

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

Skype meeting, 18<sup>th</sup> February 2019, continued on March 4<sup>th</sup>

## **Present:**

Guðmundur Jón Bjarnason 18.2 and 4.3

Zsolt Nyeste 18.2 and 4.3

Jaakko Tennilä 18.2 and 4.3

Torsten Ekström 18.2 and 4.3

Maria Malmrud 18.2

Mikaela Malmrud 18.2

Damjan Maletič

Ilkka Palsola 18.2 and 4.3

Jan Skarka 4.3

Tomáš Hladík 4.3

## **Absent:**

Ingemar Andreason

Tomáš Hladík

## **1) Action plan**

- Finland has not yet received a payment from the 2018 invoice, all will check and let Torsten know if payments are missing.
- Action items updated
  - QVCMP Scheme for Qualifications: The Finish group found the EN15628 difficult to use for a framework. However they found EN17007 good to use for that purpose. The suggestion from the Finish group is to use EN17007 as the main framework:
    - When defining competences and creating the questions, each process and subject will be addressed differently for manager / engineers&supervisors / technicians as fits.
    - All questions will be tagged against EN17007 and EN15628. New subjects, that can not be tagged against EN17007 and/or EN15628 will be marked.
    - The content of EN15628, as it stands now, should be covered but more subjects will most likely be added and marked during the QVCMP work.
    - It is suggested that EN15628 should be updated soon but that is not within the scope of this project.
    - Also, each subject can be broken down further before adding the questions. The BoK subjects, see BoK Excel document, will be kept in the picture.

- All has time until Friday to approve of this approach, no comment will be taken as “yes”. If it will be approved, the Finish group can work further in the light of that.
  - (a) March 4th: No objections were made, so the Finish group will continued as described above

## 2) Clarification of the time table, “sprint” breakdown and presentations and time accounting

- If more questions regarding multiplier event: Please contact Torsten
- The official time frame of the project is Sept 2018 and 36 months onwards
- Torsten went through some practical questions and answers regarding the Erasmus+ framework, sent to all via e-mail
- Action list updated

## 3) Project website

- Not discussed on 18.2.2019 ... below are points from last meeting before that:
  - Zsolt: Costs for website are minimal: 8EUR for .EU domain registration, 20EUR/year for hosting (1GB space)
  - All agreed that we need a separate project website (not to use website of efnms.org or similar)
  - Questions to be solved:
    - What should be the structure of the website?
    - What will be the content?
    - When the website must be launched?
    - What will be the domain/website name?
      - (a) QVCMP.eu?
      - (b) QVCMP-project.eu? (as proposed by Zsolt)
  - Jaakko: We don't need to rush with the website, we still need some time to finalize first outputs
  - At the next meeting the open questions will be addressed
  - Torsten: A good example of a similar project website is <http://www.amcom-usa.com>
- The following decided on March 4th:
  - Material for the website: We can use material from the application, about the team and upcoming events
  - Regarding the name of the website: All have until next meeting to come with suggestion
  - The suggestion platform is Wordpress. Zsolt will register the site after the meeting on March 18th. After that we will try to have some action item regarding the web site on every sprint

#### 4) Time reports

- We now have template for the time reports and instructions

#### 5) Next meeting is scheduled on March 18th

Action list as it stands after the meeting:

Activity	Owner	Others	Start	Due	Finished	Status	Comment
Web page for the project, can it be under EFNMS?	HUN		190110	190121		100%	Own solution will be needed, seems.
External web page structure, needed?	SWE		180917	190121		100%	Is it necessary to have an individual web page for the project? YES
Maximum working days per month	SWE		190110	190218		100%	Based on the budget. Total working days divided by the project time. For example; Sweden has 330 days and the project is 36 months, so maximum about 9 days per month.
Participation list for Multiplier Events - GDPR	SWE		190110	190218		50%	Waiting for reply.
Agenda for Multiplier Events - How many hours?	SWE		190110	190218		50%	Waiting for reply. It only says that the ME must be at a "acceptable quality level, as determined by the evaluation of the NA"
O8 in the project plan	SWE		190110	190218		0%	To be updated.
MainCert project Germany	SWE		190110	190218		0%	We should get material from this project.
Kick off our own webpage, suggest how, when, what	HUN			190218		0%	How, When and What? ... decision taken on domain and next steps on meeting 18.2.2019
To do a gap analysis against BoK subjects - Managers	FIN			190218	190304	100%	
Contact information	SWE		180917	190318		0%	Still valid
New qualification scheme, minimum skills breakdown	FIN		190116	190318		0%	According to the agreement from the last meeting.
Domain name for the web page	HUN		190304	190318		0%	All project partners will suggest a domain name.
Structure of the website	ICE		190304	190318		0%	
Material from the first ME in Finland	FIN		190318	190318		0%	