



Education and Culture

Leonardo da Vinci

KITE, The European mobile worker's kit EUR/05/C/F/PP-84709

Partnership meetings

N°	Place		Date (dd/mm/yyyy)	Purpose of the meeting
	Country	Town		
7	HU	Budapest	7-8/12/2006	Evaluation of KITE Europass CV plugin in order to prepare final release.
Partners attending				
<ul style="list-style-type: none"> ▪ Margarita PÉREZ-GARCÍA from MENON (P1) ▪ Simon HEID from FIM (P2) ▪ Nicolas DUCOULOMBIER, Antoine DUCOULOMBIER from LDD (P4) ▪ Ildiko MAZAR from EDEN (P6) ▪ Gigliola PAVIOTTI from SCIENTER (P7) 				
Key results (summary of the minutes) (½ page maximum)				
Exchange of information and discussion about the Europass-CV plugin, already tested on three blogs. Setting up a general list of remarks to improve the plug-in and prepare its final release. Dissemination activities				

Record of decisions

1. **Leaflet and postcard content and design.** Two communication support were chosen for dissemination and piloting activities: the institutional leaflet in order to present the project as a whole and the postcards with a much more dynamic and user oriented message for piloting purposes and exploitation of results. The elements that will integrate the leaflet are : the logo of the project, the logos of partners, the aims of KITE, the expected results. A template with the positions of content and images was drafted during the meeting. After general remarks about the proposed leaflet, partners elaborated a new one with a simplified text insisting on benefits of having the Europass-CV plugin for blogs. The general text of the leaflet should be re-arranged, language made more user-friendly. MPG and IM will collaborate with each other to develop the final textual suggestion. Partners must agree with the final text and design, but the decision shall be made upon consensus, taking only one last round in the design. Print should be scheduled for mid March 2007. From the central figure: arrows are missing, eRecruitment and eLearning stripes should be equal in width, the boxes should be equal in size too. Titles should go on the tops of the columns, the figure should look like a mind-map (it does look like it in its present form). Try to express the message with more feature and less text – keywords, like multilingual, accessible, etc.
Partners also agreed on the need of preparing postcards. Partners had a brainstorm about the key messages for the 11 target groups and the two products (reports + plugin). These should be the messages of the postcards. Both the postcard and the leaflet should be colourful and dynamic. The person-image should be a Second Life avatar or a Sim. MPG and IM will look after how to take photos

of these characters. These figures should represent our target groups and (since our creations) these photos could be used free of charge. The designer should take a more conceptual involvement and express himself about the project's message. Regarding the design colours, we can stick to orange and blue (the logo's colours), but need no decoration, unless the additional design elements are meaningful. Keep the essential motifs, convey the message of KITE as best as possible¹.

2. **Communication supports translation.** As soon as MPG and IM have prepared the final text for leaflets and brochures, partners should send their translation in national languages.
3. **Valorisation strategy.** Partners agreed on the last valorisation guidelines before launching the pilot. MPG and IM will work on the preparation of sectoral and partner-related strategy, on the improvement of the valorisation matrix by filtering by target group and partners and inserting the target groups suggested by CD (blog users, open source communities, eRecruitment industry, eLearning industry, enterprises, etc.). Afterwards is important to allocate the tasks to partners divided by different sectors and by different target group. The table will be sent by the 12 of December to partners. Partners should answer asap with their comments and suggestions.
4. **Plugin evaluation and improvements.** MPG commit herself to guarantee that the list of improvements issued from the meeting will be the final list and no more improvements relating to core functionalities or interface will be done, unless there are bugs relating to functionalities already developed. Partners have analysed the 10 evaluation questionnaires collected with Monkey Survey and established the following list of improvements:
 - Any PHP upgrade must be done before in a test server in order to guarantee optimum conditions for the pilot. Only when testing the plugin and verifying its correct behaviour on the new PHP version, the upgrade on the pilot server will be accepted; Nicolas: security upgrades are automatic, but other php upgrades have to be controls, they had similar problems with other projects not only KITE.
 - FIM must guarantee the speediness of the pilot server by allocating a dedicated server during pilot phase.
 - A new user interface will be developed to ensure user understands the difference between mater CV and customised Cvs;
 - Links to external sources of information such as CEDEFOP and EU need to be verified and corrected before final release in order to guarantee that no broken link to European institution is present.
 - There is a need to subcontract a designer that will guarantee a fluid design and behaviour for ELGG and under IE, since the plugin is not working in the same as in Firefox. The main problems identified with IE were related to JavaScript and CSS. LDD have the budget allocation under subcontracting costs to cover these expenses. Other behaviour problems appear when running the plugin under IE such as the white page that appears under the section Social Skills instead of the modified page and the fact that the information is multiplied when publish the CV and not removable from 'edit' mode. The problem is that sometimes the master CV sends multiple information to publish CV.

1 Proposed text for the Brochure

Have you heard of Europass CV yet?

Do you think you are taking advantage of using Internet in your job search? – With KITE you can explore the possibilities.

Aren't you tired of re-writing your CV every time you apply for a new job? – No more cut and paste with KITE.

You have many great skills and competences, but you only want to highlight some of them in your CV? – Pick and mix as you like from your complete Master CV and produce a customised document.

Aren't you tired of uploading maintaining your CV for different job boards and recruitment services? Are you fed up with building different versions of your CV from scratch? Do you know that from one Master CV you can produce as many CVs as you want? Wanted to publish your CV on the Internet without programming skills?

Wanting to protect your data by sending your private CV to potential employers?

Do you use blogs for your online job-search? – Try it!

Do you know how to present your CV? – KITE and Europass can help you.

Does keeping control over your personal data matters to you? – With KITE, your personal information is stored in your blog and you choose what to provide for your selected contacts.

Are you an employer? – From now on you can go to the blogosphere to find the right people.

Would you like to avoid your data spreading around without your permission? – Password protect your CVs in the KITE plugin.

Have you just finished your studies and have little experience about how a proper CV looks like? – KITE applies an EU approved and supported CV template, taking into consideration all categories that are important.

- The calendar under the education and training section must allow greater freedom when choosing the dates i.e. the calendar should allow to choose only the month (without specification of date). It could be a good thing to allow this function, since normally you don't remember the specific date when you started school (i.e. primary school). The month actually is not clickable, but the calendar is taken from a library, and so not easily modifiable. Since the development of a new calendar is too long and expensive, we will leave the actual calendar in the final release and a note will be added stating that "to achieve maximum interoperability, use the date format provided, otherwise enter what'd you'd like to appear in your printed CV."
 - The size of the font on the Education section is too little for sections like "level name, code etc.", not readable, it looks condensed. It could be a job done by the 'CSS designer' we will hire as subcontractor. To be able to read everything in any browser, make the "explanation-interaction" font's default differently. The sections and lines must be readable and clearly identified: they might be coloured or bold. All the interaction buttons should be the same for the users.
 - There is a need to enable the possibility to add some text to education section, such as links. The additional information can contain the URL of what users need as agreed in Naples.
 - The capability of adding clickable links under the section Additional Information must be enabled.
 - There is a need to remove the anchor from the editing (so that when e.g. deleting something from the bottom of the page, with the "remove" button click, we do not jump back on the top.
 - In CV publishing default values should be not empty but the (first) values user entered in his/her master CV.
 - The evaluation in order to modify the user interface and satisfy uses cases can be found in the assessment evaluation produced by MPG, annex to this record of decision.
5. **Pilot phase.** The pilot phase will be held from 15th of April to the 15th of May. Partners should send their pilot templates before the 15th of March.
 6. **Next meeting for pilot evaluation.** Partners agreed that the next meeting will be held in Erlangen in FIM premises, the 30th of May, between MPG, GP, ND and SH in order to prepare the pilot evaluation and the comparative report.