



1. **Name of the project** **CEMA-NET**
2. **Meeting subject:** **Plenary and Steering Committee Meeting**
3. **Organised by:** **RENOWATOR – Partnerstwo na rzecz Rozwoju – Poland**
4. **Date:** **27 – 29 July, 2005**
5. **Place:** **Warsaw, Poland**
6. **Meeting Participants:**

Meeting participants contact list is attached in Annexe 4.

Austria. [Gesundes Gesundheitswesen](#) (AT-1B-01/341) 1A

Ms. Alexandra BAUTZMANN

Ms. Maria-Luise FERTNER

Mr. Peter FLOQUET

Ms. Sabine JOANOWITSCH

France. [Alter Action Insertion Project](#) (FR-PCD-2004-41016) 1A

Mr. Gilles DIMICOLI

Ms. Aneta GAWŁOWICZ

Mr. Dominique VAN HOEGAERDEN

Mr. Pascal HOULLIER

Mr. Wojciech KONDRAT

Mr. Thierry MINIEWSKI

Mr. François MOREL

Ms. Bernadette RIGAUX

Ms. Anne ROPIQUET

Germany. [ZIP project](#) (DE-XB4-76051-20-BW/213) 3E

Ms. Silke JÄGER

Mr. Norbert KREUZKAMP

Ms. Bettina LUTTERBECK

Mr. Manuel STRACK

Italy. [Varco Project](#) (IT-IT-G2-LAZ-011) 3E

Mr. Giuseppe MASTRUZZO

Mr. Michele GIAMPIETRO

Ms. Amalia PIRAINO

Slovakia. [OZ Institute Zamestnanosti](#) (SK-39) 1A

Mrs. KOLLATHOVA

Mr. Rastislav NOSKA

Mr. Michal PALENIK

Spain. [Ancora Project](#) (ES-ES20040153) 3F

Mr. Carlos MARCO

Mr. Javier PITARCH

Poland. [PRR Ośrodek RENOWATOR dla małych i średnich przedsiębiorstw \(PL-71\)](#) 3F

(eng. RENOWATOR Centre for SME DP)

Mr. Maciej BOGDAN

Mr. Robert MURZYNOWSKI

Mrs. Jolanta BRZOSTEK-PAWŁOWSKA

Mr. Jacek NIECKUŁA

Mr. Andrzej KAŁUSZKO

Mrs. Bożena PRZYBOROWSKA

Mr. Wojciech KUBERA

Miss Dorota WIĄCEK

Mr. Tomasz MARCINIAK

7. Treated Topics:

- Preliminary meeting agenda is attached in Annexe 1, modified meeting agenda approved on the meeting session is attached in Annexe 2.
- Problem of a Steering Committee presidency;
- Establishing the Steering Committee and working groups, relations between the Steering Committee and the working groups;
- Creating webservice of the partnership;
- Communication and reporting from workgroups to the Steering Committee;
- Dates of the next meeting in Bratislava;
- Meeting notes format;
- Definition of themes covered by working groups;
- Evaluation and monitoring;
- Study visits.
- Next Bratislava meeting Agenda

8. Annexed documents:

Annexe 1	Preliminary meeting agenda
Annexe 2	Final meeting agenda
Annexe 3	Discussion Notes
Annexe 4	Meeting participants contact list

9. Agreements:

- Rotational chairman – a member of the Steering Committee who represents the host partner for the nearest meeting.
- Slovak Partner is responsible for establish a webservice (without content). Every S.C. member will bring materials from his national project – these materials will become a part of webservice's content. The general layout should be ready by 15th September, and by the end of October the content should be inserted into the service.
- A coordinator from each working group will report the results of his group to the Steering Committee (no person from the Steering Committee is responsible for this task in particular).
- The next meeting in Bratislava will be held in 30.11.2005 – 2.12.2005. There will be the Steering Committee session and the working groups session in parallel (see annex 3 : proposed meeting agenda).
- The meeting notes format has been accepted (this document is prepared according to this schema).
- The Austrian Partner is responsible for preparing a proposal of evaluation materials for 15th September. The materials will be based on EQUAL 1 project German and Spanish Partners will send their materials from the previous project by half of August. Then, the evaluation materials will be approved by all the partners.
- Study visits will be negotiated in bilateral way; other partners will be informed through the secretary.

10.To Do List:

- Accordingly to the approved meeting schedule Slovak Partner will organize next Steering Committee and Work Group meeting. The next meeting in Bratislava will be held in 30.11.2005 – 2.12.2005. An initial version of agenda is included in Annexe 3.
- Slovak Partner will develop and support during the project time a website related to CEMANET project. The web site prototype will be ready to examination before the next Steering Committee meeting (the end of November 2005)
- Austrian Partner will prepare materials (based on the previous project practices and Polish Partner presentation) related to the proposed monitoring and evaluation system and send them to other Partners until September 15th 2005.

11.Date and signature:

Maciej Bogdan (recording clerk)

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ANNEXE 1 PRELIMINARY MEETING AGENDA

Tuesday, July 27

- Collection Partners from Okęcie Airport. Transfer to hotel. Accommodation in hotel.
- 18:00 Optional city guided walk.

Wednesday, July 27

Common meeting – plenary session (London room):

- Collection Partners from Okęcie Airport. Transfer to hotel. Accommodation in hotel
- 11:00 Invitation of the meeting participants by DP RENOWATOR representative. Presentation and approving of the day's agenda.
- 11:15 Presentation of meeting participants.
- 11:30 Current formal state of CEMA-NET TCA and administrative authority issues – report of the TCA Secretary and discussion.
- 11:45 DP presentations (Austrian and others)
- 13:00 Lunch (offered by the organisation), LALKA Restaurant
- 14:00 Internal organization of the Steering Committee discussion (*Is it chairman needed? Rotational or elected chairman?* Internal structure of Steering Committee).
- 14:30 Discussion and initial decisions about rules of internal communication and relation between Steering Committee and Working Groups and between Working Groups. Preliminary specification of the TCA portal as a main communication tool discussion (preliminary assumptions). (*For example: Is it a need of permanent representatives in each Working Group? What are the internal Working Group rules?*). Meeting notes standard format (french proposal) discussion.
- 15:00 Study Visits discussion – selection of seminar and study visit themes, organization and programme.
- 15:30 Coffee break.
- 16:00 Election of the Steering Committee President (*if we decide to have an elected chairman*). Arrangement of Working Groups personal members. Election of the Working Groups coordinators.
- 17:30 Dinner (offered by the organisation), Warsaw Room
- 18:00 Social event: City guided walk through Warsaw's Old Town.

Thursday, July 28

Common meeting – plenary session (London room):

- 10:00 Administrative issues with respect to the signatures of TCA discussion and resolving.
- 11:30 Coffee break
- 12:00 Monitoring system and evaluation mechanism for the Work Groups discussion and set-up.
- 14:00 Lunch (offered by the organisation), LALKA Restaurant

Steering Committee meeting (London room):

- 15:00 Establishing of the Steering Committee internal organisation and rules. SC work programme discussion concerning e.g. global work programme for all three groups, cooperation in

	European Thematic Network(s), cooperation with enterprises, cooperation with EURES Network and other.
16.30	Coffee

Working Groups individual (separate) meetings (Rome, Paris, Sofia room):

15:00	Working Group profile, goals and products discussion. Seminars discussion – selection of seminar themes, organization and programme. Cooperation between WG, Common goals and results integration discussion.
16.30	Coffee

Common social events

17:00	Bus city seeing (Palace of Culture and Sciences – Warsaw from the bird eye view, Old Town, Łazienki king's palace and park, Warsaw Ghetto, visit in the City of Warsaw Historical Museum)
19:30	Return to the hotel – short rest.
20:00	Transfer to the restaurant in the city
20:30	Dinner (offered by the organisation)

Friday, July 29

Common meeting (London room)::

10:00	Work schedule for Working Groups, Seminars and Study Visits discussion. Preparation to the next meeting in Slovakia.
11.00	Coffee Break
11.30	Agreements and conclusions
14:00	Lunch, LALKA restaurant Transfer to the Okęcie Airport

ADDITIONAL INFORMATION

Following persons will be work as recording clerks and will be responsible for meeting notes preparation: Mr Murzynowski (Constructive adaptability WG), Miss Dorota Wiącek (Social Responsibility WG), Mr Maciej Bogdan (plenar and Steering Comitee sessions), Mr Tomasz Marciniak (Long Life Learning WG).

ANNEXE 2 FINAL MEETING AGENDA

Tuesday, July 27

Collection Partners from Okęcie Airport. Transfer to hotel. Accommodation in hotel.

18:00 Optional city guided walk.

Wednesday, July 27

Common meeting – plenary session (London room):

Collection Partners from Okęcie Airport. Transfer to hotel. Accommodation in hotel

11:00 Invitation of the meeting participants by DP RENOWATOR representative.

11:15 Presentation of meeting participants.

11:20 Presentation and approving the day's agenda.

11:30 Current formal state of CEMA-NET TCA and administrative authority issues – report of the TCA Secretary and discussion.

11:45 Internal organization of the Steering Committee discussion (*Is it chairman needed? Rotational or elected chairman?* Internal structure of Steering Committee). Designation of Steering Committee members.

Separate Steering Committee meeting (Paris room)

12:15 General discussion about Steering Committee role and relation with working groups.

13:00 Lunch (offered by the organisation), LALKA Restaurant

14:00 Working Group goals and main topic definition discussion

14:30 Discussion and initial decisions about rules of internal communication and relation between Steering Committee and Working Groups and between Working Groups.

15:30 Coffee break.

16:00 Preliminary specification of the TCA portal as a main communication tool discussion (preliminary assumptions). (*For example: Is it a need of permanent representatives in each Working Group? What are the internal Working Group rules?*).

17:30 Dinner (offered by the organisation), Warsaw Room

18:00 Social event: City guided walk through Warsaw's Old Town.

Thursday, July 28

Common meeting – plenary session (London room):

10:00 Questions related to the Working Groups directed to the Steering Committee

10:20 Information about Steering Committee decisions related to the Working Groups.

11:30 Coffee break

12:00 Information about Steering Committee recommendations to the Working Groups starting point documents.

Steering Committee meeting (London room):

- 12:15 Monitoring system and evaluation mechanism for the Steering Committee and Work Groups –
Polish Partner presentation and discussion
14:00 Lunch (offered by the organisation), LALKA Restaurant

Common social events

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- 17:00 Bus city seeing (Palace of Culture and Sciences – Warsaw from the bird eye view, Old Town,
Łazienki king's palace and park, Warsaw Ghetto, visit in the City of Warsaw Historical Museum)
19:30 Return to the hotel – short rest.
20:00 Transfer to the restaurant in the city
20:30 Dinner (offered by the organisation)

Friday, July 29

Common meeting (London room)::

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- 10:00 Preparation to the next meeting in Slovakia. Preliminary meeting Agenda
11.00 Coffee Break
11.30 Agreements and conclusions
14:00 Lunch, LALKA restaurant

ADDITIONAL INFORMATION

Following persons will be work as recording clerks and will be responsible for meeting notes preparation:
Mr Murzynowski (Constructive adaptability WG), Miss Dorota Wiącek (Social Responsibility WG), Mr
Maciej Bogdan (plenar and Steering Comitee sessions), Mr Tomasz Marciniak (Long Life Learning WG).

ANNEXE 3 Discussion Notes

PLENARY SESSION - 27.07.2005

1. Welcome words by Mrs. Jolanta Brzostek-Pawłowska, presentation of all delegations.
2. Agenda - Ms. Fertner would like to cancel the DP presentation, instead would like to include short focus points presentation during workgroups sessions. Agenda is accepted with this change.
3. Mrs. Ropiquet presents the current formal state of TCA. The agreement is not signed yet by the Austrian Authorities, so the Partners will return to this issue on next meeting.
4. The problem of presidency is discussed – is the presidency necessary, what should be its name, should the presidency be rotated or fixed. Ms. Fertner proposes rotated leadership, where the host Partner of the nearest meeting becomes a leader automatically.
The proposal is supported by German and Italian Partner, French Partner also agrees.
5. Tasks of secretary – Ms. Ropiquet reads the tasks as they are described in TCA.
Mr. Marco says, that agenda for next meetings should be managed by the secretary, and the host partner should be responsible only for logistics.
6. Discussion on procedures of commanding between the meetings, and relations between working groups and Steering Committee. The problem of potential additional meetings of Steering Committee, between scheduled meetings (not all Partners have reserved funds for this issue in their budgets). Mr. Mastruzzo proposes all problems should be discussed via mails, phones, faxes through Ms Ropiquet and Mr. Palenik. Other meeting – physically or teleconferences – are possible. The proposal is accepted by all Partners.

PLENARY SESSION - 28.07.2005

1. Mr. Marciniak was reporting two problems that we encountered the day before on working groups joined session. (1) Two person from German delegation have not decided yet which working group are they going to join. Finally, the decision of German delegation was that Ms. Jaeger will participate in the Long-Life Learning group and Mr. Kreuzkamp will join the Social Responsibility group. (2) How many people should participate in each working group? The problem is caused by budget limits for hosting partner. Mr. Mastruzzo gives an idea, that a host of every meeting will declare the participation limits for the nearest meeting, according to his budget possibilities. This solution is accepted by all the partners.
Mr. Murzynowski says about another issue concerning working groups – should they have a fixed chairman or a rotational chairman, and should it be just one chairman, or two in case of replacement necessity. Mr. Mastruzzo suggests, that this should be decided by each working group by its own. The suggestion was accepted by all the partners.
2. Discussion on meeting notes format proposed by the French Partner.
A new field is added – what should be done for the next meeting?
A logo of CEMA-NET is needed and will be placed at the top of the document.
One document should be prepared for each working group and separate for the Steering Committee.
3. Spanish delegation wants to talk about goals of working groups. Mr. Pitarch presents four alternatives on how to find common goals? He presents the following table:

Description	Desirable	Possible
Find common points between the projects	++	-
Know projects of each other	+	++
Know each projects and than find common points	++	++
New approach, different tasks (problem of time limit)	+	+

The proposal is to define a goal as described in 2nd of the presented alternatives.

PLENARY SESSION - 29.07.2005

Reports from the working groups:

Long Life Learning, referred by Mr. Marciniak – each partner will prepare for the Bratislava meeting (1) information on their local project, (2) their institution presentation and (3) results and best practices from previously finished projects.

Social Responsibility group, referred by Mr. Floquet – exchanging experience between the project to know them better; short presentation for all the projects till the end of September.

The Steering Committee should give a frame for structure of the working groups.

Constructive Adaptability group, referred by Mr. Murzynowski - each partner will prepare by the 15th of November a Power Point presentation referring their project in a perspective of Constructive Adaptability; coordinator (moderator) should collect information from other members about the document "Summary of the subject CA" by the end of September; all members should send filled chart which are called CA Matrix till the end of September

The discussion on the agenda for Bratislava meeting was moved onto the Steering Committee session

STEERING COMMITTEE SESSION - 27.07.2005

Steering Committee members:

Mrs. Fertner – Austrian Partner

Mr. Palenik – Slovakian Partner

Mr. Mastruzzo – Italian Partner

Mr. Kreuzkamp – German Partner (substituted on this day by Ms. Jaeger)

Mr. Marco – Spanish Partner

Mr. Miniewski – French Partner

Mr. Kubera – Polish Partner

Ms. Ropiquet – Secretary

1. The problems: What is the Steering Committee? What is its role? Why do we have working groups? What guidelines do we have for them?

2. Ms. Ropiquet cites from TCA the functions of Steering Committee.

3. Mr. Mastruzzo suggests the working groups should give information to the Steering Committee by presenting the documents already prepared for other purposes; this will allow avoiding situation where working groups will waste their energy to generate documents only for the Steering Committee. He says the S.C. should give the working groups some general guidelines and definition of work field.

4. Mr. Miniewski presents the experience of the French Partner from previous EQUAL project. He says there were two main difficulties. The first one – to facilitate communication between S.C. and working groups; the second one – problem with proper organization of working groups, their divisions, difficulties with starting the topic-oriented work.

Mr. Mastruzzo says the personal stability of the working groups is very important. The S.C. should set the background for every working group.

Mr. Marco says, that on the basis of the previous project, it is clear that partners should well understand each other. Working groups, before deciding what to do, should exchange their experience, understanding of terms and themes, etc. Stability of the members' squad – at least one person from each partner should be participating in the working group from start to finish. The topics of the working groups should be as practical as possible, concrete.

Mr. Mastruzzo says the preparation for the meeting should be a "homework" for the members of working groups; new people should be informed in all topics by a person who is participating in a group since beginning.

5. Mr. Mastruzzo suggests the S.C. should do two things for the working groups: (1) define the theme for each working group with assuring proper and common understanding of the theme; (2) mainstreaming – on the basis of national DCs, a document(s) defining some terms and some actions, activities, solutions, etc. referring to the term. This will allow comparing partners, presenting the experience and potentially will give inspiration to other partners. The document should have a table structure as presented below:

National DP (goal of the project)	Theme of the projects (e.g. unemployed, youth, etc.)	Actions, activities, etc.

6. Mr. Marco presents an idea of WWW portal, where each working group will be able to introduce their documents and the documents will be available to anyone interested in the issue. One person should be responsible for updating the content of the portal.

7. The Steering Committee decides that Slovak Partner is responsible for establish a webservice (without content) before meeting in Bratislava. Every S.C. member will bring materials from his national project – these materials will become a part of webservice's content. Spanish EQUAL portal will serve as a pattern in scope of design for the new webservice. Verification of the web service and other decisions will be taken in Bratislava during the meeting in November.

8. The problem of communication between the S.C. and the working groups.
 Two options: (1) a person from S.C. is responsible for contacts with concrete working group (option supported by French and Austrian Partners) and (2) a coordinator from each working group reports to the S.C (option supported by Italian and Spanish Partners).
 Finally, the S.C. decides to choose option (2). Working groups will give their first reports on Bratislava meeting.

9. Discussion on the dates of the meeting in Bratislava. Final decisions were taken on 29.07.2005 (see in further part of the document).

STEERING COMMITTEE SESSION - 28.07.2005

1. Definitions of terms.

Constructive Adaptability – Mr. Mastruzzo presents documents from European institutions referring the constructive adaptability, as one of the guideline or starting point for a working group, representing the global approach. The second one should be a table helping to define topics – representing local approach. The table format was discussed and two items were added: (1) description of partners in DP involved in the specified topic and (2) what results/products are expected in your DP, concerning the topic. One table should be prepared for one topic; that means, each partner should prepare 3 tables.

2. Mr Mytkowski presents evaluation and monitoring issue.

In general, he proposes two methods: (1) track the schedule and (2) give short questionnaires to representatives of workgroup, asking for any encountered problems, reasons of them, possible solutions.

Mr. Marco proposed not to have any external evaluation, everyone agrees.

The Steering Committee decides, the Austrian Partner is responsible for preparing a proposal of evaluation materials for 15th September. The materials will be based on EQUAL 1 project German and Spanish Partners will send their materials from the previous project by half of August. Then, the evaluation materials will be approved by all the partners.

3. Study Visits

Mr. Marco presents his idea of study visits. The goal of study visits is to get know how DPs in other countries work. It will be 1-2 days visits of DP's representatives. Such visits may give a chance for cooperation in the future.

The question – should a general calendar of study visits be set or it can be left up to bilateral negotiations?

Mr. Kreuzkamp says, no general calendar is needed; the partners should only inform the secretary about the visit, and all other partners will be informed by the secretary. This proposal was accepted.

The Spanish partner would like to receive in 2-3 months from each partner a calendar of preferred dates of visits.

Mr. Kreuzkamp postulates to reserve some time during each meeting for an opportunity to see what is going on in the local DP.

4. The webservice – continuation from the day before, presentation by Spanish Partner.

Mr. Kreuzkamp suggests to put schedule in a public section.

The Steering Committee decides that the general layout of the webservice (being developed by Slovakian Partner) should be ready by 15th September, and by the end of October the content should be inserted into the service.

STEERING COMMITTEE SESSION - 29.07.2005

The Steering Committee decides the Bratislava meeting will be held on 30.11-02.12.2005 and the agenda will be as follows:

Wednesday, 30.11.2005

- 9.30 short plenary session – presentation
- 9.45 working groups and Steering Committee session (in parallel)
- 13.00 lunch break
- 14.30 working groups and Steering Committee session (in parallel)
- 18.00 the end

Thursday, 1.12.2005

- 9.30 working groups session
- 9.30 Steering Committee session with participation of working groups leader or representation (one group at a time)
- 13.00 lunch break
- 14.30 working groups and Steering Committee session (in parallel)
- 16.30 possible plenary session
- 18.00 the end

Friday, 2.12.2005

- 9.30 working groups and Steering Committee session (in parallel)
- 13.00 plenary session

The subjects to be discussed in Bratislava:

- structures of seminaries
- webservice – analysis of the proposal
- evaluation – analysis of the proposal
- logo
- follow up working groups

Mr. Kreuzkamp propose to send TCA to all Warsaw & Bratislava meeting participants.
Discussion on problem of English translation during working groups sessions.

ANNEXE 4 Meeting Participants Contact List

No	Name	Country	Contact
Gesundes Gesundheitswesen			
1	Alexandra Bautzmann	Austria	a.bautzmann@utanet.at +43-676-3121409
2	Maria-Luise Fertner	Austria	m.fertner@human.or.at +43-664-9201256
3	Peter Floquet	Austria	p.floquet@human.or.at +43-1-7963798
4	Sabine Joanowitsch	Austria	joanowitsch@hill.co.at +43-1-7969798-18
Alter Action Insertion Project			
5	Gilles Dimicoli	France	gilles.dimicoli@afpa.fr
6	Aneta Gawlowicz	France	anetagawlowicz@yahoo.fr
7	Dominique Van Hoegaerden	France	d.vanhoegaerden@anpe.fr 0622675019, 0322244114
8	Pascal Houllier	France	pascal.houllier@laposte.net 06-81-40-77-36
9	Wojciech Kondrat	France	wojciech.kondrat@mlpm.org
10	Thierry Miniewski	France	europa@cma80.fr
11	François Morel	France	fran.morel@wanadoo.fr
12	Bernadette Rigaux	France	b.rigaux_adife@wanadoo.fr
13	Anne Ropiquet	France	europa@cma80.fr
ZIP project			
14	Silke Jäger	Germany	sjaeger@bbq-online.de
15	Norbert Kreuzkamp	Germany	kreuzkamp@enaip.de +49-711-60174620
16	Bettina Lutterbeck	Germany	bettina.lutterbeck@web.de +49-711-620-0261
17	Manuel Strack	Germany	mstrack@bbq-online.de +49-(0)711-13534030
Varco Project OZ			
18	Giuseppe Mastruzzo	Italy	giuseppe.mastruzzo@gemmaspa.it +39-0657065555
19	Michele Giampietro	Italy	erfap@tiscali.it
20	Amalia Piraino	Italy	a.piraino@medicenter.it
Institute Zamestnanosti			

