

# Agenda

## Kick-Off Partner Meeting for Talent 4.0 Frankfurt/Oder – Germany 10.-12. December 2018

### Meeting Venue:

#### [IHK-Projektgesellschaft](#)

**Building C – MeetingRoom: 302**

**Puschkinstrasse 12b**

**15236 Frankfurt (Oder)**

(IHKPG will pick you up at the hotel)

#### Our contact details:

Hartmut: [schaefer@ihk-projekt.de](mailto:schaefer@ihk-projekt.de) Tel: +49 160 90 506 506

Dorothea: [moeckel@ihk-projekt.de](mailto:moeckel@ihk-projekt.de) Tel: +49 151 40 909 615

### Who will take part?

<b>Austria</b>	WKO	Nina Dohr Martin Neubauer Georg Müllner (Evaluator)
<b>Germany</b>	IHK-Projektgesellschaft	Hartmut Schäfer Dorothea Möckel
<b>Ireland</b>	FIPL	Noeleen Land Philipp Land
<b>Italy</b>	TUCEP	Maria Brizi Debora Ercoli
<b>Sweden</b>	Smebox AB	Kenneth OE Sundin
<b>Cyprus</b>	Cardet	Savvas Charalambous
<b>Spain</b>	FVEM	Joseba Sainz de baranda

## Tuesday, 11.12.2018

Time	Activity	Partner(s) involved	Minutes
09:00	Meeting at the meeting venue IHK-Projektgesellschaft R:302	all partners	Everybody arrived at the meeting venue.
09:05	Welcomes and presentation of the agenda of the meeting	WKO	Welcome by hosts and leading partner.
09:10	Introduction of partner organisations	all partners	Presentation will be uploaded to GoogleDrive
09:45	5 minutes per partner with PPP	WKO	
	Presentation of Talent 4.0 project <i>Background, aims, objectives, intellectual outputs, time frame, milestone and tasks/responsibilities</i>		Nina and Martin presented the project and its main ideas briefly. A document including all deadlines and tasks for the project will be available as soon as possible to always have an overview. It will be updated regularly.
10:30	Coffee break		
11:00	Contractual, financial issues and budget <i>Contracts, payments, budget, reporting</i>  Administrative issues (1) <i>internal and external communication, file sharing</i>	WKO  WKO	Nina presented the financial and contractual rules with the presentation that has been provided by the Austrian National Agency. All partners agreed that they understand the guidelines and requirements.  The deadline for financial reports will be scheduled the following way, as agreed to when signing the partner contract: (1) 15.04.2019 (period Oct 18-Mar 19) (2) 15.10.2019 (period Jan 19-Sep 19) (3) 15.04.2020 (period Oct 19-Mar 20) (4) 15.10.2020 (period Jan 20-Sep 20)  All partners are asked to send scans of their documents to Nina ( <a href="mailto:nina.dohr@talentcenter.at">nina.dohr@talentcenter.at</a> ). Once the documents are approved they should be send in original version.  Partners agree to continue using e-mails as main communication channel. In the headline of any e-mail "Talent 4.0" will be stated.  WKO will set up a GoogleDrive folder for which all partners will receive access. All documents and drafts will be uploaded there.

12:30	12:30 Lunch <a href="#">Restaurant "Zum Kometen"</a>		
13:45	<p>Intellectual Output 1: Investigation Research</p> <p>Presentation of guidelines for questionnaire</p> <ul style="list-style-type: none"> <li>-introduction to the method</li> <li>-division of topics</li> <li>-documentation forms</li> <li>-developing questions (min. 7)</li> <li>-next steps and deadlines</li> </ul>	WKO all partners	<p>Nina and Martin gave an overview about the first intellectual output. Nina referred to the project proposal and revised purpose, indicators and deadlines for the investigation research.</p> <p>The partners decided to work with small and micro enterprises mainly as there are not enough medium sized enterprises in some of the countries.</p> <p>The suggested questions have been discussed and together we decided to cover the following items in the online questionnaire that will be used:</p> <ol style="list-style-type: none"> <li>1. Current situation</li> <li>2. Which talents are important?</li> <li>3. Implementation of TM</li> <li>4. External networks</li> <li>5. Future of TM</li> </ol> <p>All partners will send suggestion questions for each item to WKO by 19.12.2018</p> <p>WKO will put together a questionnaire based on the suggestions and send the proposal to the partners by the beginning of January 2019.</p> <p>It is important to have key questions in the questionnaire that are relevant for IO2 and IO3. By providing them it will be easy to relate to IO1 outcomes and base IO2 and IO3 on its findings.</p> <p>All national questionnaires (30 per country) have to be implemented (online or as interviews) by the end of January 2019 in order to have time for the desk research before sending a summary to WKO.</p> <p>The national reports including outcomes of the desk research (what is needed according to answers and what is out there?) will be summarized on 5-6 pages. These reports will be send to WKO 11.02.2019 for finalizing the investigation research report.</p>
15:00	Coffee break		

15:15	<p>Intellectual Output 2: Development of toolbox for talent management 4.0</p> <ul style="list-style-type: none"> <li>-Overview and objectives of the Toolbox</li> <li>-Breakdown of the Activities/Tasks</li> <li>-Delegation of workload between the Partner Organizations</li> <li>-Discuss and Agree upon the approach of the project and the workplan + timeframe</li> </ul>	Cardet all partners	<p>Savvas gave an overview of IO2 and how it will be developed. He referred to the project application and reminded us that overall we have to select 15 different tools for the toolbox.</p> <p>Savvas suggested that from what we get out of IO1 there will be 25 tools chosen and tested and out of these 15 will be taken.</p> <p>It was briefly explained what different types of tools there are. The various tool-options have been discussed, e.g. apps, videos, checklists, guidelines.</p> <p>Georg suggested to have a look at ecvet-toolkit.eu to get an idea of how a toolbox can look like.</p> <p>All partners agreed that the language has to be useful for businesses and the tools chosen should be easy translatable.</p> <p>A new idea to which all partners agreed was to find 10 common tools and 5 individual ones for each country as some tools might be useful and necessary in one country but not the others. In case we find this need after IO1, WKO will contact the National Agency to discuss this possibility.</p>
15:45	Summary and feedback for day 1		
16:00 - 18:30	Free time		
18:30	Common dinner in Poland		

Wednesday, 12.12.2018			
Time	Activity	Partner(s) involved	Minutes
09:00	Meeting at the meeting venue IHK-Projektgesellschaft R:302	all partners	Everybody arrived at the meeting venue.
09:00	Welcome and recap of day 1	WKO	All partners welcomed our Spanish partner who joined us for this day only. He presented himself and his organization

			briefly. He received the agenda together with a brief recap of day 1.
09:10	<p>Intellectual Output 3: Training Programme: Talent Management and Analytics 4.0 for SMEs in Europe</p> <p><i>-IO3 overall description</i> <i>-What are we supposed to deliver?</i> <i>-Activities and milestones</i> <i>-Roles and responsibilities</i> <i>-Time schedule</i> <i>-Examples and suggestions (Tools, model, platform etc)</i></p>	Smebox AB all partners	<p>Kenneth gave an overview of IO3 and referred to the project application. We discussed that the format of IO3 will depend very much on the outcomes of IO1 as the training course needs to be tailored to the needs of SMEs and has to cater the timeframe they can and want to use for TM. It is expected that the training programme will be made up of micro-units as the target group, from experience, will not be able to spend hours or days in one piece for training.</p> <p>It was pointed out that IO3 will start parallel to IO2 and, therefore, a detailed schedule and task distribution has to be set up during the next meeting.</p> <p>Overall, it was agreed to that IO3 will be discussed in more detail during the next meeting. SMEBOX will prepare a time schedule and an overview from the report of IO1.</p>
10:00	<p>Quality management</p> <p><i>-Reports</i> <i>-Analysis</i> <i>-External evaluation</i></p>	WKO	<p>Nina explained in what ways quality management will happen throughout the project.</p> <p>It will consist of the quarterly reports by each partner as agreed to by signing the contract, time-bound communication and pair-monitoring. Pair-monitoring will be allocated.</p> <p>WKO and our external evaluator will monitor the project and interfere in case any issues arise. The external evaluator will also write an interim and final evaluation for the project.</p> <p>A skype meeting will take place before the next meeting, 14.02.2019 from 13h until 14h to ensure everyone is up-to-date.</p>
10:30	<p>Dissemination</p> <p><i>-Dissemination plan, aims, activities, materials</i> <i>-Decide on Logo, website, social media</i></p>	WKO all partners	<p>Nina presented the main aims of dissemination and how it will be done for Talent 4.0. She went through what was promised in the application and explained which channels will be used.</p>

			<p>Partners will receive a template for their planned dissemination which will be send to WKO by 31.12.2018.</p> <p>A project logo and website will be set up by the end of December 2018 or in January 2019 as it depends on external providers.</p> <p>There will be a Facebookpage for the project, for which the project partners will be responsible monthly. A schedule will be uploaded in Google Drive and sent to the partners.</p>
11:15	<p>Administrative issues (2)</p> <ul style="list-style-type: none"> <li>- <i>Setting up dates for next meetings and Skype calls</i></li> <li>- <i>Next steps, deadlines and tasks</i></li> <li>- <i>Final summary, conclusion and open questions</i></li> </ul>	All partners	<p>All partners decided that the second project meeting in Nicosia/Cyprus will be held on 26<sup>th</sup> and 27<sup>th</sup> of March 2019. March 25<sup>th</sup> is planned as travel day.</p> <p>CARDET will send out information on the place, hotel suggestions and registration forms.</p> <p>The third meeting will be held on 23<sup>rd</sup> and 24<sup>th</sup> of January 2020 in Bilbao/Spain. The 22<sup>nd</sup> is planned as travel day.</p> <p>The dates for the LTTA are not fixed yet as IO3 needs to be ready before agreeing on a date. It is planned to have the LTTA after the third partner meeting to finalize it and discuss last issues.</p> <p>The fourth meeting will be held in Graz/Austria on 17<sup>th</sup> and 18<sup>th</sup> of September 2020. The 16<sup>th</sup> is planned as travel day. During this meeting the Euroskills take place, which is why hotels need to be booked as soon as possible. WKO will send suggestions still in 2018. Our final conference (Multiplier Event) will be a side-event to the Euroskills.</p>
12:00	Official closing of the meeting		