



INWORK - A European study to identify and share the best practices of the industrial relations of Craft enterprises sectors: representation beyond administration, the possible leadership of SME

***Kick-off meeting
Limassol (Cyprus), 20-21 February 2013***

DELIVERABLE 1



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MINUTES

Participants

Consorzio Unione Artigiani Valenza - CNA (Italy)

Maranzana Giacomo

Calvi Cristina

Ponticello Luciano

Interfusion Services –IF (Cyprus)

Konnari Yiannis

Chrysostomou Giannis

Neophytou Haris

Gerosavvas Neofytos

Balkan Middle Class Offices - BMCO (Bulgaria)

Markova Stela

Vasilev Emil

DEKUT Research and Innovation NPO - DEKUT (Hungary)

Kovacs Zsigmond

Szabo Zsuzsanna

Labour Institute - INEGSEE (Greece)

Lampousaki Sofia

Kousta Elena

Associazione ISES – ISES (Italy)

Falanga Carmine

Forgione Dolores



20 February 2013

Introduction

Haris Neophytou (HN) opened the INWORK's kick-off meeting. She introduced himself and IF team, he welcomed the partners in Cyprus and wishing the best staying in the island.

Carmine Falanga (CF) - Project Manager of INWORK introduced himself and welcomed the partner's representatives thanking them for the collaboration and patience in the last year. CF presented the history of the project and the meeting goals. CF thanked Mr. Maranzana for the opportunity to work in this project.

Partners' presentation

All the partners presented their self.

Partners' presentations of the local contexts participating in the project and sectors that will be analysed during the project lifetime

Sofia Lampousaki (SL) presented **INEGSEE**, the Craft sector in Greece, the laws, the data (EUROSTAT) and the challenges of for the Greece. **Elena Kousta (EK)** informed the participants that INEGSEE will analyse the jewellery sector in Athens and then she presented this sector and the selection reasons.

Stela Markova (SM) presented **BMCO**, the Craft sector in Bulgaria, the laws, the available data and the challenges of for the country. **SM** informed the participants that **BMCO** will analyse the confectionary sector in Sofia and then she presented this sector and the selection reasons.

Yiannis Konnari (YK) presented **IF**, the Craft sector in Cyprus, the laws, the available data and the challenges of for the country. **YK** informed the participants that **IF** will analyse the weaving sector in Cyprus and then she presented this sector and the selection reasons.

Zsigmond Kovacs (ZK) presented **DEKUT**, the Craft sector in Hungary that suffer the lack of a specific set of laws for the companies working in this field, he also presented the available data and the challenges of for the country. **ZK** informed the participants that **DEKUT** will analyse the *Pálinka* producers in Debrecen and then she presented this sector and the selection reasons.

Luciano Ponticello (LP) presented **CNA**, the Craft sector in Italy, the laws, the available data and the challenges of for the country. **LP** informed the participants that **CNA** will analyse the jewelry sector in Valenza and then she presented this sector and the selection reasons.



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

CF presented:

- Project objectives and expected results;
- In depth analysis of the Work Packages (responsible, time and methodology);
- Project work plan;
- Role of each partner.

CF underlined that the project evaluation is a key WP to assess the project results and impact.

CF stressed the importance to identify the best and most representatives stakeholders to be invited to attend the final conference in Alessandria (Italy). Each partner has to demonstrate the experience, skills and experience of the selected people.

The partners agreed to organise the **International Conference in Alessandria on 18 October 2013**.

SL asked about the number of participants to be invited to the conference. **CF** replied: 3 stakeholders per country plus 1 partner representative.

Presentation of the project methodology

Cristina Calvi (CC) – CNA Researcher – presented to the participants the methodology to perform the explorative study, top-down and bottom-up phases.

TOP-DOWN” PHASE of the project to “map” the world of SME in each participating country, in particular:

- 1) research of a common legal definition of “craft enterprise” by an analysis of national laws
- 2) secondary data collection from 2008 to present at national and local level (regional + partners’ context of reference) about:
 - a) number of craft enterprises by size (micro, small and medium) and by sector of production;
 - b) number of employees by sectors of craft production and by size of enterprises;
 - c) income of craft enterprises by size and by sector of production

THE “BOTTOM-UP” PHASE to study the SME craft enterprises involved in the more “successful” sector of craft production in every context of reference. **CC** presented the methodology to perform it.

- 1) identification of the “successful” sector of craft production in each partners’ context of reference;
- 2) Fill-in a questionnaire about craft enterprises involved in this sector of production collecting:
 - ✓ information from Chambers of Commerce, Public Records, or Associations
 - ✓ information through telephone interviews with craftsmen.



CC presented also the tools suggested to perform this analysis.

Around the table discussion: methodology and tools validation

EK asked for a clarification about the subjects to be interviewed and the questionnaire. CC replied that the partners have to interview the data owners in each country.

CF asked about the process to involve the subjects to be interviewed. CC replied that is fundamental to send a letter presenting the project and the aims of the study.

YK asked about the questionnaire structure. CC suggested to use closed questions.

CF asked to publish the questionnaire on the project website. CC clarified that is important that the questionnaire will be filled-in by the partners to avoid errors.

EK asked if is possible to have a common presentation letter. CC replied that it is a good idea.

Zsuzsanna Szabo (ZS) asked about the method to compare the collected data. CC clarified that with the available resources she will try to compare the local strategies to face the crisis.

Emila Vasilev (EV) asked for a clarification about the mean of work organisation for the project. CF replied that is fundamental to understand what is happening in the participating countries about the crisis and the strategies to cope it. Each partner will identify the best practices in each participating country. CC asked to start the analysis from the definition of Craft sector in each country.

CC asked for the number of *Pálinka* producers in Debrecen. ZK said that there are about 100 companies.

LP presented to the participants an example of best practice for Valenza Jewelry sector. In particular, he described the case of this sector and how to satisfy the big request for jewels from the Chinese market, so 38 companies located in Valenza decided to create a consortium that will have the capacity to satisfy this request in the best and economic way.

EK asked for a clarification about the analysis, in particular she understood that the partners have to interview not only 1 company but some companies belonging to the sector. CC confirmed that it was correct.

EK highlighted the importance to involve also the employees in the analysis.

ZK highlighted that the example presented by LP is about the cooperation and not representation. CC clarified that both the aspects should be investigated (representation and cooperation).



ZK asked to clarify the type of company, in particular, only companies participating in umbrella Associations or also companies not participating/joining any Association representing the interest of the companies. **CF** suggested to interview both to have a clear picture and the differences between companies participating or not in Associations representing their interests.

CF stressed the importance to have a very clear and easy questionnaire and interview.

ZK asked for a clarification about the identification of best practices of only *Pálinka* producers or of the food-beverage sector in general. **CC** replied that is important to study both.

ZK clarified that he will analyse not only the companies producing *Pálinka* labeled by protected designation of origin (PDO) but he will analyse the distilleries of Debrecen.

SM clarified that they would also analyse the enterprises producing breakfast products.

CC remembered to the participants that to prepare the questionnaire and the interview is fundamental to send to her the following information:

- n° of craft enterprises in the selected sector
- n° of employees
- income of the enterprises.

SM asked about the number of enterprises that have to be contacted. **CC** replied that this number will be defined after that the partners will provide the above listed information.

YK informed **CC** that for Cyprus the data are available only from 2010 and not 2008.

ALL THE PARTICIPANTS AGREE TO PROVIDE THESE INFORMATION BY 16 MARCH 2013.

21 February 2013

Dolores Forgione (DF) opened the morning session of the second meeting day. She gave the floor to **CF** to summarise the first meeting day and asked about some questions or suggestions about the study methodology.

Wrap-up day 1

CF summarised what the partners decided and approved during the first meeting day, then he remembered the fixed deadlines and key dates:

- **International Conference in Alessandria on 18 October 2013**



- Preliminary information by 16 March 2013

Financial and administrative management of the project

CF outlined the main rules of INWORK in the field of its administrative and financial management. In particular, **CF** 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.

SM asked clarifications about the eligible costs for the project meetings given that it can occur that staff not mentioned in the Grant Agreement could participate in the project meetings.

CF explained that only staff members indicated in the Grant Agreement can participate in the project meetings. However, participants not belonging to the official project staff can participate in the project meetings if mentioned as external experts.

YK Interfusion asked clarifications about eventual staff changes.

CF replied that staff changes are possible sending an official letter to the Commission explaining the reasons for the changes and eventually the new daily cost of the staff that however, cannot affect the total staff costs mentioned in the Grant Agreement.

Giannis Chrysostomou (GC) asked clarifications about the PER DIEM: how to calculate it, what does it cover and how to get the reimbursement.

CF explained that per diem covers meals, accommodation and local transports costs and that the reimbursement has to be in line with the partners internal usual practices on travel costs (flat rate or real costs reimbursement). Mr. Falanga asked the partners to send a copy of the partners internal rule attesting their usual practice on travel costs.

SM asked some clarifications on budget and if it is possible to move costs from one budget heading to another one.

CF explained that under the same budget heading it is possible to change the budget up to 10% without requesting a Grant Agreement amendment but only informing the European Commission with an official letter.

GM asked about the claiming or not of VAT. **CF** explained that if the partner is not able to claim it (due to its status) and producing an official document of Tax Office (Agency) this tax will be not considered not eligible.

Presentation of the WP 3 Evaluation: methodology and tools

ZK presented to the participants the methodology elaborated to evaluate internally and externally the project activities. **ZK** presented the set of indicators selected to evaluate the project and invited the WP leaders to send their comments on this set of indicators by **20 March 2013**.



Towards the international conference to exchange and transfer the best practices: the stakeholder analysis

DF 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.

CF suggested to add a description of the selected stakeholders to the final report of the conference. The partners agreed with his suggestion. **DF** suggested to prepare a pamphlet with all these descriptions. **DF** suggested to organise different panel of discussant and each country will select one discussant for panel.

Presentation of the project visuals: logo & website layouts

DF presented the information required by the EC to give visibility to the communitarian funding to INWORK implementation and explained to the partners how to apply these requirements in visibility actions as events, publications, signs and posters. In addition, **DF** presented to the partners ISES proposal of the project logo which has been successfully accepted by all the partners.



Meeting closure and greetings

GM thanked all the participants and closed the meeting with the aim of a strong and committed work by all the partners.

CF offered her support via internet and telephone any time for all the partners in quality of INWORK Project Manager. He committed himself to send to the partners all the information produced during this meeting and the agreement taken.



Meeting presentations

At the following link <http://share.associazioneises.org/INWORK/INWORK-KO-Presentations.zip> you will find all the power points presentations mentioned in the report.