

# Genova (6-7-8 October 2020)

Steering Committee  
6 partners (LEAD WPs)  
Partner 1-2-6-7-8-12

Voting by General Assembly, each partner 1 vote, Odisee 2 votes (in case of balanced result)

Alliance Agreement (= Consortium Agreement Horizon2020)  
Template (agreement & TS --> Barbara)  
Working contract with number of hours/day or a declaration for 100% FTE

FB to improve the curriculum:

- Advisory board (o.a. Associated partners)
- External reviewer
- Common cost (+- 9000,00 euro)
- Contract with Odisee
- Voting by General Assembly (all partners)
- In Alliance agreement!
- 40% of budget after signed grant agreement
- 20% pay to all partners (according to budget/partner)
- Declarations every 6 months (dates in alliance agreement) If necessary every 4 months

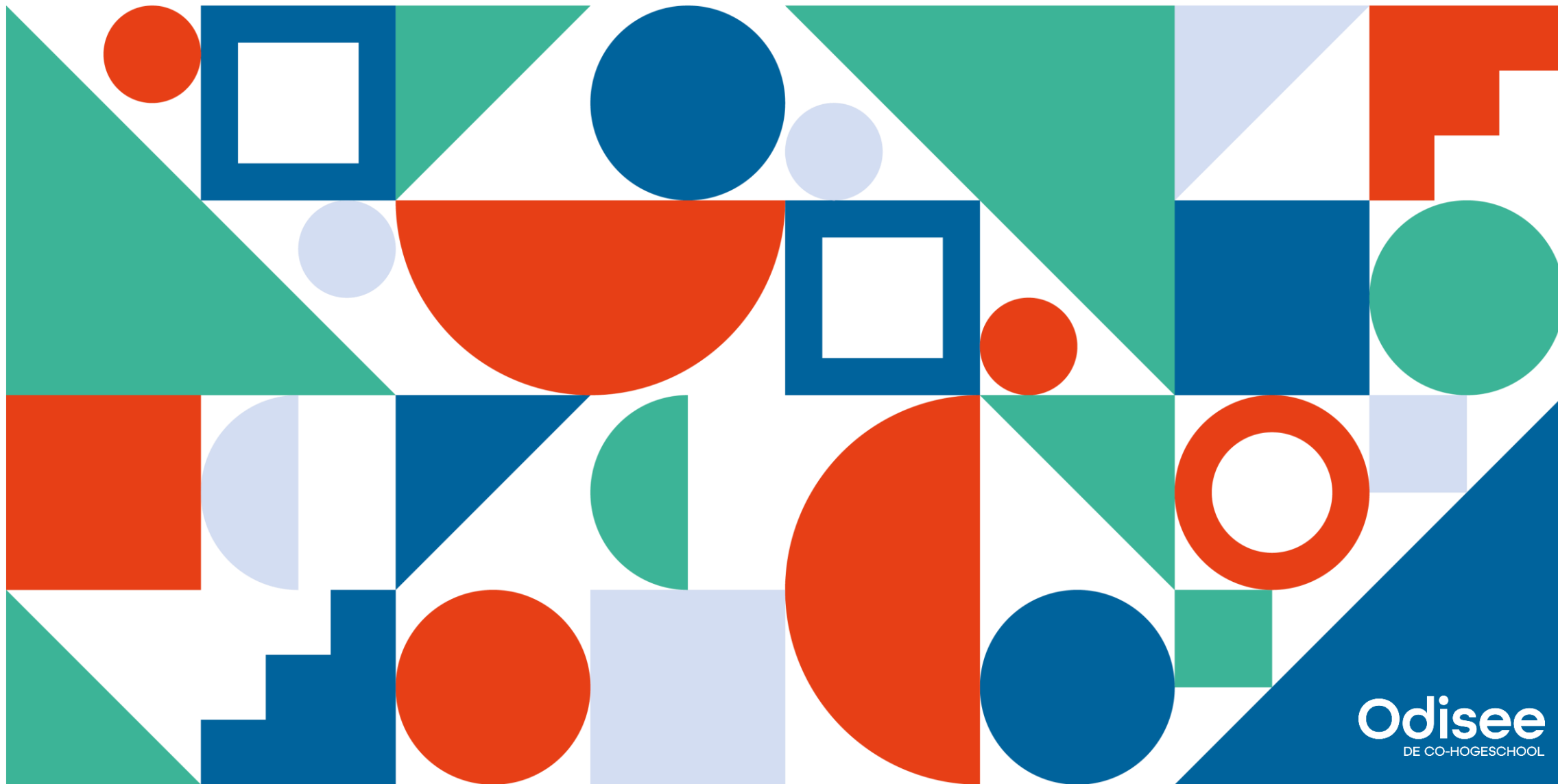
Quality (WP8) <-> Management (WP1) different leaders, Austria & Belgium

Declarations every 6 months (dates in alliance agreement)

Project WP analytic

TODO:

- Laptop laten configureren M. (Campus Gent?) + e-mail adres
- Pre meeting Portugal + Austria (2-6 november?)
- Lijst partners: Content persoon + Admin/Financ. persoon per partner
- Alliance agreement (mono of multi?)
- Kick off meeting, virtueel (MS Teams), 2de week november?
- ...



**Odisee**  
DE CO-HOGESCHOOL

# NECTAR Pre Kick-Off Meeting

Portuguese partners



**Santa Casa da Misericórdia de Albufeira, University of Algarve & Odisee**

4th November 2020

## 1. Tour de table

## 2. Project Management:

- Project structure, roles and involved bodies (Willem)
- Roles for SCMA and University of Algarve (Marjolein)

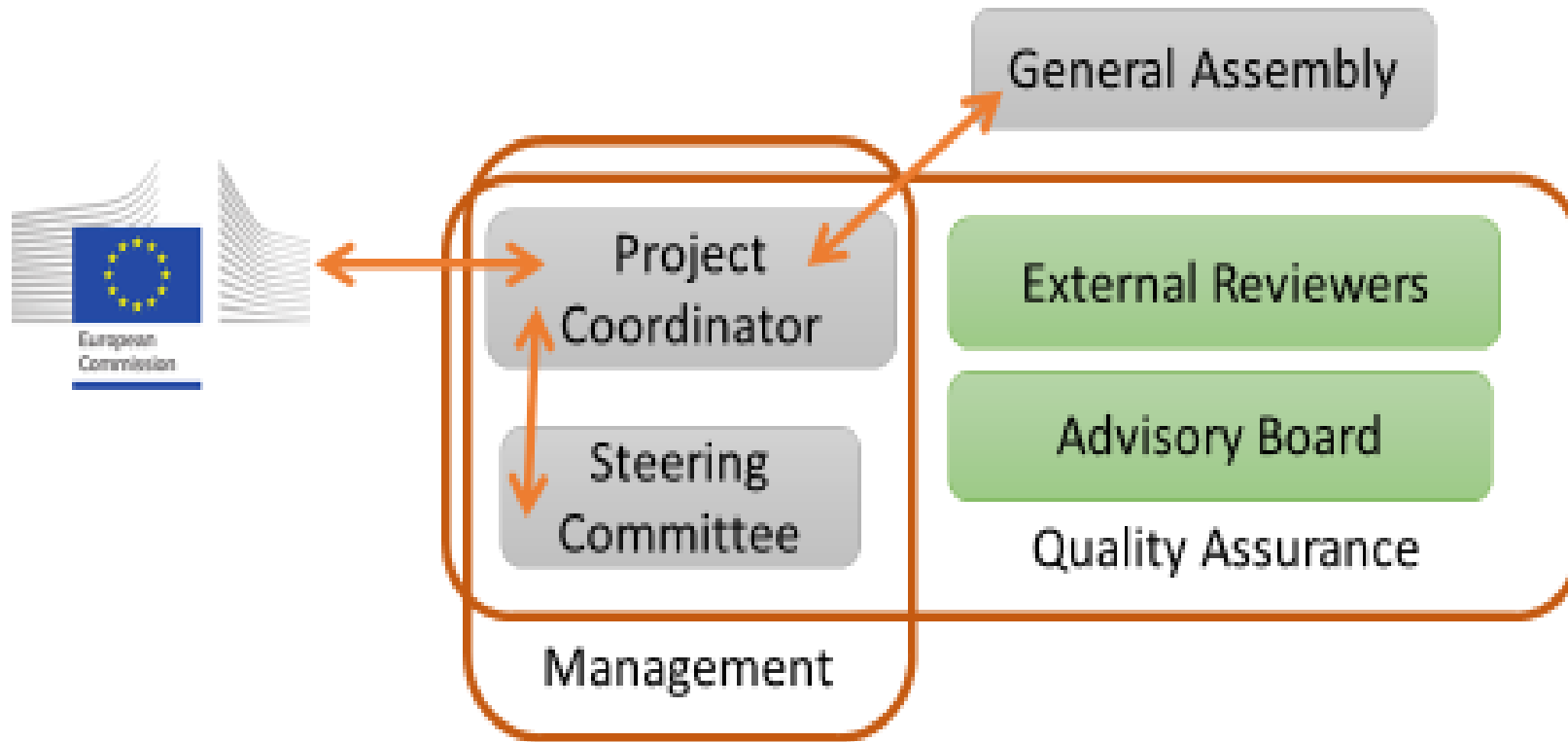
## 3. Financial Management (Willem)



# Project Management

Project structure, roles and involved bodies

## Project Structure



## Applicant / Coordinator

A participating organisation that submits the project proposal on behalf of all the partners. The coordinator has the full responsibility to ensure that the project is implemented in accordance with the agreement. Its coordinating responsibilities cover the following duties:

- represents and acts on behalf of the Alliance towards the European Commission;
- bears the financial and legal responsibility for the proper operational, administrative and financial implementation of the entire project;
- coordinates the Alliance in cooperation with project partners.

Participating organisations which contribute actively to the accomplishment of the Sector Skills Alliance. Each full partner must sign a mandate by which the signatory agrees that the coordinator takes over the above listed duties on behalf of the partnership during the implementation of the project.

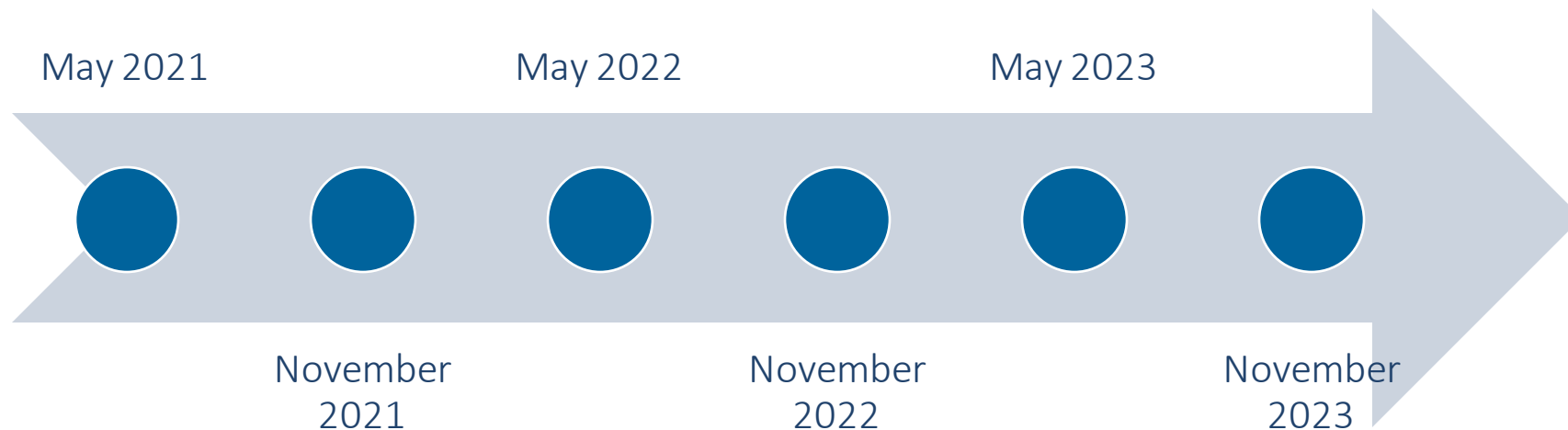


## Steering Committee

### 6 partners (LEAD WPs):

- Odisee University of Applied Sciences **(P1)**
- Si4life **(P2)**
- University of Algarve **(P6)**
- WIAB **(P7)**
- University of Graz **(P8)**
- Eip On Aha Reference Sites Collaborative Network **(P12)**

All partners will prepare activity reports and send it to the coordinator (PC), on semi-annual basis. A reporting system, with an interim and a final report.

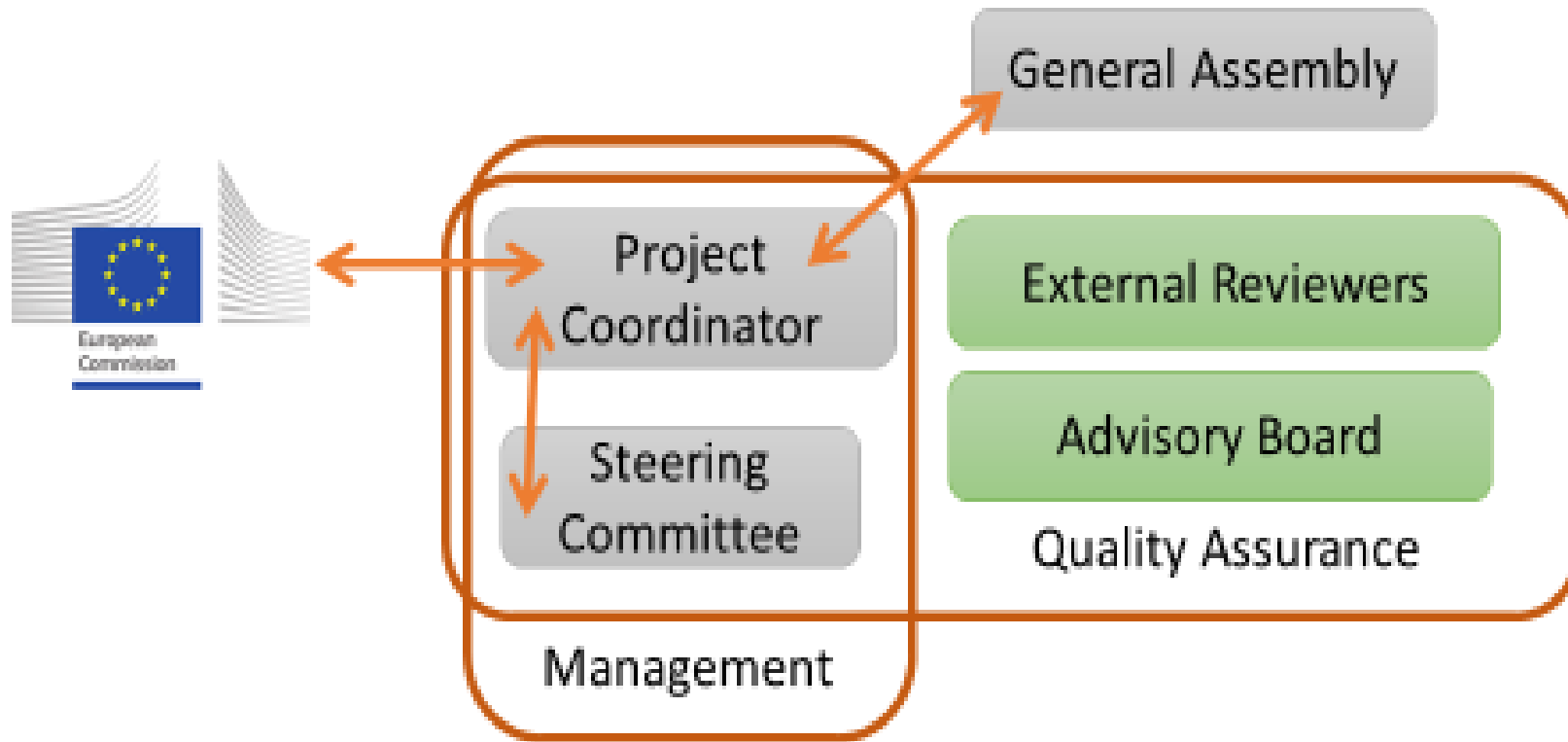


**At consortium level, project management will be implemented through Steering Committee (SC). The task of the SC is to initiate and supervise all activities through constant communication with the partners.**

**Communication among partners will be organized on regular basis.**

**A kick-off meeting of the SC and regular meetings at least twice a year. #?**

## Project Structure



**The General Assembly (composed by 1 member for each partner)**

**Voting by General Assembly:**

- **Odisee 2 votes**
- **Each partner 1 vote**

**The responsibilities of the GA will be to:**

- **Review project progress and control the activities**
- **Ensure that the project maintains its relevance**
- **Be aware of relevant activities in other projects**
- **Resolve any technical administrative or contractual issues, which have not been resolved by other means within the project**
- **Be the overall quality manager of the project**

## External Reviewers and Advisory Board

**The External Reviewers and the Advisory Board, with PC and WP8 Leader, will perform a monitoring and evaluation activity.**

## External Reviewers and Advisory Board

**Advisory Board (including Associated partners):**  
**will consist of 4 experts (practitioners with labour market and/or curriculum development experience) from piloting countries and 1 expert from another (potential rollout) country. The Board will provide feedback for key deliverables e.g. :the defined Occupational Profile, the Curriculum, the training material, the delivery of the pilots**



## External Reviewers and Advisory Board

**External reviewer:**

**Common cost (+- 5.000,00 euro)**

**Contract with Odisee**

**Voting by General Assembly (all partners)**



# Project Management

Roles for SCMA and University of Algarve

## Workpackage 1 Management (Odisee)

The WP1 is the Management work package, which is aimed to the overall coordination of the Alliance and will be active for the whole duration of the project.

Task 1.1. Project Management (Odisee)

Task 1.2 Administrative Management (Odisee)

Task 1.3 Risk Management and Conflict Resolution (Odisee)

## **Workpackage 2 Definition of a chef gastro engineering occupational profile (Odisee)**

The aim of WP2 is to gather and interpret evidence of skills needs of cooks in primary food care; analyse and integrate the main result of important EU projects in the Sector; collect good practices related to “training and the employment of qualified chefs in PFC” and define an EU reference Occupational Profile for chef gastro engineering which could provide the baseline for the EU Curriculum and for the definition of the CGE qualification.

Task 2.1 Collecting evidence of skills needs and good practices (MUG)

Task 2.2 Chef Gastro Engineering Occupational Profile (Odisee)

## Workpackage 3 Design and localization of the CGA EU Curriculum (SI4LIFE)

This WP is aimed at designing learning-outcome based Curriculum for Chef Gastro Engineering (CGE) which could play a reference role at EU level for VET targeting this qualification; developing specific tools and guides supporting VET designers in the instantiation of the EU Curriculum into local curricula; applying ECVET points to the EU Curriculum, in order to represent the overall weight of learning outcomes and the relative weight of units in relation to the CGE qualification; guidelines will also support the management of ECVET points and credits; defining guidelines for the validation and recognition of prior learning (formal and informal) in order to access the CGE Curriculum at the proper “entry-level” (EQF4); designing five localized curricula for CGE and five pilot courses that will be implemented in Belgium, Italy, Portugal and Austria.

Task 3.1 Design of the CGE EU Curriculum (SI4LIFE)

Task 3.2 Tools and guides for designers supporting the localization of the curriculum (SI4LIFE)

Task 3.3 Design of localized curricula and pilot courses (SI4LIFE)

## **Workpackage 4 Materials and Tools supporting trainers in the curriculum implementation (MUG)**

WP4 targets the development and implementation of training methodology and tools to support pilot teachers in the curriculum implementation and evaluation. The concept developed will build on blended learning strategy, making use of a newly created online educational toolkit platform.

Task 4.1 Design and development of an educational toolkit platform (MUG)

Task 4.2 Design of materials enabling advanced teaching and learning (MUG)

Task 4.3 Open Content implementation (MUG)

Task 4.4 Pilot teachers training and participatory creation (SI4LIFE)

## Workpackage 5 Pilots delivery (Odisee)

This WP is aimed at the implementation of the pilots designed in T3.3 in Belgium, Portugal, Austria, Liguria and Campania. A task has been identified for each pilot implementation, involving the main full and associated partners of the region. ODISEE, as PC and WP leader, will monitor and supervise the overall implementation of pilots and will assure the coherence and comparability of the final reports providing a unique template and monitoring its development.

Task 5.1 Pilot course implementation in Belgium (Odisee)

Task 5.2 Pilot course implementation in Portugal (SCMA)

Task 5.3 Pilot course implementation in Austria (MUG)

Task 5.4 Pilot course implementation in Liguria (MP)

Task 5.5 Pilot course implementation in Campania (ITS-BACT)

## Workpackage 6 Evaluation (UALG)

This Work Package is aimed at evaluating: the CGE EU Curriculum (WP3); the tools and guides developed to support the design of local curricula (WP3); NECTAR Educational toolkit platform (WP4); the Guidelines for teachers for curriculum implementation (WP4); the Teaching Toolkit (WP4) and Multilingual Open Contents (WP4).

Task 6.1 Evaluation and monitoring plan (UALG)

Task 6.2 Overall CGE EU Curriculum Evaluation (UALG)

Task 6.3 Overall Teachers' Tools Evaluation (UALG)

Task 6.4 Formative and Summative evaluation of Pilots (WIAB)

Task 6.5 Tracking and feedback loops (WIAB)



## **Workpackage 7 Dissemination, exploitation, scaling-up and sustainability of project results (RSCN)**

This WP is aimed at the dissemination, exploitation, scaling-up and sustainability of project results. The four main tasks identified in order to structure work and activities are synergic with each other and interdependent. The leadership of RSCN will assure the involvement of representatives of many target groups and sectoral stakeholders, across regions utilising the Quadruple Helix model approach.

Task 7.1 Dissemination (RSCN)

Task 7.2 Development of dissemination and communication tools (SI4LIFE)

Task 7.3 Exploitation of project results (RSCN)

Task 7.4 Scaling-up and sustainability (CG)

## Workpackage 8 Quality Assurance (WIAB)

WP8 aims to ensure quality of project process and outputs. Quality assurance will be an ongoing process and based on a well-described quality management system (QA Plan) established quality standards (e.g. EQAVET) methods/tools to ensure high quality of all deliverables, processes and products (e.g. MAFEIP, Quality Register, Advisory Group feedback, Peer Review, Quality Management Report covering external evaluation and VET quality results).

Task 8.1 Project quality assurance (WIAB)

Task 8.2 VET quality assurance based on EQAVET (WIAB)

## **Santa Casa da Misericórdia de Albufeira (SCMA)**

*“SCMA will coordinate the pilot in Portugal providing classrooms labs and teachers, who will attend the online training. It will design the localized curriculum and the pilots course. It will contribute to the design of Open Contents and the WP2 results. It will collect feedbacks for pilot evaluation and feedback loops. Contribute to pilots scaling-up.”*

## Santa Casa da Misericórdia de Albufeira (SCMA)

SCMA will be involved in the following WPs:

T1.1. Project Management *Involved*

T2.2 Chef Gastro Engineering Occupational Profile *Involved*

T3.1 Design of the CGE EU Curriculum *Involved*

T3.2 Tools and guides for designers supporting the localization of the curriculum *Involved*

T3.3 Design of localized curricula and pilot courses *Involved*

T4.1 Design and development of an educational toolkit platform *Involved*

T4.4 Pilot teachers training and participatory creation *Involved*

T5.2 Pilot course implementation in Portugal *Leader*

T6.4 Formative and Summative evaluation of pilots *Involved*

T7.1 Dissemination *Involved*

T8.1 Project quality assurance *Involved*

“UALG is a member of EIP on AHA and has been collaborating with other RS on nutrition topics since many years. Relying on well proven successful coordination and partnerships in the Erasmus+ Programme, UALG will lead the needs analysis in WP2 and will coordinate the Evaluation WP, leading the evaluation of the main project results.”

## University of Algarve (UALG)

UALG will be involved in the following WPs:

T1.1 Project Management *Involved*

T2.1 Collecting evidence of skills needs and good practices *Involved*

T2.2 Chef Gastro Engineering Occupational Profile *Involved*

T3.1 Design of the CGE EU Curriculum *Involved*

T3.2 Tools and guides for designers supporting the localization of the curriculum *Involved*

T5.2 Pilot course implementation in Portugal *Involved*

### WP 6 Evaluation Leader

T6.1 Evaluation and monitoring plan *Leader*

T6.2 Overall CGE EU Curriculum Evaluation *Leader*

T6.3 Overall Teachers' Tools Evaluation *Leader*

T6.4 Formative and Summative evaluation of pilots *Involved*

T6.5 Tracking and feedback loops *Involved*

T7.1 Dissemination *Involved*

T7.2 Development of dissemination and communication tools *Involved*

T7.3 Exploitation of project results *Involved*

T7.4 Scaling-up and sustainability *Involved*

T8.1 Project quality assurance *Involved*

# 2.

# Financial Management

- **Timesheets**
- **Working contract with number of hours/day or a declaration for 100% FTE**

**Declarations every 6 months**



## UNIT COSTS

The amounts depend on:

- The country of the participating organisation whose staff is engaged.
- The profile of staff engaged in the project

**Signed grant agreement → 20% / partner**

- **Template bank account**
- **Template Timesheet (TS)**

