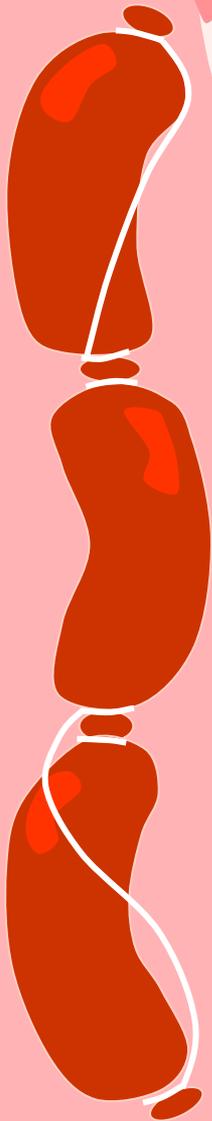




# EUROMEAT

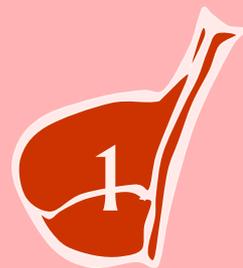
## QUALIFICATIONS TRANSPARENCY IN THE MEAT INDUSTRY IN THE EUROPEAN UNION

LEONARDO DA VINCI  
REFERENCE MATERIAL  
ES/05/C/F/RF-80900



# WHY THIS PROJECT?

- Food industry is one of the most important in the EU (almost 15% of the EU industrial production).
- Our four countries, put together, produce more than half the meat in EU-15 (see document on Meat Industry).
- Current changes in the Meat Industry will lead to changes in the professions, competences and qualifications in the sector.
- Those changes are common to all industries in the EU (for they come from common issues, or mean the implementation of EU rules).
- It means that ALL workers will have to face these changes in their competences, and, then, that it is possible and necessary to establish tools for qualifications transparency, in order to promote recognition of qualifications, permanent training and cross – European mobility.



# THE RESEARCH FIELD

We define the sectors analysed and the professional profiles:

- **Sectors.** Only for the previous social and economical analysis. We consider the cattle farming, meat industry in a narrow sense (NACE 151, see document) and gross commerce of meat. As a framework, we give some information on Food industry (NACE 15).
- **Professions.** We only consider professions in the Meat Industry and, amongst them, only the most relevant from the point of view of the changes considered.

Then, we will analyse the competences of the workers in the meat industry, and how they are affected by the changes in this sector.



# GOAL OF THE PROJECT

The goal of the project is to elaborate a proposal of a **system for the transparency and mutual recognition of qualifications in the meat industry.**

This proposal will be presented to economical and social agents, so they can use it as a **base for the social dialogue** on qualifications transparency.

This **general goal** will be reached passing by a number of specific goals:

1. A first approach to the conditions of the meat industry, and, most important, to the main factors of change in it.
2. To determine how these changes affect the professions, competences and qualifications in this industry.
3. To detect the training offer and training lacks for the professionals in the sector.
4. To set up a debate on the recognition of qualifications
5. To make a proposal on a transparency and mutual recognition system.



# PARTNERSHIP

The organisations taking part in the project are:

**ES - IFES.** The promoter of the project, a nation – wide organisation working in the field of Permanent Training.

**ES - FTA – UGT.** The most representative Trade Union in the Meat Industry. It will play the role of a political partner.

**ES - INCUAL.** The Spanish Qualifications Institute, a reference organisation for everything related with qualifications and training. It will act in the project as insitutional partner.

The following three organisations are technical partners, in charge of the research, together with IFES.

**FR – ENESAD/CNERTA.** The research department of a higher education center in the agriculture and food sectors.

**IT – BIOCERT.** A training and research centre specialised in the agriculture field.

**DE – BFW.** A training and research centre, the branch of a nation-wide organisation charged of European Projects.



# PHASES AND WORKING PACKAGES

The work will be organised in five phases, each one of them divided in working packages. These slides show the **modified** Working Programme.

## **First phase. Social and economical analysis of the Meat Industry in the EU**

WP 1. Definition of the research field

WP 2. Social and Economical Analysis of the Meat Industry in the EU

WP 3. Interim meeting

## **Second phase. Definition of professional profiles and training offer and lacks.**

WP 4. Definition of the profiles and training offer.

WP 5. Interim meeting

## **Third phase Proposal of an European Model of Qualifications Transparency**

WP 6. Proposal of a transparency model: national and transnational field

WP 7. Dissemination meetings

## **Fourth phase. Evaluation of the results**

WP 8. Validation of the results through experts group, at national level.

WP 9. Elaboration of the final product, the Reference Material.

## **Fifth phase. Dissemination of the results**

WP 10. Organisation of the final dissemination



## **WP 1. Determination of the research field**

This step was done in an informal way, by IFES, when establishing the structure and contents of the document.

## **WP 2. Social and economical analysis of the Meat Industry**

This document has been already done, and it will be presented and validated in this meeting

## **WP 3. Interim meeting**

This is the meeting we are having right now (we have already seen what we are going to do in this meeting).



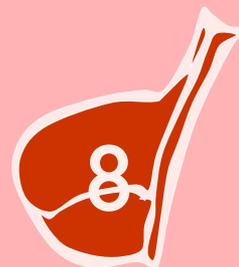
## WP 4. Analysis of profiles and training offer and lacks.

<b>Goals</b>	Keeping in mind the results of the analysis in Phase I, and mainly the considerations on the impact on competences of changes that the industry is undergoing, we will determine the concrete elements added to professions and competences.
<b>Working method</b>	(We will see this point later, when talking about the work for the next phase).
<b>Results</b>	A number of files, showing the situation of professional competences, how they are currently structured and how they are changing, or will change, in the future, and how training systems are reacting to these changes (definition of training offer and lacks).
<b>Time</b>	From May, the 1 <sup>st</sup> , 2006 to September, the 30 <sup>th</sup> , 2006.



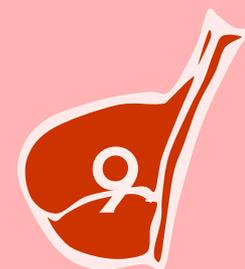
## WP 5. Interim meeting.

<b>Goals</b>	In this meeting, we will evaluate the results of the previous definition of professions and competences, and training offer and lacks, and will establish the working method for the next step.
<b>Working method</b>	The meeting will be held in Dijon: <ul style="list-style-type: none"><li>- IFES will establish the contents of the meeting.</li><li>- ENESAD / CNERTA will organise it.</li><li>- All partners will come to the meeting.</li></ul>
<b>Results</b>	The results will be double: <ul style="list-style-type: none"><li>- The results of the previous WP will be validated</li><li>- The working method for the next phase will be established.</li></ul>
<b>Time</b>	During the month of October, 2006



## WP 6. Proposal of a transparency model.

<b>Goals</b>	In this WP we will work in the main goal of the project: the definition of a model, as a proposal, for transparency and mutual recognition of qualifications in the meat industry.
<b>Working method</b>	<p>The working method will be based on experts groups, one organised in each country. We will follow these steps:</p> <ol style="list-style-type: none"><li>1. IFES will determine, together with FTA and INCUAL, the structure and contents of these experts groups.</li><li>2. Experts groups will be held.</li><li>3. Partners will send the results of the groups to IFES, that will prepare a European Report.</li></ol>
<b>Results</b>	This is the “raw material” for working in the final product of the project, the Reference Material.
<b>Time</b>	November, the 1 <sup>st</sup> , 2006 to March, the 31 <sup>st</sup> , 2007



## WP 7. Interim meeting

<b>Goals</b>	In this meeting, acting as experts, partners will define the transparency model. It will close, then, the research phase in the project.
<b>Working method</b>	The meeting will be held in Naples: <ul style="list-style-type: none"><li>- IFES will determine the contents of the meeting.</li><li>- BIOCERT will organize the meeting.</li><li>- Partners will assist to the meeting.</li></ul>
<b>Results</b>	The transparency model proposal will be determined in this meeting.
<b>Time</b>	During the month of April, 2007



## WP 8. Validation of the results – National experts group

<b>Goals</b>	In this WP, results of the project till this moment (Social and economical analysis of the meat industry; definition of competences and training situation; transparency model) will be presented to a group of experts for their validation.
<b>Working method</b>	<ul style="list-style-type: none"><li>- IFES, together with FTA and INCUAL, will establish the validation methodology (structure and contents of the groups).</li><li>- Partners will organise the groups.</li><li>- IFES will elaborate a document showing the evaluation results of all the groups.</li></ul>
<b>Results</b>	The results of the project will be externally validated
<b>Time</b>	Between May, the 1 <sup>st</sup> , 2007 and June, the 31 <sup>st</sup> , 2007



## WP 9. Elaboration of the Reference Material

<b>Goals</b>	Once the results of the research validated as a whole by the external experts, IFES will proceed to the elaboration of the Reference Material.
<b>Working method</b>	<ul style="list-style-type: none"><li>- IFES will elaborate the material.</li><li>- Partners will review it.</li><li>- Partners will assure the translation to their languages.</li></ul>
<b>Results</b>	The final product of the project will be elaborated
<b>Time</b>	From July, the 1 <sup>st</sup> , 2007, to August the 31 <sup>st</sup> , 2007

## WP 10. Final dissemination seminar

<b>Goals</b>	The goal of this seminar, to be held in Madrid, is to present the results of the project to the Meat Industry social and economical agents.
<b>Working method</b>	<ul style="list-style-type: none"><li>- IFES will organise the meeting.</li><li>- Partners will assist to the meeting</li></ul>
<b>Results</b>	This seminar closes the project.
<b>Time</b>	Between September, the 1 <sup>st</sup> and the 31 <sup>st</sup> , 2007.



# BUDGET – MAIN INFORMATION (I)

## A PROVISIONAL BUDGET

The budget is provisional. Those are **maximum** figures. The final funding sum will **not** be this provisional budget, **but** the sum justified and admitted by the EC in the final report..

## MAIN BREAKDOWN

The budget is divided, for each partner and in its whole, in the following lines:

- **Staff costs.** The costs of people working in the project.
- **Operating costs.** Needed for the development of the project, and including
  - **Travel and subsistence.** Covering all kind of travelling related with the project.
  - **ITC,** covering the acquisition, hiring and leasing of software and hardware.
  - **General costs,** that are a lump sum.
  - **Other costs,** related with the project, not included in other lines.
- **Subcontracting.** Covers the costs of auxiliary activities, **NOT INCLUDED IN THE MAIN ACTIVITIES OF THE PROJECT** (by instance, elaborating a report is not covered, translating is, is covered).

## ELIGIBILITY PERIOD

Only costs incurred during the period life – time may be considered.

From October the 1<sup>st</sup>, 2005 to September, the 30<sup>th</sup>, 2007).



# BUDGET – MAIN INFORMATION (II)

## ELIGIBILITY RULES

To be financed, the costs above mentioned must cover the following conditions:

- Be directly and clearly related with the goal and working programme of the project.
- Be related with activities developed in the countries taking part in the project (exceptionally, in other countries taking part in the Programme).
- Incurred by partners organisations (or organisations subcontracted).
- They must be justified with invoices or other accounting documents.
- They must be incurred during the eligibility period.
- They must be realistic (i.e., not unnecessarily high costs).

Please keep in mind that, when elaborating the financial reports, IFES is a “first judge” of the eligibility of the expenses and may, then, consider that one of the expenses you are submitting is not eligible.

IT IS VERY IMPORTANT THAT YOU READ THE ADMINISTRATIVE AND FINNANCIAL HANDBOOK, THAT YOU CAN FIND IN ENGLISH, GERMAN AND FRENCH AT:

[europa.eu.int/comm/education/programmes/leonardo/new/leonardo2/handbook\\_en.html](http://europa.eu.int/comm/education/programmes/leonardo/new/leonardo2/handbook_en.html)



# BUDGET – STAFF COSTS

## IT IS NO LONGER A LUMP SUM!!

While in previous years staff costs were not to be justified, from now on, those costs must be justified with an statement from each one of the partners in the final report.

Even if in this sense it is no longer a lump sum, the same rules are implemented, connecting quality of the results and justification of staff costs:

- If the European Commission estimates that the results of the project are very poor (0 to 2 on 10), we will have to repay the full staff costs.
- If the results are poor (3 or 4 on 10), we will have to repay half the staff costs.

## COST REFERED TO YOUR ORGANISATION'S PERSONNEL

**WATHEVER THEIR STATUS:** They may be staff, self-employed with an exclusivity contract... Provided that a long term relation, and not based on a specific issue, is established

**ALL** subcontracting costs related with staff, in this sense, will have to be included in this budget line, and **NOT** in subcontracting.

## HOW DID IFES ESTABLISHED THE STAFF COSTS?

We made a calculation on the basis of the number of days we estimated per professional profile, for each partner and in each WP. We considered the following profiles:

- Managers
- Trainers
- Researchers
- Clerks



# BUDGET–TRAVEL AND SUBSISTANCE

## COSTS THAT MAY BE INCLUDED.

- Cost related with **partnership meetings**. Travel (APEX tariff is strongly recommended, unless you find something cheaper or a case of *force majeure*), hotel, meals, urban transportation.
- Cost related with the **research** (by instance, taking a taxi, a train, your own car... to go to an interview), meals...
- Other travel expenses related with the project.

In case of doubt, ask!!

## RULES FOR THE ELIGIBILITY OF TRAVEL AND SUBSISTANCE COSTS.

All costs in this line must fulfil the following conditions:

- The **goal** of the travel is clearly identified.
- They will be eligible in the **real sum** (*per diem* are not allowed), and they will have to be **justified** with **invoices** or other documents. **Please conserve your boarding card when taking a plane.**
- There is a **maximum daily cost** for each country.
- They cover **all costs directly** related with the project **not** “social”, “cultural” or “tourist” activities.
- The travels will have to be **always** in countries **taking part** in the **program**. **BUT** if you travel to a country **not taking part in the project**, you will have to explain the reason.



# BUDGET – OTHER COSTS

## Information and Communication Technologies

ITC costs include

- Hardware costs: leasing, hiring or depreciation.
- Software acquisition costs.
- Access to on-line data bases, documents, etc.
- Internet connection costs.

## Overheads / general costs.

This is a lump sum, not to be justified, and it is a contribution by the partners.n

## Other costs

Any other cost, not included in one of the lines above, provided that:

- They may not be covered by other headings.
- They are clearly identified.
- They are needed for the proper development of the project.

We consider the “unforeseen costs”.



# BUDGET – SUBCONTRACTING

We may subcontract activities not included in the main core of the project, i.e., that are not an essential part of the research, development and validation of the results.

We may subcontract:

- Translation of documents.
- Interpretation in Seminars.
- Catering in seminars.
- Publishing.
- Maintenance of a web page.

We may not subcontract:

- The research on crafts in our country.
- The elaboration of training materials.
- The development of training actions.

**All** subcontracted tasks must be shown in a convention. **All** subcontracting costs must be reflected in an invoice. If subcontracting goes further 10.000 €, a public call for offers must be opened.



# SUBVENTION (1)

The EC funding for our project is GLOBAL. 75% of subvention is applied to the WHOLE sum each partner will receive. An example will show how subvention works.

1. Partner “Training Ltd” participation in the project is € 100.000.

Then, European Commission funding is € 75.000 (75% of its whole budget).

2. “Training Ltd” maximum expenses, as established in the budget are:

	100%	EC funding is maximum
* Staff costs	€ 50.000	€ 28.000 (56%)
* Travel costs	€ 20.000	€ 20.000 (100%)
* ITC costs	€ 3.000	€ 3.000 (100%)
* General costs	€ 3.000	€ 3.000 (0%)
* Other costs	€ 3.000	€ 3.000 (100%)
* Subcontracting	€ 21.000	€ 21.000 (100%)
<b>Total</b>	<b>€ 100.000</b>	<b>€ 75.000 (75%)</b>

Marked in black are the expenses where partners have to contribute. The contribution goes to staff and general costs.



# SUBVENTION (2)

3. At the end of the project, the real expenses of “Training Ltd.”, and the final funding are:

	<u>Real expenses</u>	<u>Provisional budget</u>	<u>Final EU funding</u>
* Staff costs	54.000	50.000	28.000 (lump sum)
* Travel costs	23.000	20.000	20.000
* ITC costs	2.000	3.000	2.000
* General costs	4.500	3.000	0
* Other costs	2.500	3.000	2.500
* Subcontracting	20.000	21.000	20.000
Total	106.000	100.000	73.500

As you may see, the funding will consist on the real expended sum with a maximum limit in the provisional budget.

4. To avoid “loosing money”, we can move quantities from one budget line to another, except for staff costs.

- If the modified quantity is LOWER than 10% AND € 5.000 from the “exit” budget line, it can be done without an official announcement to the National Agency.
- If it is HIGHER than 10% AND € 5.000, the NA must agree, and a modification of the convention between IFES and the NA must be done.
- All modifications must be done **two months before the end of the project.**

Always without changing the global budget amount (100.000 – 75.000)



# CONTRACTUALISATION

The relations between IFES and the partners is established through a contract. On the other hand, the European Commission signs previously a contract with the promoter, IFES.

**Convention between IFES and the European Commission.** This contract includes:

- The object of the convention: the development of the project.
- The duration of the convention (and, then, the time for the implementation of the project and the eligibility of costs) – 36 months.
- The obligation to submit two reports (we will see it later).
- The dates (aproximate!!) of the advances of the funding: first one, 40%, second one, 30% and third one, a maximum of 30%.
- The final version of the project, and the approved budget.

**Convention between IFES and the partners.** This contract will include:

- The goal of the convention. The tasks to be fulfilled by the partner.
- The duration of the convention.
- The global amount of the partner's financial participation (100%) and the LdV funding (75%).
- The dates (approximate!!) of the payments. IFES will make the first payment once the NA made the first advance AND once the first task have been submitted by the partner and approved by IFES.
- Other obligations and provisions in case of non – fulfillment.



# REPORTS

IFES is responsible for the elaboration of the reports...

... But partners will have to provide IFES with all information needed (documentation, financial data, invoices...).

## Report forms:

The NA provides a compulsory form divided in two parts:

- Technical part, in which the progress and results of the project are defined.
- Financial part, in which expenses, following the structure of the proposal budget are reflected.

## Who establish the eligibility of costs?

The NA will examine the eligibility of cost, deciding whether a cost is eligible or not, BUT IFES will act as a “first judge”, deciding whether an expense submitted by a partner is eligible or not.



# TO ENSURE A GOOD MANAGEMENT

## “Continued non accomplishment”

Delay not justified, for two times, in the accomplishment of a partner’s task (not sending on due time the documents, not coming to a meeting).

Obviously, a case of *force majeure* may justify this non accomplishment. In this case, the partner and IFES will fix a new delay for sending a document, by instance, or a new date for a meeting.

### An example

- Deadline – March the 1<sup>st</sup>
- First notice – March the 8<sup>th</sup>
- Second deadline – March the 22<sup>nd</sup>
- Second notice – March the 22<sup>nd</sup>
- Second and final deadline – March the 29<sup>th</sup>
- Non accomplishment notice – March the 29<sup>th</sup>.
- If it is the first non – accomplishment, the procedure restarts.

## What is *force majeure*?

A situation that mean, for the partner, the impossibility to accomplish its tasks. It has to be accepted as such by IFES, and will not mean that the partner do not have to do its tasks, even if later.

In case of repeated cases of *force majeure*, the partner and IFES will have to discuss of the conditions of the continuity of the partner in the project.

