



Developing New Skills for the Extroversion  
Specializations of Fashion Industry in Europe – EXTRO  
SKILLS  
Grant Agreement No.: 2015-1-EL01-KA202-013907  
Minutes  
Supporting material for  
Project Management



# EXTRO SKILLS

## Minutes of the 6<sup>th</sup> Technical Meeting

*Developing New Skills for the Extroversion Specializations of Fashion Industry in Europe*  
*Minutes*  
*Supporting material for Project Management*  
*6<sup>th</sup> of March 2018*

EURATEX – BE

<i>Project Title</i>	<i>Developing New Skills for the Extroversion Specializations of Fashion Industry in Europe</i>
<i>Project Acronym</i>	<i>EXTRO - SKILLS</i>
<i>Reference Number</i>	<i>2015-1-EL01-KA202-013907</i>
<i>Project Duration</i>	<i>01.10.2015 – 31.03.2018</i>
<i>Project Partners</i>	<i>P1 Hellenic Fashion Industry Association - SEPEE (Greece)</i> <i>P2 Huddersfield &amp; District Textile Training Company Limited - HDTTC (United Kingdom)</i> <i>P3 Gnosi Anaptixiaki NGO (Greece)</i> <i>P4 Confederación de la Industria Textil - TEXFOR (Spain)</i> <i>P5 Technical University of Iasi – TUIASI (Romania)</i> <i>P6 European Apparel and Textile Confederation - EURATEX (Belgium)</i>



**6<sup>th</sup> /03/2018**

**Brussels, Euratex**

## **MINUTES**

The 6<sup>th</sup> Technical Meeting of the ERASMUS+ EXTRO SKILLS was held on 06/03/2018 in Brussels. The meeting was attended by representatives of the beneficiaries, as listed below.

### **Attendees:**

<b>Organisation</b>	<b>Name of Representative</b>
P1. Hellenic Fashion Industry Association	Mr. Theofilos Aslanidis
P2. Huddersfield & District Textile Training Company Limited	Ms. Ruth Farrell
	Mr. Bill Macbeth
P3. Gnosi Anaptixiaki NGO	Ms. Despoina Panagiotopoulou
P4. Confederación de la Industria Textil	Ms. Monica Olmos
P5. Technical University of Iasi	Ms. Luminita Ciobanu
	Ms. Mariana Ursache
P.6 European Apparel and Textile Confederation	Ms. Roberta Adinolfi
	Ms. Paulette de Wilde
<b>Total Number of Participants</b>	<b>9</b>

**The following paragraphs provide a brief summary of the presentations and discussion. The presentations will be lodged to the EXTRO SKILLS website.**



**Location: Brussels, Belgium**

**Hosting Organisation: European Apparel and Textile Confederation**

**06/03/2018**

9:00 *Registration*

9:30 – 11:00 *Meeting for project partners in project management and implementation issues*

- 9:30 – 10:00 Overview of the implementation process, financial and reporting issues - **by the Hellenic Fashion Industry Association – Lead Partner**
- 10:00 – 11:00 Open Debate on Project Issues – Project Quality, Monitoring and Dissemination Issues and Proposed Templates - **by the Hellenic Fashion Industry Association – Lead Partner**

**11:00 – 11:15 *Coffee Break***

11:15 – 13:30 *Presentation and discussion on Intellectual Outputs – EXTRO SKILLS Closure procedure*

- Project Intellectual Outputs 12 and 13: Presentation by **Gnosi NGO**
- Project Intellectual Outputs 14 and 15: 5 Minutes presentation of the National Report by each partner and presentation of the Synthesis Report and pilot Report on testing phase Presentation by **EURATEX (or all Partners)**

13:00 – 13:30 *Open Discussion –*

**13:30-14:30 Lunch**

14:30 – 15:30 *Presentation and discussion on next steps (future)*

- Dissemination, promotion and update of the Toolkit in the next 2 or 3 years + Platform maintenance: Discussion among all partners
- Multiplier event in Gent, by **Euratex**

**End of Meeting**



**The purpose of the meeting was to contribute to effective project implementation and enhance projects impact, overview the implementation progress so far, represent current project outcomes, discuss on going tasks and outcomes, as well as the project closure procedure.**

#### **Introduction – EURATEX, Roberta Adinolfi**

Roberta Adinolfi from EURATEX, welcome all the participants to Brussels and the 6<sup>th</sup> Technical Meeting and wished success to the work and processes of the technical meeting.

#### **Introduction – SEPEE, Theofilos Aslanidis**

In the continuation, Mr. Theofilos Aslanidis Project Manager of the Extro Skills project from Lead Partner SEPEE, took the floor and thank Euratex for the good and warm organization of the meeting. Then he proceeded with the presentation of the Agenda and provision of logistical information for the meeting. The meeting was structured such that it would start with an overview presentation, then run through administration and financial issues, both to provide a complete overview of the project and to pick up on particular issues that need to be addressed at this time for detailed discussion. Particular emphasis and discussion on issues related to the implemented Intellectual Outputs 12 - 15 and the ongoing work of Intellectual Outputs and the activities that the partnership should undertake for the proper and smooth closure of the project. An analytical overview of the final actions and tasks, will be presented. Theofilos Aslanidis proposed a change to the agenda and specifically he proposed to start the meeting with the presentation of IO15 by Euratex.

#### **Project Intellectual Outputs 14 and 15 (presentation and pending issues) – Roberta Adinolfi - EURATEX**

Roberta Adinolfi from Euratex took the floor and presented the EU level report for IO15 after the implementation of IO14 thus the pilot activities in each partner country. Roberta Adinolfi analytically presented the useful findings from the pilot activities in EU level, highlighted the most important and remarkable of them, per country and section.



Theofilos Aslanidis from SEPEE proposed the pilots to be continued till the mid of March in order to include also France as EURATEX is the partner responsible to undertake the pilots not only in Belgium. Roberta Adinolfi from EURATEX agreed to continue and send the checklist also to EURATEX member in France in order to distribute it to French companies.

Based on the findings that were presented, Luminita Ciobanu from TUIASI, commented that the EXTRO SKILLS training toolkit was designed for the personnel and companies not very experienced in export activities and for students that is the reason why it has a major part of theory based on literature.

Based on the findings that were presented, Ruth Farrell from HDTTC, commented that some links maybe need to be fixed as they appeared not to working.

### **Project Intellectual Output 12 (Presentation and pending issues) - Despoina Panagiotopoulou - GNOSI NGO**

Despoina Panagiotopoulou from GNOSI NGO represented the EXTRO SKILLS webplatform as it is already operational and officially released online.

The presentation made in real conditions of operation of the platform and all the findings from the pilots regarding its operation, interface and all the screens, were discussed among the partners.

The main findings regarding the platform were summarized as follows:

- Some users underlined that they got confused during the navigation through the Units/Courses
- The partners set the issue of the first login to the platform to give the choice of being memorized
- The partners underlined the fact that some links need to be updated or other “don’t work”

The discussion continued among the partners for other possible improvements that should be done to the EXTRO SKILLS webplatform in order to fully address the users’ needs. Specifically, it was asked from GNOSI NGO to proceed with the following improvements:



- At the end of each subunit a BACK button should be added in order facilitate the navigation to the initial page of the Unit.
- Change the ENROL button with the ACCESS TO UNIT
- The Login account will give the option to be memorized
- At the end of each Unit the remark “Courses can be downloaded here” should be added

### **Overview of the implementation process, financial and reporting issues – Theofilos Aslanidis and Despoina Panagiotopoulou**

Theofilos Aslanidis from SEPEE in cooperation with Despoina Panagiotopoulou from GNOSI NGO took the floor and made a presentation on the project’s implementation process and the final issues related for the closure of the project and the final report submission. They highlighted the partners’ attention to the pending issues and activities till the end of the month (official end of the project) and the documents that are required to be sent to the Lead Partner.

An analytical presentation made by Despoina Panagiotopoulou, based on the GANTT timeline with references and highlights of all the actions and IOs that have been done and especially what corrections and/or follow up should be done till the end of the project in March 2018.

Specifically, pending activities that are planned to take place within March are presented in details i.e. organization of the multiplier event in Brussels, implementation of the external evaluation report by the External Quality Evaluator, final Newsletter, Corrections on the Webplatform, draft and submit the final report.

Theofilos Aslanidis mentioned also the remaining project management issues, and especially issues related with the pending documents from each partner regarding the reporting procedure.



Theofilos Aslanidis asked from the partners to provide in details and send an email accordingly, all the documentation corresponding the budget and expenses of each partner for the 30 months implementation period.

At this phase Roberta Adinolfi took the floor and informed the partners that EURATEX is ready for the organization of the multiplier event in Gent on the 14<sup>th</sup> March 2018. Also, Roberta Adinolfi represented and shared with the partners the dissemination material that Euratex will deliver to the participants of the event such as the USB key, the folder with the block and flyer etc.

Finally, Theofilos Aslanidis shared with the partners the material that the External Evaluator assigned for the project, prepared for the partners in order to give their feedback on specific issues during the implementation period. Questionnaires were distributed to the partners and asked for them to fill them in and sign them, in order to give them back to the Evaluator who will prepare and send his report by the end of the month.

### **Project Dissemination Issues – Despoina Panagiotopoulou**

Despoina Panagiotopoulou discussed with the partners dissemination issues based on the EXTRO SKILLS dissemination plan. Specifically, all the partners agreed that they have to use more intensively their dissemination channels and databases in order to increase the visitors of both the Website and the Facebook page and now also the Training Webplatform.

Despoina Panagiotopoulou asked for the partners to be active on Facebook by uploading relevant material and articles and share the page with their contacts. Also, all the partners agreed to work more for the increase of the registered users to the webplatform to at least 500 as it was the initial target of the project.

The partners decided except of the Newsletter to release also a targeted press release about the Training Platform. Gnosi NGO in cooperation with EURATEX will be responsible for drafting a Press Release in English that will be distributed to all the partners for translation in national language.



### **Spin – Off project /Future Cooperation**

Theofilos Aslanidis, asked for the partners to share their thoughts and impressions as the EXTRO SKILLS project is very close to its end. An extensive discussion took place and all the partners expressed their willingness to work during the 2018 in order to draft the EXTRO SKILLS spin off project. Specifically, the ideas that the partners shared were:

- The enrichment of the Training Platform with more courses
- The development of the project to the next level of accreditation of qualifications
- The need to go more in depth as the implemented toolkit was for the beginners. The need now is to work on something more advanced for textiles and clothing industry

Finally, it was decided the spin off to include also face to face training, exchanges and e-learning seminars.

**The meeting ended at 16:00**