

EUROIRSE - A new European study to identify and analyse the best practices and strengths of the industrial relations of self-employed workers: representation beyond administration, the possible leadership of SME

KICK OFF MEETING MINUTES (DELIVERABLE 1)

Milan, 13 January 2012

Meeting venue: CISL Milano, Via Tadino 23



FeLSA CISL

Federazione Lavoratori
Somministrati Autonomi Atipici
Lombardia

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PARTICIPANTS

GIANMARCO GILARDONI – FELSA CISL Lombardia
MAURO BRAGHIN – FELSA CISL Lombardia
DOLORES FORGIONE - ISES
CARMINE FALANGA - ISES
SIMONE MORGANTI – ALFA SCARL
MICHELE CILLI – ALFA SCARL
SALVADOR DUARTE - CTACT
SOFIA LAMPOUSAKI - INE
LAURENT LABROT – IEP Grenoble
VESSELIN MITOV - PODKREPA
BOGLÁRKA BATA – CF-HU
LAURA DITTEL – CF-SK
GRZEGORZ PISKALSKI – CENTRUMCSR.PL
ROBERT GEISLER - CENTRUMCSR.PL

ACTIONS 13 JANUARY 2012 (10.00 – 13.00)

WELCOME

Gian Marco Gilardoni (FELSA CISL Lombardia), being the representative of the hosting partner organization and as Scientific Coordinator of the project, welcomed all the participants.

Dolores Forgione (ISES), as Project Manager, welcomed all the partners and thanked them for the work already done in the framework of the project.

PARTNERS' PRESENTATION

All the partners presented their organisations' mission, objectives and activities and gave some highlights about the situation of self employment in their countries.

IN-DEPTH EXAMINATION OF EUROIRSE PROJECT IN ITS ESSENTIAL ASPECTS (WPS, ACTIVITIES, TIME SCHEDULE, DEADLINES, BUDGET...)

Dolores Forgione (ISES) presented:

- Project objectives and expected results;
- In depth analysis of the Work Packages (responsible, time and methodology);
- Project work plan;
- Role of each partner;
- Some administrative hints for a correct project management.

Laura Dittel, Boglárka Bata and Sofia Lampousaki asked some clarifications about the payments that can be done in cash and payments to be done by bank transfer. Dolores Forgione replied that only DSA can be paid in cash, all the other payments have to be done by bank transfer given that proofs of payments are a supporting document requested by the European Commission for the financial reports.

PRESENTATION OF THE “STUDY ABOUT THE IDENTIFICATION AND ANALYSIS OF THE BEST PRACTICES OF THE INDUSTRIAL RELATIONS OF SELF-EMPLOYED IN EUROPE” STRATEGY AND RESEARCH TOOLS AND AROUND THE TABLE DISCUSSION ABOUT THE RESEARCH STRATEGY AND TOOLS

Gian Marco Gilardoni (FELSA CISL Lombardia) presented the methodology to carry out the study:

- Objectives of the study
- Summary of the study



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- Detailed questionnaire to carry out the study
- Self employment sectors to be investigated

All the partners actively participated in the discussion to define the best methodology to carry out the study and the identification of the best practices.

The Scientific Coordinator, at the end of the discussion, decided to revise the material prepared for the analysis according to all the partners comments.

ACTIONS 13 JANUARY 2012 (14.00 – 16.30)

FINANCIAL AND ADMINISTRATIVE MANAGEMENT OF THE PROJECT

Carmine Falanga (ISES) outlined the main rules of EUROIRSE in the field of its administrative and financial management. In particular, Mr. Falanga presented the basic referral documents, when the partners will receive the EC funds, which are the eligible costs (specially referring to staff and travels), models for time sheets and per diem sheet, and the not eligible costs. In particular, Mr. Falanga outlined how the invoices have to be done and that payments cannot be done in cash but only by bank transfer.

Sofia Lampousaki requested clarifications about her situation. She has a consultancy contract. So, she asked if her salary should be budgeted under Staff costs or other costs. Mr. Falanga replied that her organization should prepare for her an appointment letter for the work she will carry out for the project and so, her salary can be considered under “Staff costs” budget heading.

Laura Dittel requested if staff costs can be considered starting from December 1st 2011. Mr. Falanga replied positively.

Vesselin Mitov requested if the press release can be published online. Ms. Forgione replied that this request should be officially done to the EC. Laura Dittel requested what kind of costs are eligible for the press release. Ms. Forgione replied only publishing costs. Grzegorz Piskalski asked if it is possible to pay, with the press release budget, a communication expert who will arrange the publication of the press release in different newspapers. Mr. Falanga replied that it is important to be sure that this expert will publish the article in different newspapers otherwise the cost cannot be considered eligible.

Vesselin Mitov asked whether it is possible to use internal staff for the translations. Mr. Falanga replied that it is possible if there is a proper invoice.

Vesselin Mitov asked if money can be transferred from a budget line to another up to 10% of the budget. Ms. Forgione replied that this is possible only under the same budget heading otherwise an amendment to the Grant Agreement is requested.

TOWARDS THE INTERNATIONAL CONFERENCE TO EXCHANGE AND TRANSFER THE BEST PRACTICES: THE STAKEHOLDER ANALYSIS

Laura Dittel (CF-SK) presented the methodology to carry out the internal and external evaluation of the project. In particular, the presentation focused on the “stakeholder analysis” that has to be carried out by all the project partners in order to invite, in the international conference the most relevant actors in the field tackled by the project.

Carmine Falanga (ISES) suggested to add the stakeholder matrix that will be realized as appendix to the study report.

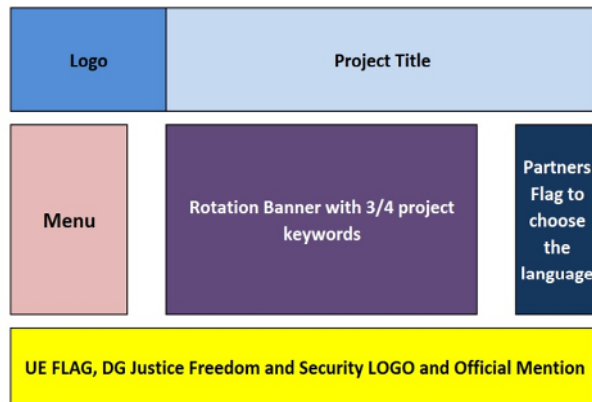


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PRESENTATION OF THE PROJECT VISUALS: LOGO & WEBSITE LAYOUTS

Dolores Forgione (ISES) presented the information required by the EC to give visibility to the communitarian funding to EUROIRSE implementation and explained to the partners how to apply these requirements in visibility actions as events, publications, signs and posters. In addition, Ms. Forgione presented to the partners ISES proposal of the project website layout. She illustrated the proposal to insert in the Menu the following sections: partners, project abstract, activities, results, project deliverables.



Finally, Ms. Forgione presented ISES proposal of project logo, which has been successfully accepted by all the partners.



MEETING CLOSURE AND GREETINGS

Gian Marco Gilardoni (FeLSA CISL Lombardia) thanked all the participants and closed the meeting with the aim of a strong and committed work by all the partners.

Dolores Forgione (ISES) offered her support via internet and telephone any time for all the partners in quality of EUROIRSE Project Manager. She committed herself to send to the partners all the information produced during this meeting and the agreement taken.

ANNEXES

- o Meeting agenda



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Kick off meeting

Milan, 13 January 2012

Meeting venue: CISL Milano, Via Tadino 23

9.30 – 10.00

Arrival and registration of the participants

10.00 – 10.15

Hosting organization, FELSA CISL Lombardia, Gian Marco Gilardoni (Scientific Coordinator)

10.15 – 11.15

Partners' presentation

11.15 – 11.30

Coffee break

11.30 – 12.00

In-depth examination of EUROIRSE project in its essential aspects (WPs, activities, time schedule, deadlines, budget...), ISES

12.00 – 13.00

Presentation of the "Study about the identification and analysis of the best practice of the industrial relations of self-employed in Europe" strategy and research tools, FELSA CISL Lombardia

13.00 – 14.00

Lunch

14.00 – 14.30

Around the table discussion about the research strategy and tools

14.30 – 15.00

Towards the international conference to exchange and transfer the best practices: the stakeholder analysis, CF - SK

15.00 – 15.30

Financial and administrative management of the project, ISES

15.30 – 16.00

Presentation of the project visuals: logo & website layouts, ISES

16.00 – 16.30

Any Other Business

16.30

Meeting closure and greetings

Departure of the participants



EUROPEAN COMMISSION

DG Employment, Social Affairs and Inclusion
Employment and Social Legislation, Social Dialogue
Social Dialogue, Industrial Relations