

TRANSNATIONAL SEMINAR IN LIEGE (BE) – 4, 5 & 6 OCTOBER 2007

STATEMENT OF DECISIONS

1. Validation of work completed under Project Phase 1 – Analysis of available sources regarding the mentorship function in SMEs

This phase is now complete. Modifications and enhancements may still be proposed without undermining the structure of the phase report, which has been communicated in hard copy and electronically, in French or English, to all the partners. This document is also available on the website, www.copilote.org. Any modifications **absolutely must** be sent to CCCA-BTP by **19 October 2007**.

A number of corrections are also to be submitted by the partners from Italy (Formedil), Poland (Budowlani) and Sweden (BYN). **The Swedish partner further commits to enhancing its monograph and to providing instructional documents for enterprise mentors¹**. The enhancement in question will primarily concern the description of the Swedish system for apprenticeship in the construction professions.

In addition, **to further improve the final report on Phase 1**, the following was proposed:

- to provide greater detail as to how the data were collected and to add an appendix of methodologies,
- to clarify the presentation of the special features of the Swedish system, so that all partners may better understand the nature of the support provided to enterprise mentors,
- to highlight the fact that the 3rd part of the report presents avenues for reflection that are to be capitalised on in the following project phases and that they in no instance constitute final conclusions.

It is important that the results of Phase 1, while perhaps incomplete, have already been shared with the professionals, partners and institutions concerned. It was with this goal in mind that a sheet presenting the results of Phase 1 was prepared by CCCA-BTP (in French, to be translated into English) and has been made available to the other partners so that they may use it in their own communications.

Furthermore, the French and English versions of the report on Phase 1 may now be viewed and downloaded from the website www.copilote.org, in PDF format (in the public portion of the site) and in Word (in the partner area).

¹ These documents will be available on the website www.copilote.org.

2. Progress made on Project Phase 2 – Survey of expectations and perception of mentorship (deadline: 30 November 2007)

Those partners that were not able to complete their work by 30 September 2007 are asked to finalise it by **15 October 2007**: delivery of a summary of the national questionnaires, in English, to BYN and CCCA-BTP. The questionnaires completed in each country, in its official language, will remain available from each national partner.

An initial version of the final report on this phase must be completed for incorporation into the interim report that is to be provided to the Agence Europe Education Formation France at the end of the first year of project activation.

BYN requests that all partners prepare a methodological note on how their investigation was conducted.

BYN will produce a final summary of Phase 2 by 30 November 2007 at the latest, in respect of the specifications set out for this phase.

Given that the questionnaires are based on open-ended questions, the responses have been coded differently from one country to another. They are therefore to be considered monographs. Methodologically speaking, it is not possible to identify any transnational consistency. Consequently, only a summary can be drafted by the Swedish partner, and the term “comparative” must be used with caution.

3. Development of a European reference for mentor activities and skills – Phase 3 (throughout 2007)

The **European definition of the vocational mentor profile**, expressed in the form of an activities-tasks table (5 activities and 22 tasks) identifying the common scope of the mentorship function, **was approved**.

The German coordinator presented the proposals to the group and gave the following instructions:

- the Franco-German team will complete the list of skills by **12 October 2007**,
- the document will be reviewed by three mentorship experts, one each from CCCA-BTP, the Swiss partner and the Belgian partner, by 20 October,
- the document will be sent to all partners for approval, requesting a **response by the end of October 2007**,
- the next step – the inventory of resources and requirements – will be undertaken by the Franco-German group for completion by the end of November,
- the complete document will then be submitted to the partners for approval, with their **response expected by 15 December 2007**.

A technical meeting of the COPILOTE partners appears necessary in order to finalise the work performed. Stockholm was proposed as the location, dates to be determined (ideally late December 2007 or early January 2008). A final decision will be made at a later date, based on the progress made on the project work.

4. Development of a communications strategy and a kit / toolbox for the promotion of mentorship

CCCA-BTP indicated, by way of example, the operations it is gradually putting in place, which may be capitalised upon and incorporated into the future European strategy for support of and communications with enterprise mentors:

- creation in the near future of an *apprenticeship masters' handbook* (a 4-page bulletin that will be disseminated to 50,000 businesses and individuals),
- production of an *Apprenticeship Master's Kit* (KIT MA) to help apprentice training centres to set up a mentor training programme; an experimental first edition has already been created, financed by CCCA-BTP capital,

- an experimental training operation, addressing trainers who are in contact with mentors in enterprises, called *Preparing to Train and Support Apprenticeship Masters*.

These tools should **contribute to the development of a feeling of belonging and collective identity amongst apprenticeship masters**. CCCA-BTP has also committed to a better analysis of the order of mentors that currently exists in the public works sector in France.

The partners are asked to transmit all mentor assistance tools in their possession, to create the starting point for building a common European approach toward mentors. For example:

- Spain: CD-ROM mentors' guide,
- Sweden: 30-page document on the role of the mentor in vocational youth training,
- Germany: documents from the federal mentors association, on mentorship and the means for supporting company trainers,
- Switzerland: company trainers' guide and the corresponding training modules,
- Poland: experimental initiatives on the image of the mentor (practical training instructors in businesses),
- Wallonia (SME training network): communications in the Construction Federation's journal on the topic of mentorships.

This list is given by way of example. **Each partner is to submit its existing tools to CCCA-BTP by 30 October 2007**. CCCA-BTP will then analyse these tools **during November 2007** and share its analysis with the partners.

In order to launch Phase 4, each partner commits to organising, in its country, a **workshop with national experts for reflection on and identification of possible avenues for the future European approach to supporting enterprise mentors in the construction sector**. The format for these creative sessions is completely open. CCCA-BTP must receive the results by **1st December 2007** (in French or English).

5. Promotion of the project and strategy for dissemination of the results

The communication of the project results, even partly completed, is fundamental to the project's success. Thus the first edition of the report on this initial phase, entitled *Mentors in Construction Companies*, was distributed to all partners. This report was shared with all partners in the RE.FORM.E network, including those not participating in the project.

A sheet describing the report is available and may be used as a communications aid.

Each partner is asked to relay the information in its country, by communicating existing project output to professional organisations (management and trade unions), initial and continuing education networks, organisations responsible for mentor training, etc.

Many partners already provide project updates on their websites. This practice is to be encouraged and further developed.

6. Information on administrative and financial management

The project has reached its halfway point and a qualitative and financial midway review must be transmitted to the Europe Education Training France Agency by 30 November 2007 (as per Article I.5 of the Convention).

To facilitate the promoter's preparation of this midway report, **each partner commits to providing the promoter with all outputs requested**, as indicated above and within the stated timelines, which must necessarily be respected.

In addition, each partner has received a CD-ROM with a model **financial report to be completed and sent to CCCA-BTP by 19 October 2007**.

It is recalled that the financial tables must be completed as per the model provided by the French agency managing the Leonardo da Vinci programme, and that all supporting documents must be attached:

- transport tickets, including boarding cards,
- invoices for hotels, restaurants, etc.,
- invoices justifying any purchase of equipment and any internal project-related expenses,
- proof of wage costs (pay slips or employer's certifications, providing daily wage costs inclusive of employer contributions).

Each invoice must correspond to a single line on the completed table. Conversely, partners must not include multiple invoices on the same line, as this renders verification by the promoter more difficult.

It is likewise recalled that no expenses without supporting documentation will be accepted, with the exception of expenses associated with certain partners' catering costs incurred during the project launch meeting held in Antibes in October 2006, who, due to lack of instruction to do so, did not retain all their invoices. In this instance, an explanatory note is requested of these partners.

Furthermore, partners outside the Euro Area (Poland and Sweden) must mention the corresponding amount in Euro on each supporting document and must provide justification for the exchange rate applied. In addition, each partner will translate the invoices for expenses incurred for the technical meeting in Warsaw in February 2007 into Euro.

RE.FORM.E COORDINATION GROUP: report on the progress of the COPILOTE project and acceptance of results achieved to date

The coordination group, chaired by Marcel Malmartel, CCCA-BTP Secretary General, expressed its approval of the results of Phase 1, but requested an acceleration of the work scheduled for Phase 2, which will provide the input for the project's key phases (3 and 4).

According to the coordination group, Phase 3 must not be limited to a theoretical reference of enterprise mentor (trainer) activities and skills, but should also incorporate the practical side of the subject. In other words, the group requests that it be mandatory for the results of this phase to be tested with mentors from each country represented by a partner.

Furthermore, the coordination group would like to see a more detailed statement for the execution of Phase 4, which must likewise be subject to consultation with the end users.

At the end of the meeting, CCCA-BTP passed the chair of RE.FORM.E to the Spanish partners (National Construction Labour Foundation (FLC), FLC of Asturias and the Gaudi Institute of Construction), who will collectively assume the role.

The coordination group finalised the dates for the next meetings and the next COPILOTE project promotion seminars, synchronised with other RE.FORM.E network projects and events.

Calendar:

- **Barcelona (ES), 10 December 2007:** preparation for the 8th RE.FORM.E network conference (not a COPILOTE project meeting, but the issue of the promotion of the project will be on the agenda)
- **Florence (IT), 14, 15 & 16 February 2008 :** COPILOTE transnational seminar and RE.FORM.E meeting
- **Gijon (ES), 25, 26 & 27 June 2008:** COPILOTE transnational seminar and 8th RE.FORM.E network conference (promotion of the network's endeavours, including major projects)
- **Germany** (location to be determined), **26 & 27 September 2008:** seminar on the promotion, communication and dissemination of the results of the COPILOTE project and RE.FORM.E meeting.

