1. Urgent review of web site and e-learning platform – deadline 20.11.2014
  - a. Links between the TRAIN-RES website and the partners website
  - b. Link on the project from the P0 website
  - c. Link to Recora results
  - d. Upload the outcomes from the meetings, visits, training sessions (etc.) - each partner will send a short description of results of each event, pictures, list of participants in order to be uploaded on the web site.
  - e. The disclaimer on the website will be translated in DE, ES, RO, and TR
  - f. P4 has to send the educational materials to P) to be uploaded on th esite
2. Prepare the Final Report Form prepared by P0, sign and send to P0 – deadline for the first draft 25.11.2014; deadline for the second deadline: 15.12.2014.
3. The questionnaires for evaluating the quality of the meetings will be sent in electronic format to P0 – 25.11.2014.