



Kick-off meeting, Bergen, Hordaland 01.02 – 02.02.2018

Erasmus + «VET in Urban Centres»

Project documents

Program for «Kick-Off Meeting» 01. – 02.02.2018 in Hordaland

“Development of sustainable urban centres with active involvement of VET”

January 31st	Arrivals of international participants, check in at Hotel Zander K
Day 1	Program
01.02.2018	Located at: Hordaland County Council (HFK) headquarters in Bergen City, and in Municipality of Fjell. Dinner in Bergen City Centre
0800-0845	Joint breakfast at the Hotel Zander K International visitors and representatives for Norwegian partners
0900-1200	Session 1: -Welcome and project content and administration Location: “Sunnhordland”
0900-0915	Welcome! Presentation of Hordaland and Hordaland County Council by Bård Sandal, Director of regional development, HFK
0915-0930	Goals and Ambitions for the Project by Per Nordmark, senior adviser
0930-1045	Introduction: 8 min for each of the Partners: Who and what are we! What is important for us, related to this partnership! 1 Agencia Umbria Ricerche 2 Istituto Professionale per l'industria e l'Atigiantato 3 EARLALL 4 Barcelona Activa 5 BSC Regional Development Agency, Kranj 6 Solski center Kranj 7 Fjell Municipality 8 Sotra Upper Secondary School 9 Knarvik Upper Secondary School
1045-1100	Break
1100 - 1200	How will we implement the project: - Distribution of responsibilities, duties and funds. - Agree on Gantt-sheet with dates and locations, and milestones. - Agree on contracts between Coordinator and Partners.
1200	Departure to Sotra upper secondary school and Straume regional centre.
1200 -1230	Bus transport Bergen - Sotra
1230-1730	Session 2: - Information sharing on VET education, - Presentation of local businesses, and interaction - Presentation of Sotra kystby (Sotra Coastal Town) Location: Sotra upper secondary school, and a tour around the regional centre

1230	Lunch at Sotra upper secondary school Welcome to Sotra upper secondary school by Magnhild Hakestad, Headmaster
1315-1400	Welcome to Fjell municipality by Marianne Sandahl Bjørøy, Mayor Straume Kystby - Urban Centre. From rural outskirts to coastal city by Cecilie Krohn, Policy and planning manager, Fjell municipality
1400-1500	Sotra upper secondary school – a presentation Information on cooperation and interaction with businesses and industry, relationship with the municipality, regional centre and centre development. by -Magnhild Hakestad, Headmaster -Andreas Noreide, Gründercamp -Sigmund Kvernes, Gode sirklar
1500-1615	Guided tour around Straume kystby (by buss and walking) by Aud Raknem,
1615-1630	Coffee break
1630	Summing up: Information, experiences, reflections etc. as input to the partnership project.
1730	Departure by bus from Sotra to Hotel Zander K, Bergen city centre.
1900-2300	Session 3: Social program Location: Bergen City Centre
1900	Visit to the mountain Fløyen, traveling up and down by the funicular
2000	Project dinner at Restaurant Bryggeloftet, Bergen Harbor
Day 2	Program
02.02.2018	Located at: Municipality of Lindås: Knarvik upper secondary school at Knarvik regional centre, and Hordaland County Council head quarters
0820	Departure by bus from Hotel Zander K
0900-1300	Session 1: Information- and sharing of experiences: Presentation of Knarvik Regional Centre. Cooperation School – businesses/industry – Municipality/Regional Centre
0900-0920	Welcome to Knarvik Upper Secondary School by Kari Espelund Bruvik Welcome to Municipality of Lindås! Presentation of Knarvik regional centre by Øystein Sørhaug, Head of Business Development, Lindås municipality
0920-1200	Presentation by each of the project regions on (20 min each): - Vocational Education and Training in the actual partner region. - Status and experiences on «cross-profession» cooperation; school – business/ industry – municipality.

Presentations by:

- Knarvik upper secondary school
- Barcelona, Catalonia, Spain
- Kranj, Slovenia
- Umbria, Italy

Questions, comments, discussion – workshop
(Coffee break within this session)

1200	Lunch at Knarvik upper secondary school
1245-1500	Session 2: Cooperation; methods and implementation Location: Knarvik upper secondary school, site visit at FRAMO
1245-1345	Model and experiences on cooperation in Nordhordland by Hillevi Elizabeth Runshaug, District leader
1245-1345	Local Partnership Models and Experiences by Knarvik uss, Austrheim uss, Regionrådet Nordhordland, Nordhordland næringslag
1345-1400	Car transport (5 min)
1315- 1500	Site visit: FRAMO, Flatøy Needs, contributions and experiences related to VET education, and to development of regional centre by Stian Flataker, Production manager, FRAMO
1445	Car transport to boat terminal, Knarvik (for those returning to Bergen)
1504	Transport from Knarvik to Bergen by boat (regular public transport)
1600-1730	Session 3: Closing the Kick-off meeting – way forward for the partnership Location: HFK, "Sunnhordland"
1600 – 1730	Closing session - Way forward for the project Project administration -Timetable -Responsibilities -Distribution of duties -Intellectual outputs -Reporting -Financial issues -Project web page (?)
1930 -	Social opportunities/ individual interests (not defined)
Dag 3 (03.02)	Departures Sightseeing Bergen and surrounding areas
	Departure from Bergen for international participants
	Sightseeing of Bergen and surrounding area for those who remain (Details to be arranged)
Day 4 (04.02)	Departure from Bergen for the last international participants
	Departure from Bergen for international participants

Erasmus + VET in Urban Development - 2017 Participation in Kick.off Meeting 01.-02.02.2018

Partners representatives

Organisation navn	Nationality	Participant	Email	Position
EARLALL - European Association of Regional and Local Authorities for Lifelong Learning	Belgium	Noelia Cantero	earlall@earlall.eu	Business Manager
EARLALL - European Association of Regional and Local Authorities for Lifelong Learning	Belgium	Luis Miranda	communication@earlall.eu	Communication and project assistant
Agenzia Umbria Ricerche	Italy	Daniele Adante	daniele.adanti@yahoo.it	
Agenzia Umbria Ricerche	Italy	Maria Nicoletta Moretti	n.moretti@aur-umbria.it	Project Manager
Instituto Professionale per l'industria e l'Atigiantato	Italy	Mariarita Trampetti	mariarita.trampetti@hotmail.it	Headmistress
Instituto Professionale per l'industria e l'Atigiantato	Italy	Roberta Camilli	camilliroberta@alice.it	Vice headmistress
Instituto Professionale per l'industria e l'Atigiantato	Italy	Catia Piermarini M.Sc. Helena Cvenkel	catiapiermarini@fastwebnet.it	Coordinator , teacher
BSC Kranj	Slovenia	Lidija Grmek Zupanc	helena.cvenkel@bsc-kranj.si	Deputy Director
Kranj School Centre	Slovenia		lidija_grmek@sckr.si	
Barcelona Activa	Catalonia, Spain	Cinta Arasa Carot	cinta.arasa@barcelonactiva.cat	Tècnic-a de projectes internacionals i fons europeus
Barcelona Activa	Catalonia, Spain	Sara Casas	sara.casas@barcelonactiva.cat	Coordinator fro employment
Sotra vidaregåande skule (VET school)	Norway	Magnhild Hakestad	Magnhild.Hakestad@hfk.no	Headmaster
Sotra vidaregåande skule (VET school)	Norway			
Knarvik vidaregåande skule (VET School)	Norway	Kari Espelund Bruvik	Kari.Bruvik@hfk.no	Headmaster
Knarvik vidaregåande skule (VET School)	Norway	Rune Nesse	Rune.Nesse@hfk.no	Head of departement
Municipality of Fjell	Norway, Hordaland	Cecilie Krohn	Cecilie.Krohn@fjell.kommune.no	Policy and planning manager
Municipality of Fjell	Norway, Hordaland	Anne Elisabeth Swensson	anne.swensson@fjell.kommune.no	Education adviser
Hordaland fylkeskommune	Norway, Hordaland	Per Nordmark	per.nordmark@hfk.no	Senior adviser, department of regional development
Hordaland fylkeskommune	Norway, Hordaland	Sissel Øverdal	Sissel.Overdal@hfk.no	District leader, education
Hordaland fylkeskommune	Norway, Hordaland	Hillevi Elizabeth Runshaug	Hillevi.Runshaug@hfk.no	District leader, education
Hordaland fylkeskommune	Norway, Hordaland	Marit Kristine Einen	marit.einen@hfk.no	Senior adviser, department of regional development
Hordaland fylkeskommune	Norway, Hordaland	Nina Gjester Hoel	Nina.Gjester.Hoel@hfk.no	Special adviser, Departement of regional development
Hordaland fylkeskommune	Norway, Hordaland	Marit Rødseth	Marit.Rodseth@hfk.no	Head of planning section
Hordaland fylkeskommune	Norway, Hordaland	Bård Sandal	Bard.Sandal@hfk.no	Director of urban development

Distributing of duties to take notes, collect presentation etc.

Day 1

Session 1 Meeting at HCC headquarters:

Reporting

HCC – Nina

Session 2 Part 1; on Fjell municipality:

Instituto Professionale

Session 2 Part 2; on Sotra USS:

Knarvik USS

Session 2 Summing up:

Barcelona Activa

Day 2

Session 1 Part 1, on Lindås/Knarvik:

HCC – Nina

Session 1 Part 2, Partner presentations:

HCC – Per

Session 1 Part 3, Discussion:

HCC - Nina

Session 2 Part 1, Models etc;

Solski School Center

Session 2 Part 1; Workshop/Panel:

BSC, Kranj

Session 2 Site visit FRAMO:

EARLALL

Session 3 Closing session:

Agenzia Umbria Recherche

Photo: Per Nordmark

Some information on the project

From Grant contract

40 % of the funding in first installment.
40 % of funding after approved mid-term report

Anne Hunderi – Contact person SIU (National Agency).
Any communication addressed to the NA must be sent by the coordinator.

By 31. October 2018 the coordinator must complete a progress report covering the reporting period from the beginning to 31. August 2018.

By 31st October 2019 or once at least 70% of the pre-finance payment has been used, The coordinator must complete an interim report covering the reporting period from 1st September 2018 to 31st August 2019.

The coordinator must make use of the web based Mobility Tool+ to record all information in relation to the activities undertaken in the project.

Acknowledge support received under Erasmus+ in all communication and documents.

NA and the Union have rights to the results from the project.

From the Consolidated assessment

Relevance

“The most innovative element appears to be the regional perspective enriched by urban planning, leading to a model for active involvement and participation of upper Secondary VET schools/providers. If successfully developed, this model will have high European added value and it could be sustained by the five-country partnership.”

Quality of project design and implementation

The budget of the two IOs is far too ambitious. Demand partners to contribute “in kind”. No cost for multiplier event!

Quality of Project team

Some critical comments, however positive to the composition, and to the method using a call for tender, expecting giving motivated partners.

Impact and dissemination

“The application express a strong will to sustain the project outcomes but some details is missing about how this can be achieved. It is positive that the project will deploy a strategy of OER.”

Overall comments

“The application is highly relevant for European VET co-operation in order to spur regional development. The partnership demonstrates preparedness for developing their regions through the proposed activities.”

**Erasmus+ “Urban Centres»
MOBILITY DOCUMENT 1**

Funding for Project Mobilities, approved!
The funding is in accordance with the application.

Version 10.01.2018 PN

Partner	Number of Mobilities long distance >2000 km		Number of Mobilities Short distance 100-1999 km		Total amount for Mobilities €
Hordaland County Council, Norway	4	760 €	6	575 €	6490 €
Fjell kommune, Norway	2	760 €	4	575 €	3820 €
Sotra Vidaregåande skule, Norway	2	760 €	3	575 €	3245 €
Knarvik vidaregåande skule, Norway	2	760 €	3	575 €	3245 €
Business Support Centre Kranj, Slovenia	0	760 €	5	575 €	2875 €
Solski Center Kranj, Slovenia	0	760 €	5	575 €	2875 €
Barcelona Activa, Catalonia, Spain	2	760 €	8	575 €	6120 €
Agencia Umbria Richerche, Italia	2	760 €	8	575 €	6120 €
Colleague Wales + Cardiff and Vale College Wales, UK <i>(Dropped out! Replaced by Istituto Professionale, Italy</i>	0	760 €	10	575 €	5750 €
EARLALL EU, Brussels Belgium	0	760 €	5	575 €	2875 €
Total mobilities per Transnational meeting	16		55		43415 €

New Partner, not included in the application, to replace Colleges Wales and Cardiff and Vale College,
Mobilities; numbers and costs:

Instituto Professionale per l'Industria e l'Artigianato, Italy	2	760 €	8	575 €	6120 €
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**Erasmus+ “Urban Centres»
MOBILITY DOCUMENT 2**

Trans-National Meetings

Proposal for: Number of meetings – time and location for each meeting – dates for each meeting

(Proposal to be discussed and agreed in First Trans-national Meeting)

Version 10.01.2018 PN

Partner	First management meeting	Second management meeting	Third management meeting	Forth management meeting	Fifth management meeting	Final meeting. Multiplier
	Winter 2018 Norway	Early summer 2018 Slovenia	Late autumn 2018 Spain/ Catalonia	Winter/spring 2019 Italy	Late summer 2019 Norway	November 2019 Belgium
Hordaland County Council, Norway	01+02 Febr. Host				12+13 Sept. Host	
Fjell kommune, Norway	Host				Host	
Sotra Vidaregåande skule, Norway	Host				Host	
Knarvik vidaregåande skule, Norway	Host				Host	
Business support centre Kranj, Slovenia		24+25 May Host				
Solski Center Kranj, Slovenia		Host				
Barcelona Activa, Catalonia, Spain			11+12 Oct. Host			
Agencia Umbria Ricerche, Italia				21+22 Mar. Host		
Instituto Professionale per l'Industria e l'Artigianato				Host		
EARLALL EU, Brussels Belgium						Date? Host

Because the two partners from Wales withdrew from the project, and we instead include one new partner from Umbria, Italy, this proposal includes a second meeting in Norway, as a replacement for a meeting in Wales.

Erasmus+ «Urban Centres»
MOBILITY DOCUMENT 3

Trans-National Meetings. Location – Time - Host – Number of mobilities available for each partner
Updated with amendment due to change of partners.

Version 10.01.2018 PN

Partner	First management meeting	Second management meeting	Third management meeting	Forth management meeting	Fifth management meeting	Final meeting.		Number of mobilities pr Partner
						Multiplier event	Within total project period	
Hordaland County Council, Norway	Winter 2018 Norway 01+02 Febr. 0	Early summer 2018 Slovenia 2	Late autumn 2018 Spain/Catalonia 2 (L)	Winter/spring 2019 Italy 2 (L)	Late summer 2019 Norway 12+13 Sept. 0	Late 2019 Belgium 2	8	
Fjell kommune, Norway	0	2	1	1 (L)	0	1	5	
Sotra Vidaregåande skule, Norway	0	1	1	1 (L)	0	1	4	
Knarvik vidaregåande skule, Norway	0	1	1	1 (L)	0	1	4	
Business Support Centre Kranj, Slovenia	1	24+25 May 0	1	1	1	1	5	
Solski Center Kranj, Slovenia	1	0	1	1	1	1	5	
Barcelona Activa, Catalonia, Spain	2 (L)	2	11+12 Oct. 0	2	2 (L)	2	10	
Agencia Umbria Ricerche, Italia	2 (L)	2	2	21+22 Mar. 0	2 (L)	2	10	
Istituto Professionale per l'Industria e l'Artigianato, Italy	2 (L)	2	2	0	2 (L)	2	10	
EARLALL EU, Brussels Belgium	1	1	1	1	1	Date? 0	5	
Total mobilities per Transnational meeting	9	12	13	10	9	13	66	

Total funding of mobilities in accordance with the application: 71. (14 long distance (L), each 760 €, 57 short, each 575 €). Balance compared to application: 6 Mobilities. (L) = >2000 km

Erasmus+ «Urban Centres» MOBILITY DOCUMENT 4

Trans-National Meetings – Budget. Presented with available funding for each partner and meeting.

Based on: MOBILITY DOCUMENT 1 and 2

Version 10.01.2018 PN

Partner	First management meeting	Second management meeting	Third management meeting	Forth management meeting	Fifth management meeting	Final meeting.	Number of mobilities pr Partner
	Winter 2018 Norway	Early summer 2018 Slovenia	Late autumn 2018 Spain/Catalonia	Winter/spring 2019 Italy	Late summer 2019 Norway	Late 2019 Belgium	Project period
Hordaland County Council, Norway	01+02 Febr. 0	1150 €	1520	1520 €	12+13 Sept. 0	1150 €	5340
Fjell kommune, Norway	0	1150 €	760 €	760 €	0	575 €	3245
Sotra Vidaregåande skule, Norway	0	575 €	760 €	760 €	0	575 €	2670
Knarvik vidaregåande skule, Norway	0	575 €	760 €	760 €	0	575 €	2670
Business Support Centre Kranj, Slovenia	575 €	24+25 May 0	575 €	575 €	575 €	575 €	2875
Solski Center Kranj, Slovenia	575 €	0	575 €	575 €	575 €	575 €	2875
Barcelona Activa, Catalonia, Spain	1520 €	1150 €	11+12 Oct. 0	1150 €	1520 €	1150 €	6490
Agencia Umbria Ricerche, Italia	1520 €	1150 €	1150 €	21+22 Mar. 0	1520 €	1150 €	6490
Istituto Professionale per l'Industria e l'Artigianato, Italy	1520 €	1150 €	1150 €	0	1520 €	1150 €	6490
EARLALL EU, Brussels Belgium	575 €	575 €	575 €	575 €	575 €	Date? 0	2875
Total mobilities per Transnational meeting	9	12	13	10	9	13	42 020 €

Total number of mobilities funded is 71; 23 long distance, each 760 €, 43 short distance, each 575 €. This plan require 65 mobilities, and leave a balance of 1395 €.

Erasmus+ “Urban Centres»
INTELLECTUAL OUTPUTS DOCUMENT 1

Funding for Project Intellectual **Output 1**

“Local cooperation on development of urban centres, including VET”

The funding is in accordance with the application.

Funding in the application:

Version 23.01.2018 PN

Partner		Number of working days		Number of working days		Number of working days		Total amount
	Category of Staff	Teachers/ Trainers/ Researchers		Administrative support		Managers		
	Rate per day/ number of days	Rate €	Days	Rate €	Days	Rate €	Days	EURO
Hordaland County Council, Norway		241	3	157	3		0	1194 €
Fjell kommune, Norway		241	7		0		0	1687 €
Sotra Vidaregåande skule, Norway			0		0		0	0 €
Knarvik vidaregåande skule, Norway			0		0		0	0 €
Business Support Centre Kranj, Slovenia			0	78	5	164	5	1210 €
Solski Center Kranj, Slovenia			0		0		0	0 €
Barcelona Activa, Catalonia, Spain		137	3	78	3		0	645 €
Agenzia Umbria Recherche, Italia		214	10		0	280	4	3260 €
Colleges Wales, Wales, UK		214	5	131	3		0	1463 €
EARLALL EU, Brussels, Belgium			0		0		0	0 €
Total number of working days			28		14		9	9459 €

Colleges Wales is no longer in the project. Duties and funding have to be distributed to other partners.

**Erasmus+ “Urban Centres»
INTELLECTUAL OUTPUTS DOCUMENT 2**

**Funding for Project Intellectual Output 2
“Educational VET program for development of urban centres”, approved!**

The funding is in accordance with the application.

Funding in the application:

Version 23.01.2018 PN

Partner		Number of working days		Number of working days		Number of working days		Total amount
	Category of Staff	Teachers/ Trainers/ Researchers		Administrative support		Managers		
	Rate per day/ number of days	Rate €	Days	Rate €	Days	Rate €	Days	EURO
Hordaland County Council, Norway			0	157	2	294	2	902 €
Fjell kommune, Norway			0		0		0	0 €
Sotra Vidaregåande skule, Norway		241	5		0		0	1205 €
Knarvik vidaregåande skule, Norway		241	5		0		0	1205 €
Business Support Centre Kranj, Slovenia			0		0	164	2	328 €
Solski Center Kranj, Slovenia			0		0		0	0 €
Barcelona Activa, Catalonia, Spain		137	5		0		0	685 €
Agencia Umbria Recherche, Italia		214	10	131	5	280	5	4195 €
Cardiff and Vale College Wales, UK		214	5					1070 €
EARLALL EU, Brussels, Belgium			0		0		0	0 €
Total number of working days			30		7		9	9590 €

Cardiff and Vale College is no longer in the project. Duties and funding have to be distributed to other partners.

Erasmus+ “Urban Centres»
INTELLECTUAL OUTPUTS DOCUMENT 3

Proposal for Amended Funding for Project Intellectual as a result of Change of Partners.

Intellectual Output 1

“Local cooperation on development of urban centres, including VET”

Version 23.01.2018 PN

Partner		Number of working days		Number of working days		Number of working days		Total amount
	Category of Staff	Teachers/ Trainers/ Researchers		Administrative support		Managers		
	Rate per day/ number of days	Rate €	Days	Rate €	Days	Rate €	Days	EURO
Hordaland County Council, Norway		241	3	157	3		0	1194 €
Fjell kommune, Norway		241	7		0		0	1687 €
Sotra Vidaregåande skule, Norway			0		0		0	0 €
Knarvik vidaregåande skule, Norway			0		0		0	0 €
Business Support Centre Kranj, Slovenia			0	78	5	164	5	1210 €
Solski Center Kranj, Slovenia			0		0		0	0 €
Barcelona Activa, Catalonia, Spain		137	3	78	3		0	645 €
Agenzia Umbria Recherche, Italia		214	14	131	4,63	280	4	4723 €
Istituto Professionale per l'Industria e l'Artigianato, Italy			0		0		0	0€
EARLALL EU, Brussels, Belgium			0		0		0	0 €
Total number of working days			28		14		9	9459 €

Erasmus+ “Urban Centres»
INTELLECTUAL OUTPUTS DOCUMENT 4

Proposal for Amended Funding for Project Intellectual as a result of Change of Partners.

Intellectual **Output 2**

“Educational VET program for development of urban centres”

Version 23.01.2018 PN

Partner		Number of working days		Number of working days		Number of working days		Total amount
	Category of Staff	Teachers/ Trainers/ Researchers		Administrative support		Managers		
	Rate per day/ number of days	Rate €	Days	Rate €	Days	Rate €	Days	EURO
Hordaland County Council, Norway			0	157	2	294	2	902 €
Fjell kommune, Norway			0		0		0	0 €
Sotra Vidaregåande skule, Norway		241	5		0		0	1205 €
Knarvik vidaregåande skule, Norway		241	5		0		0	1205 €
Business Support Centre Kranj, Slovenia			0		0	164	2	328 €
Solski Center Kranj, Slovenia			0		0		0	0 €
Barcelona Activa, Catalonia, Spain		137	5		0		0	685 €
Agenzia Umbria Recherche, Italia		214	10	131	5	280	5	4195 €
Istituto Professionale per l'Industria e l'Artigianato, Italy		214	5					1070 €
EARLALL EU, Brussels, Belgium			0		0		0	0 €
Total number of working days			30		7		9	9590 €

**Erasmus+ “Urban Centres»
INTELLECTUAL OUTPUTS DOCUMENT 5**

Total funding for Intellectual Output, and for each Partner.
Calculated for proposal with amendments dated 23.01.2018 (Sum document 3 and 4).

Version 23.01.2018 PN

Partner	Intellectual Output 1	Intellectual Output 2	Total amount
Hordaland County Council, Norway	1194 €	902 €	2096 €
Fjell kommune, Norway	1687 €	0 €	1687 €
Sotra Vidaregåande skule, Norway	0 €	1205 €	1205 €
Knarvik vidaregåande skule, Norway	0 €	1205 €	1205 €
Business Support Centre Kranj, Slovenia	1210 €	328 €	1538 €
Solski Center Kranj, Slovenia	0 €	0 €	0 €
Barcelona Activa, Catalonia, Spain	645 €	685 €	1330 €
Agencia Umbria Recherche, Italia	4723 €	4195 €	8918 €
Instituto Professionale per l'Industria e l'Artigianato, Italy	0 €	1070 €	1070 €
EARLALL EU, Brussels, Belgium	0 €	0 €	0 €
Total number of working days	9459 €	9590 €	19049 €