

Erasmus+ project: Qualification, Validation and Certification of Maintenance Personnel

Project meeting #4 by Skype, 27th November 2018

Present:

Ingemar Andreason
Guðmundur Jón Bjarnason
Zsolt Nyeste
Ilkka Palsola
Jaakko Tennilä
Maria Malmrud
Torsten Ekström
Tomáš Hladík
Damjan Maletič

Absent:

Mikaela Malmrud
Jan Skarka

1. Opening and welcome

Torsten Ekström opened the meeting and presented Maria Malmrud, an addition to the project management team in Sweden.

Maria was selected to take minutes during the meeting.

2. Distributed Information

Leading up to the meeting, Torsten shared an e-mail with a summary of qualifications for maintenance personnel on EQF 4. This can serve as a framework on how to build and structure subsequent qualifications for the other EQF-levels.

It was highlighted, that it is important that necessary qualifications are completed before each country can start creating the questions necessary to complete the validation platform.

3. Previous meeting

Minutes taken from previous, November 19, was reviewed. Discussions were held based on points from previous meeting and for clarity these discussions have been summarized in the topics seen below.

a. Qualification Framework

The first step in the process of creating a certification is to specify the necessary qualifications on all EQF-levels. In each country, investigations must be carried out with the purpose of finding out what systems that are currently in place and up and running. These findings will be important for the work of building a common qualification framework for this project.

Mikaela Malmrud has started preparing an Excel file for this shared qualification framework that will be shared within the project. All project countries will contribute to this file and together build and contribute to this framework of qualifications.

In Finland, previous work has been done defining qualifications especially on EQF 6-7 maintenance manager that are to be translated for this project.

b. Project Organisation

There have been previous troubles with sharing documents using different cloud-solutions. Currently, a google drive folder is set up, everyone has received a personal invite by Torsten to this folder. It is in this folder where shared documents and files will be collected and visible. It's important that everyone has access.

Every country has different main responsibilities, and as we continue this project, it is important that each participating country possesses an overview of the full project picture as well as the pieces of the puzzle that is ones' responsibility. A more concrete project plan will serve this purpose.

A project meeting is to be set up in early January in Finland to decide on the details of this plan. A separate invite will be send out by the hosts. The meeting in January will be used to create a plan for the coming year and create a common consensus.

c. Defining a Project Plan

The meeting discussed that a next important step in this project is to define a concrete project plan, based on the approved application, budget and timeline.

One suggestion was to create a guideline that specified how the different country organisations can work together and deliver on the intended goals. It was raised that Sweden, as the responsible country in this project, should take the lead in building that guideline and structuring this framework.

d. Project Financing

In the scope of this project external consultants can't be hired hence people involved need to be part of the project team.

Time reporting for hours invested in the project will take place every three months. After this, invoices can be send and payments will occur. Details on how to send these invoices will be shared by Torsten as soon as possible.

e. Project Reporting

Everyone will contribute to the reporting of the project, hence a template for this will be created and shared with everyone.

Torsten will contact EU to check if there will be any problems not reporting in 2018.

4. Next meeting

Next meeting will be held over "GoToMeeting" on the 17th of December. Torsten will send a separate invite.