

Work Programme & Working Methodology - VOA

Transnational activities foreseen

Overall transnational strategy

B 1a. Global transnational action

As it has been previously said, the global transnational strategy, is based on the following actions:

- sharing the problems which are common to the national projects
- using common tools and planning common actions
- development of the preceding points
- evaluation of the results of the meetings aimed at exchanging experiences
- changes / modifications that originate from the comparison of the results
- dissemination of the results

In order to carry out the concrete foreseen activities, a Committee will be set up; it will be made up of the representatives of the two DPs (two members for each DP): Its task is directed to check and verify if the strategy previously explained is put into practice. The committee will set up mixed work groups interested in the development of the tools used to carry out the actions of the project.

The (common/complementary) products/deliverables foreseen

The products that will be developed in the transnational cooperation will be:

1. procedures and tools to point out the training requirements of the workers;
2. training plans aimed at updating or retraining the workers belonging to the target group. Individual and corporate training plans will be developed;
3. tools to evaluate and assess the competences. A system of objective evaluation of the results of the lifelong learning activities functional to the needs previously identified;
4. final publication of material and leaflets concerning the development of joint and parallel actions and the dissemination of the good practises experimented;
5. advertising material and leaflets to promote the lifelong learning.

The advertising material will have the purpose to make all the local actors aware of the importance of the lifelong learning and to guide the clients towards the training, as a tool to overcome the discriminations. Many persons suffer because of the lack of the competences which are not adequate to the requirements of the labour market

Such products will be spread through the Internet web sites created by the DPs in order to promote and spread the results of the projects.

Typology of activities

Transnational activities intended	Rating
Exchange of information and experiences	****
Parallel development of innovative approaches	****
Import, export or adoption of new approaches	****
Joint development	****
Exchange of trainees/trainers/staff	***

Description of the activities/tasks

Name of the activity	Description
<u>1. 1. System to identify the training plans (joint development)</u>	<p>Description</p> <p>This cooperation agreement focuses on an action of research and analysis, aimed at identifying the training needs of the disadvantages; the unemployed as well as the SMEs and the workers, in order to draw up a structured system for the development of training plans. The activity will count on questionnaires that will be given to the enterprises and workers. Besides, thanks to a computer system of data collection and assessment, created and experimented by this cooperation, it will be possible to have a rough idea of the problems existing in the territories and to do comparative analyses.</p>
<u>2. 2. Joint development of training plans to update and retrain the target groups</u>	<p>This action aims at developing the training plans built around the needs identified</p>
<u>3. 3. Exchange or adoption of new approaches which favour the involvement of the target group</u>	<p>This action wants to favour the exchange of approaches used to involve and motivate the workers. The self evaluation, the self promotion, the ability of taking decisions and develop the empowerment will be taken into consideration</p>
<u>4. 4. Parallel development of innovative approaches which favour the lifelong learning and learning in the organisations</u>	<p>The action intends to identify innovative approaches in the learning organisations, able to encourage the lifelong learning processes and set up a virtuous circle of knowledge / learning in the organisations and to favour the business competitiveness. The attention will be focused on some aspects linked to the concept of “ learning organization” in other words considering an enterprise as a system where every member, at different levels, is involved in the learning process; on alternative learning , for instance, e-learning as a tool which favours courses tailored on the needs of the</p>

	beneficiaries and gives the opportunity to choose how and when to train, by offering in this way a competitive advantage to the enterprises which do not have to remove the employees from the working process . These new approaches and those already experimented in the Swedish context and considered as successful will be the subject of a specific action of advice addressed to the entrepreneurs in order to stimulate them to have a positive attitude towards the training process .
<u>5. 5 Benchmarking (exchange of information and experiences)</u>	The comparison among the transnational partners and their projects will allow the DPs to identify the best performances and the most efficacious techniques of management. So it will be possible to fix the experimented and successful methodologies and to find out solutions to the problems that appear while carrying out the methodologies.
<u>6. 6. Development of common tools to evaluate and certify the competences</u>	This action will be useful to identify minimum standards the clients should have not to be excluded from the labour market
<u>7. 7. Conferences to exchange information</u>	The conferences to exchange experiences between the two DPs will make it possible to spread information and experiences all over the involved territories. This action will be perfectly integrated with the process of dissemination of the actions which the two DPs intend to carry out in their territories.
<u>8. 8. Visits to exchange experiences</u>	Two visits to exchange experiences will be planned every year; they will be addressed to the local actors involved in the problems connected with the labour market (beneficiaries, socio-economic bodies, representatives of the employers)
<u>9. 9. Dissemination</u>	The planned actions will be widely spread by: <ul style="list-style-type: none"> · an Internet web site that each partnership will create in order to make the national project light. The web site will have a field concerning the transnational activity, regularly updated. · Final event, aimed at spreading the results obtained and the good practices

Methodology for sharing information, results and working tools

The methodology the transnational partnership wants to adopt to communicate and share information and the results is the e-communication, by e-mail. The DPs will try to communicate through the web sites started up in the projects: in particular each web site will

have a field concerning the transnational activities. An English version and an Italian and a Swedish version will be available.

Beside this ordinary means of communication some meetings will be organized periodically, before the start up phase of an action - to plan the steps - or after the end of an action - to collect the data and analyse the results.

In addition the national DPs will use, when and if possible, a system of videoconference in order to make it possible to take part into different meetings at the same time

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Activity 9 (June 2002, July 2003; Sept. 2002- July 2003; Sept. 2003- Nov. 2004)

Work meetings

Mechanisms for monitoring and evaluating of transnational experience and results

The DPs involved in the national projects have foreseen a monitoring action aimed at the constant observation of the actions in the project in order to improve and modify them on the basis of the objectives planned and the dissimilarities from them. The same monitoring committee involved in the projects will control the transnational activities in order:

1. to guarantee the respect of the quality standards
2. to re-examine, verify and validate the actions planned

The monitoring system foresees that every phase of the transnational cooperation is re-examined and verified together with the connected input and output. From this action the quality evaluation will come out, will be conveyed to the involved DPs through periodical reports and through a final report will be disseminated. The ways of monitoring will be different:

1. progressive questionnaires
2. structured meetings
3. interviews
4. data indicators

The questionnaires planned for the purpose will be mostly used, and the results will be expressed in figures in order to compare the achievements with the objectives fixed for every quality indicator.