



## AGENDA KICK OFF VIDEO CONFERENCE

25<sup>th</sup> June at 11:00 a.m. (Spain Time). Video Conference by WebEx



FORTEC  
Coordination and Management



ITAINNOVA  
Technical development of Detecta tool



UNIVERSITY OF LIMERICK  
Training Map development



UFEMAT  
Umbrella Organisation (Dissemination of the project in all countries)



CONSTRUCTIV  
Skill Competencies Map of Construction sector

## 1. CONSTRUCTIV

Prospective diagnosis of the construction sector. We start from WP2, which includes a series of actions aimed at understanding the construction sector from different perspectives:

- Economic and business area
- Occupational and competence area
- Formation and training area

The study of each area will be carried out from a prospective point of view, that is to say, analyzing the technological, regulatory and social changes that are affecting the sector and the foreseeable evolution it will have in the same..

The result of the WP2 for CONSTRUCTIV will be a COMPETENTIAL MAP of the construction sector. A correlation will be established between this COMPETENTIAL MAP of CONSTRUCTIV and the result of the TRAINING MAP carried out by LIMERICK, a correspondence between the professional competences and the related training actions.

### **SPECIFIC TASKS:**

**1. Study of the economic/commercial framework of the construction sector in Europe through secondary sources (we provide a sample secondary source sheet).**

The first step in making a diagnosis of the sector and to analyze the most recent secondary sources that describe and characterize the construction sector and its different branches of activity at European level. The analysis of the sources will include the preparation of study files for each SOURCE/SHEET, which will enable the search to be systematized and the information to be reused. Subsequently, the analysis will be carried out in the following four phases: **PRE-ANALYSIS, CODING, CATEGORIZATION AND FINAL INTERPRETATION of the information.**

**2. Prospecting trends in the construction sector:** changes and difficulties. Interviews with experts. 50 interviews will have to be conducted. The profile of the interviewees will be BUSINESSMEN with a long experience in the construction sector and a broad vision of the changes that may affect and the impact on the professional profiles required by the companies. We can provide an INTERVIEW GUIDE. It is not necessary for them to be face-to-face. try to have each UFEMAT affiliate in Europe conduct 2-3 interviews with renowned entrepreneurs from each country. The interview is aimed at forecasting the evolution of the sector, as we must gather quality and in-depth information, beyond the flat data arising from qualitative techniques. **A REPORT OF CHANGES AND TRENDS should be issued.**

**3. Delphi panel of experts:** Overview of the competencies of the sector. A number of European initiatives will be taken as a reference in the field of professional competences such as European skills, qualifications and occupations ESCO

(professional occupations according to the ESCO framework) and Skills Panorama in the construction sector. Emerging unregulated competition will be deepened as a consequence of the changes that have taken place right now and those that will take place in the near future. The Delphi research technique will be applied with 10-12 experts in order to find a consensus on the identification and structuring of professional competencies corresponding to emerging activities within the construction sector. *These experts will assess the most relevant skills to be developed in the sector. It is planned to carry out 2 circulations: **FIRST SENDING**: questionnaire to be sent to profiles of experts such as company managers, social agents and employment agencies related to the construction sector, with the aim of evaluating and proposing the **COMPETENCES** corresponding to **EMERGING ACTIVITIES**. We can provide a Delphi model (**QUESTIONNAIRE**). The first reflections will be integrated for the elaboration of a **SECOND SENDING** (conclusions drawn from the first circulation and the objective will be to find the degree of consensus on the organization and structuring of key skills and competences.*

4. **SKILLS MAP**: At the end of this task, a map of professional and regulated competences in force in the sector will be used, as well as other recent and emerging ones that will generate new qualification and regulation needs. **We can provide a model of SKILLS MAP.**

## 2. UNIVERSITY OF LIMERICK

**Exploitation of results. Skills and Training analysis of the construction sector.** We start from WP2, which includes a series of actions aimed at understanding the construction sector from different perspectives:

- Analysis of information related to job offers in the construction sector (professional profiles, locations, requirements, etc.).
- Analysis of information related to training offers (areas of knowledge, locations, objectives)
- Determination of skills and training deficits according to the different parameters (professional profiles, location, type of company in the construction sector, etc.)
- Analysis of the impact of identified deficits on growth and employment in the construction sector.

The study will involve the elaboration of an **intervention plan** with development measures.

The result of the WP2 for LIMERICK will be a VOCATIONAL TRAINING MAP for the construction sector. A correlation will be established between the SKILLS MAP of CONSTRUCTIV and the result of the TRAINING MAP carried out by LIMERICK, a correspondence between the professional competences and the related training actions.

### SPECIFIC TASKS:

1. **Documentary study**: Study of the training framework of the construction sector in Europe through secondary sources (we provide a model of a secondary source file). The first step in making a diagnosis of the sector and to analyze the most recent secondary sources that describe and characterize the construction sector and its

different branches of activity at European level. The analysis of the sources will include the preparation of study files for each SOURCE/SHEET, which will enable the search to be systematized and the information to be reused. Subsequently, the analysis will be carried out in the following four phases: PRE-ANALYSIS, CODING, CATEGORIZATION AND FINAL INTERPRETATION of the information.

2. **Trends in training in the construction sector:** Trends in training prospection in the construction sector: changes and difficulties. Interviews with experts. 50 interviews will have to be conducted. The profile of the interviewees will be VOCATIONAL TRAINING DIRECTORS with a long experience in the construction sector and a broad vision of the changes that may affect and impact on the professional profiles required by companies. We can provide an INTERVIEW GUIDE. They do not need to be face-to-face. Some 2-3 interviews will be conducted with renowned directors or entrepreneurs in the training sector in different countries (at European level) The interview is aimed at forecasting the evolution of training in the sector, since we must gather quality and in-depth information, beyond the flat data that arise from qualitative techniques. A REPORT OF CHANGES AND TRENDS should be issued.

3. **DELPHI PANEL:** Once the SKILLS MAP OF THE SECTOR has been drawn up, an approximation will be made to its formative/training reality, from the following points of view:

- Analysis of the existing training offer that forms part of the regulated study programmes.
- Analysis of the offer of unregulated training and the type of entities that offer it
- Capacity of the current offer to attend training in emerging competencies.

The tasks will be carried out using the Delphi research technique. There are 2 circulations planned. EQAVET, ECVET and CEDEFOP will always be taken as European references, especially when we are analyzing vocational training in the construction sector, a key objective of this study. For the first distribution, a QUESTIONNAIRE will be prepared and sent to 10-12 experts (managers of training institutions, social agents, directors of vocational training, universities related to the construction sector, Technical Colleges) with the aim of evaluating and proposing training actions corresponding to current and emerging activities. In the first reflections of the experts, they will be integrated and analyzed in the cabinet for the elaboration of a second questionnaire with the conclusions of the first one, where a second round of reflections will be initiated. The degree of consensus on the training framework developed will be known, as will the degree of consensus on related issues such as the management and structuring of capacities and the identification of key training actions.

**Once the key training actions are known and identified, LIMERICK will make a final deliverable that will be a TRAINING MAP, especially in VOCATIONAL TRAINING.**

**DELIVERABLES:**

- CONSTRUCTIV: SKILLS MAP in the CONSTRUCTION SECTOR
- UNIVERSITY OF LIMERICK: TRAINING MAP in the CONTRUCTION SECTOR

## TIME SHEETS

We propose a model of control of the hours of dedication of each of the profiles of each partner (Staff categories). It is a \* **model** proposed by the Executive Agency to keep monthly control of the tasks performed by each specialist (Director, researcher, technician or administrative) and the hours that we must allocate each month, even the most urgent would be to send the time sheets from January, if there were hours attributable to management, for example, or another specialist (in WP1, WP6 and WP7). We must keep every monthly time sheet from all the partners in case the Executive Agency asks for them.

Please, to be operational, we must analyze the OVERVIEW, starting from page 86 of the project, where the tasks that each of the partners must perform appear.

We use the tool "**dot project**" in order to deal with all the data. As a partner you are authorized to access to the intranet in [www.e-detecta.eu](http://www.e-detecta.eu). We will give you a username and password to use it. This is an overview of the WP from this software:

---

### 1. Project Management

#### 1.1. Coordination

#### 1.2. Administrative Management

#### 1.3. Preparation and holding of the first transnational planning meeting 1

#### 1.4. Preparation and holding of second transnational meeting: results of WP2

#### 1.5. Preparation and holding of the third transnational meeting: results of WP3

#### 1.6. Preparation and holding of the fourth transnational meeting: results of WP4

#### 1.7. Preparation and holding of the final transnational meeting: results of WP5

### 2. Prospective Diagnosis of the Construction sector

#### 2.1. Study of the economic-business framework of the sector through secondary sources

#### 2.2. Prospecting trends in the sector: changes and difficulties. Interviews with experts.

#### 2.3. Competence reality study of the sector: Skills panorama, ESCO, EUROSTAT, etc. Delphi panel of experts

#### 2.4. Study of the formative reality of the sector: regulated and non-regulated training offer Delphi panel of experts

### 3. Methodological design of the tool for detection of competencies and training needs

#### 3.1. Identification of sources where job offers are published related to construction

#### 3.2. Identification of sources where training offers are published related to construction

#### 3.3. Description of the parameters that define job offers and training

#### 3.4. Determination of the concepts of consultation (place, competence,

---

date, typology of companies, etc.)

3.5. Elaboration of functional requirements of the DETECTA platform

3.6. Elaboration of technical requirements of the DETECTA platform

4. Development of the BigData platform: DETECTA

4.1. Creation of ontologies and categorization of search parameters for different languages

4.2. Design of the system architecture. Validation

4.3. General graphic interface design. Validation

4.4. Definition and development of the search module

4.5 . Implementation of information extraction module

4.6 . Development of the module for analysis of patterns and rules of extracted information

4.7. Development of the Needs Detection Reporting Module

4.8 . Integration First System Prototype

4.9. Testing and validation in the laboratory

4.10. Testing and validation in end users

5. Exploitation of results DETECTA: competence and formative analysis of the construction sector

5.1. Analysis of information related to the job offer (professional profiles, locations, requirements, etc.)

5.2. Analysis of information related to the training offer (areas of knowledge, locations, objectives, etc.)

5.3. Determination of competency and training deficits according to different parameters (professional profile, location, type of company, etc.)

5.4. Analysis of the impact of the deficits detected in the growth and employment of the construction sector

5.5. Elaboration of an intervention plan: improvement measures

6. Dissemination and design of system maintenance plan

6.1. Design and supply of the web portal of the project and elaboration of informative material

6.2. Application of off-line dissemination measures

6.3. Application of on-line dissemination measures

6.4. Elaboration of the system maintenance plan

7. Evaluation and Monitoring

7.1. Selection and collection of information on impact monitoring indicators

7.2. Analysis of the indicators: quarterly reports

---

\* find enclosed a template of timesheet

#### **PARTNER CONTRACTS AND TRANSFERS**

We have already received the signed contracts from the University of Limerick and CONSTRUCTIV, so we will transfer 40% of your budget to each of them during this week.

#### **KICK OFF MEETING IN ZARAGOZA**

We propose a meeting day in Zaragoza, Spain, on 11, 12 or 13 July, so we would have to confirm when it is the best day for everyone to attend the first meeting of the entire consortium. We need your confirmation as soon as possible.

For more information please contact José Pinilla

Tf.:+34 976 79 96 43 E-mail: [jpinilla@formacionytecnologia.com](mailto:jpinilla@formacionytecnologia.com)

Web: [www.e-detecta.eu](http://www.e-detecta.eu)

## MEMORANDUM

*Zaragoza, 25 July 2018 (ITAINNOVA facilities)*

In accordance with the planned agenda, the following is the minutes agreed upon after the meeting with the partners of the Detecta project

1- The meeting was attended by the following people responsible for each partner in the consortium:

- CONSTRUCTIV: Van Roy Kristof and Willem Van Peer
- UNIVERSITY OF LIMERICK: Emma O'Brien .
- ITAINNOVA: David Abadia and Vega Rodríguez
- FORTEC: Angel Esteban and José Pinilla

2- Introduction partners': as partners we have a short description of our institutions and backgrounds. All the partners have a vast experience in projects and seems to be a good relationship among all.

3- Meeting progress: we mainly focus our attention in CONSTRUCTIV and LIMERICK, especially in WP2. They have a similar process and procedures in order to cope with this WP. As it is mentioned in the beginning of this document, they have specific tasks and it must be very well understood by both sides. Also The result of the WP2 for CONSTRUCTIV will be a COMPETENTIAL MAP of the construction sector. A correlation will be established between this COMPETENTIAL MAP of CONSTRUCTIV and the result of the TRAINING MAP carried out by LIMERICK, a correspondence between the professional competences and the related training actions.

We have been stressing the importance of controlling and monitoring tasks and quantifying them. To this end, all partners previously had the timesheet model proposed by the agency for monthly control of tasks and their quantification.

They all accepted and agreed on this procedure for the delivery of the timesheets to the project coordinator, FORTEC.

All of them has experience in this matter, so this makes easy to develop this procedure.

We have also reported one of the tools we will use for project management, "dot project", which we will provide to our partners for use within the intranet of the project website, providing a username and password. This makes easier to interchange the information of tasks of all the WP and the compliance with and coordination of them.

We inform to the partners of the banks transfers during this week, once the Executive Agency confirm us officially the amendment is completed.



4- Kick off Meeting in Zaragoza: finally we propose a meeting day on 12th July and has accepted and confirmed by all the consortium. We will deep in all the tasks and schedule to push forward the project.

We are going to organize an agenda for the kick off meeting for that day from 8 a.m. to 16:00 where every partner will expose their expertise and WP leadership, as well as all the interactions among partners in the WP. Doubts and opportunities are going to be showed.

