WORKS General Assembly
Sofia, 19-21 September 2007

Present were:

K.U.LEUVEN, Belgium	Ramioul Monique, Volders Sandra, Geurts Karen, De Bruyn Tom
FORBA, Austria	Flecker Jörg, Schönauer Annika
WLRI/LONDONMET, UK	Huws Ursula, Dahlmann Simone
FTU, Belgium	Valenduc Gérard, Vendramin Patricia
KEKMOKOP/UPSPS, Greece	Petraki Georgia, Gavroglou Stavros, Linardos Petros, Stratigaki Maria
UT, Netherlands	Trommel Willem, Bannink Duco, Hoogenboom Marcel
ISER/UESSEX, UK	Brynin Malcolm
ISB, Hungary	Csizmadia Peter
ISF, Germany	Meil Pamela, Dunkel Wolfgang
ITAS/FZK, Germany	Krings Bettina-Johanna, Nierling Linda, Bechmann Martin
IET/FFCT-UNL	Moniz António, Ramires Paulos Margarida
IRES, Italy	Altieri Giovanna, Pedaci Marcello, Birindelli Lorenzo
SINTEF, Norway	Dahl-Jørgensen Carla, Torvatn Hans
CEE, France	Greenan Nathalie, Walkowiak Emmanuelle, Kalugina Ekaterina, Kocoglu Yusuf
IS, Bulgaria	Kirov Vassil, Stoilova Rumiana, Ivanova Mariya
NRCWE, Denmark	Hasle Peter
EC, Belgium	Sobczak Dominik

Agenda

Wednesday, 19 September 2007

09.00 – 12.00 | **Scientific Board meeting**

13.00 – 13.30 | **Plenary session: Welcome and general introduction**
Monique Ramioul - Rapporteur: Sandra Volders
- A short retrospective on the second project year
- Overview of the agenda and objectives of the meeting

13.30 – 14.00 | **Plenary session: Quantitative pillar– Presentation of WP9 results**
Global value chain restructuring and shifts in employment: CLFS data
Karen Geurts

14.00 – 15.00 | **Plenary session: Qualitative pillar– Presentation of WP10/WP11 results**
- Draft case study report on business functions/activities, including comparative evaluation
  Jörg Flecker
- Draft case study report on individual and work/life issues in occupational groups, including comparative evaluation
  Patricia Vendramin

15.00 – 15.30	**Coffee break**
15.30 – 18.30	**Parallel sessions: Qualitative pillar – Discussion in two parallel groups** ▪ **Session a -** *Jörg Flecker - Gérard Valenduc* ▪ **Session b -** *Patricia Vendramin - Pamela Meil*
19.30 – ...	**Joint dinner**

Thursday, 20 September 2007

09.00 – 09.30	**Plenary session: Quantitative pillar – Presentation of the WP9 results** Trends in work organisation and working conditions – EWCS data *Ekaterina Kalugina*
09.30 – 10.00	**Plenary session: Policy pillar** *Pamela Meil* ▪ Overview of the policy input from the case studies ▪ Additional input from partners ▪ Discussion in parallel groups
10.00 – 12.30	**Parallel sessions: Policy pillar – Discussion in two parallel groups** ▪ **Session a** - *Pamela Meil – Rapporteur: Duco Banninck* ▪ **Session b** - *Willem Trommel - Rapporteur: Wolfgang Dunkel*
11.00 – 11.30	**Coffee break in between**
12.30 – 13.00	**Plenary session: Quantitative pillar – Presentation of WP8 results** Changes in work – Organisation surveys in Europe *Monique Ramioul*
13.00 – 14.00	**Joint lunch**
14.00 – 14.30	**Plenary session: Theory pillar –WP12 Thematic reports** *Ursula Huws* ▪ Introduction to the next steps ▪ Structure of the afternoon discussion ▪ Review process and next steps ▪ Deadlines, AOB ▪ Discussion in parallel groups
14.30 – 15.45	**Parallel sessions: Discussion of the proposed outlines and the use of all the empirical material** ▪ **Session 1** Report No 1 Global value chain restructuring (WLRI, HIVA, FORBA) Report No 3 Strategies to achieve flexibility in the workplace (FORBA, USPS) Report no 2 Changes in workers' organisation and representation (ISF, ATK) ▪ **Session 2** Report no 9 Changes in work in transitional economies (ISB, IS) Report no 8 Change processes and future perspectives (FFCT, UT, ITAS)
15.45 – 16.15	**Coffee break in between + switch of parallel groups**
16.15 – 17.30	**Parallel sessions: Discussion of the proposed outlines and the use of all the empirical material** ▪ **Session 3** Report no 11 Employers' use of technology and the impact on organisational structures (CEE, ISB) Report no 4 Skills and qualifications policies (HIVA, UT) Report no 5 New career trajectories (FTU, IRES)

- **Session 4**
  Report no 6 Changing gender and ethnic relations (WLRI, USPS)
  Report no 7 Working time, gender and work-life balance (IRES, ITAS)
  Report no 10 Health safety and the quality of working life (IRES, SINTEF)

17.30 – 18.00 | **Plenary session: Short resume by the rapporteurs**

18.00 – 18.30 | **Plenary session: Quantitative pillar – Presentation of WP9 results**
Work flexibility in Europe: a sectoral and occupational description - CLFS data on time use and flexibility
Lorenzo Birindelli

Friday, 21 September 2007

Whole day in plenary

09.00 – 09.30 | **Quantitative pillar – Presentation of WP9 results**
Occupational change in Europe– ECHP data
Malcolm Brynin

09.30 – 10.30 | **Management and dissemination issues**
Monique Ramioul – Rapporteur: Sandra Volders
- General presentation of the detailed implementation plan third project year (M25-M42)
- Work schedule and timing for the third project year
- Plans on further dissemination initiatives
- WORKS publications – common bibliography
- Forthcoming events and meetings

10.30 – 11.00 | **Coffee break**

11.00 – 11.30 | **Kick-off of WP19 – Final conference Rome 2008**
Ursula Huws
- Theme
- Place
- Date
- Structure
- First announcement and promotion

11.30 – 12.00 | **Quantitative pillar – Kick-off WP15**
Monique Ramioul
- Detailed work schedule, objectives, deliverables, timing, division of tasks
- Partners of this pillar: HIVA, LMU, ISB, UESSEX, IRES, SINTEF, IET, CEE

12.00 – 13.00 | **Joint lunch**
During lunch subgroup meeting WP19 (LMU, IRES, HIVA) – division of labour for the conference organisation

13.00 – 13.30 | **Policy pillar – Kick-off WP13**
Pamela Meil
- Detailed work schedule, objectives, deliverables, timing, division of tasks
- Partners of this pillar: ISF, UT, UPSPS, IET, ATK

13.30 – 14.00 | **Qualitative pillar – Kick-off WP14**
Jörg Flecker
- Detailed work schedule, objectives, deliverables, timing, division of tasks
- Partners of this pillar: FORBA, ATK, LMU, FTU, ISF, FZK, IRES, IS

14.00 – 15.30 | **The WP groups of WP13, 14, 15 can discuss the plans in detail**

Minutes

Wednesday, 19 September 2007

Welcome and general introduction

Speaker: Monique Ramioul
Rapporteur: Sandra Volders

See presentation.

Monique opens the meeting welcoming all the participants and thanks the Bulgarian partner for hosting this meeting and for organising it on this beautiful spot. Special gratitude goes to Dominik Sobczak, project officer of the WORKS project, who accepted the invitation to attend the meeting.

She gives an overview of the agenda for the forthcoming days and formulates the challenges and objectives for this General Assembly meeting.

A short retrospective including the project's achievements to date, the project outcome and future plans, ... is presented. This information is also included in the periodic activity report that was submitted to the EC in June 2007.

The second project year was mainly devoted to the case studies and the quantitative analysis of secondary EU level data. The whole consortium turned in a tremendous performance by finalising almost 58 organisational and 30 occupational case studies in time. Most of the case studies were in line with the criteria formulated in advance. This is a big achievement on which we may be very proud. Also the work of the quantitative pillar is reported and the outcome will be very useful for several thematic reports that are planned in the next project's phase. Further, a few partners sent a proposal for additional, transnational case studies. These additional reports will be finalised in the forthcoming weeks in order to integrate these additional results into the comparative report. UT already carried out interviews in Ghana which turned out to be very relevant and useful for the project. Their report is already finalised, but it has to be treated confidentially.

Further, the first international conference was organised and the online conference proceedings are available on the project website. A few conference papers were also reviewed in view of including them in the second issue of the Journal which has been published recently and which will be distributed soon.

Besides this, the management of the project was important in the second project year.
First of all, there was the closing down of the Swedish partner institute, NIWL, which made it necessary to reallocate the budget and the work amongst the other partners.
Second, a new partner institute joined the consortium, the National Research Centre for the Working Environment, represented at the meeting by Peter Hasle. NRCWE is a government research institute under the Ministry of Employment and is obligated to contribute to a safe, healthy and developing work environment in accordance with technical and social development. They are also a national centre for work environment research. This means that the institute conducts strategic research, and it contributes to securing the best possible co-ordination of Danish work environment research. Furthermore, NRCWE monitors international work environment research and the environmental development nationally as well as internationally. The Danish team was already involved in the qualitative pillar for which they delivered a Danish case study report, and they will co-operate in the thematic report on 'Health safety and the quality of working life'.
Finally, the financial management reports were finalised in time thanks to the efforts of all the partners and their financial staff.
Worth mentioning is that during the contract negotiations it was asked to cut down the budget, but despite the constraints in time and budget, up to now everybody succeeded to do the work more or less within the assigned budget. However, during the contract negotiations the EC also asked to

reduce the travel budget and this resulted in an inevitable overspending of the travel budgets for several partners.

Quantitative pillar – Presentation of WP9 results

General comment on WP9 of the quantitative pillar:
- Some WP9 reports will be updated with the most recent published data of the latest waves.
- Partners are requested to read the quantitative reports and their annexes in order to be able to include the results which will be relevant for their thematic reports. This will be discussed further on.

Karen Geurts presents the results of D9.2 on 'Global value chain restructuring and shifts in employment: CLFS data'.

See presentation and the report on the project website and intranet.

Qualitative pillar – Presentation of WP10/WP11 results

In this plenary session the draft comparative/synthesis reports on 'business functions/activities' and 'Individual and work/life issues in occupational groups' are presented and further discussed.

These comparative reports are based on the individual case study reports and are still work in progress. There is still much to do before the reports can be finalised. In the week following the meeting, partners will be requested to give additional feedback by email on the reports in order to further improve them.

Jörg and Pam already received very good feedback on their paper on the work of the qualitative pillar presented at the 'Work, Employment and Society' conference in Aberdeen (12-14/09/07).

This is the list of the different presentations. The respective PowerPoint presentations can be consulted on the intranet.
- organisational case study reports – IT;
- occupational case study reports – Researchers in IT;
- organisational case study reports – Software development;
- organisational case study reports – IT services for the public sector;
- occupational case study reports – Software professionals;
- organisational case study reports – Customer service in the public sector;
- occupational case study reports – Customer service front office;
- organisational case study reports – Clothing R&D;
- occupational case study reports – Designers in the clothing sector.

Thursday, 20 September 2007

Quantitative pillar – Presentation of the WP9 results

See presentation and the report on the project website and intranet.

Presentation on D9.2 report 'Trends in work organisation and working conditions – EWCS data', by Ekaterina Kalugina.

Policy pillar

Pam gives an overview of the policy input from the case studies. Additional input from partners is given during the discussions in parallel groups.

Parallel session 1 / Pamela Meil – Rapporteur: Duco Banninck

Parallel session 2 / Willem Trommel - Rapporteur: Wolfgang Dunkel

Quantitative pillar – Presentation of WP8 results

See presentation and the report on the project website and intranet.

Presentation of D8.2 on 'Changes in work – Organisation surveys in Europe', by Monique Ramioul.

Theory pillar –WP12 Thematic reports

Ursula starts with an introduction to the next steps in the data analysis, an overview of the structure of the afternoon discussion, the review process and a resume of the deadlines for this pillar.

The Scientific Board proposes to organise an extra meeting for further in-depth discussion on the thematic reports, but before a decision for an additional meeting can be taken, a solution for the shortage of travel budget needs to be found. Therefore it is asked to the EC Project Officer whether part of the remaining NIWL budget can be used for this purpose. Dominik Sobczak will check if and under what conditions a budget transfer can be made for the purpose of this additional meeting. (*Note: this transfer has been approved by the EC in the weeks after the meeting.)*

It is stressed that the partners should not postpone to start writing the thematic report. The discussions of the January meeting will have to be based on reasonable elaborated drafts in order to make in-depth discussions possible and useful.

Afterwards, the group is divided in subgroups for further discussion of the proposed outlines and the use of all the empirical material. Every session starts with a short presentation of the outline of each report by the main authors. These outlines are available at the intranet.

The different authors of the thematic reports take extensive notes of the comments and discussions on their outlines and will finetune the outlines taking these into account.

Session 1
- Report No 1 Global value chain restructuring (WLRI, HIVA, FORBA)
- Report No 3 Strategies to achieve flexibility in the workplace (FORBA, USPS)
- Report no 2 Changes in workers' organisation and representation (ISF, ATK)

Session 2
- Report no 9 Changes in work in transitional economies (ISB, IS)
- Report no 8 Change processes and future perspectives (FFCT, UT, ITAS)

Session 3
- Report no 11 Employers' use of technology and the impact on organisational structures (CEE, ISB)
- Report no 4 Skills and qualifications policies (HIVA, UT)
- Report no 5 New career trajectories (FTU, IRES)

Session 4
- Report no 6 Changing gender and ethnic relations (WLRI, USPS)
- Report no 7 Working time, gender and work-life balance (IRES, ITAS)
- Report no 10 Health safety and the quality of working life (IRES, SINTEF)

Theory pillar - Short resume by the rapporteurs

Quantitative pillar – Presentation of WP9 results

See presentation and the report on the project website and intranet.

Presentation of D9.2 on 'Work flexibility in Europe: a sectoral and occupational description - CLFS data on time use and flexibility', by Lorenzo Birindelli.

Closing of day two

Dominic Sobczak proposes to involve DG Employment actively in the project and to inform them on the present results of the project. He will check whether it is possible to give presentations of the different project pillars during workshops organised by the EC.

This initiative is applauded by all partners. The consortium will be pleased to actively disseminate the project's outcome to the EC audience.

Friday, 21 September 2007

Quantitative pillar – Presentation of WP9 results

See presentation and the report on the project website and intranet.

Presentation of D9.2 on 'Occupational change in Europe– ECHP data', by Malcolm Brynin.

Qualitative pillar – Conclusions

Several issues are discussed:

- The organisation of an extra meeting for further in-depth discussion on the thematic reports:
  We would benefit of additional in-depth discussions when writing the thematic reports. The need for a correct and joint understanding of all the empirical material and the need for a discussion on the different thematic reports requires an additional face to face meeting. The amount of data, both quantitative and qualitative, to be analysed is huge and requires a second and deeper discussion which is not feasable in the frame of this (already overloaded) GA meeting.
  Since the travel budgets are too small to cover this additional travel, it is necessary to look for additional means to organise this meeting. In this respect we might use the remaining NIWL budget of approx. 13.000 euro if this is approved by the EC. Pending the EC approval, the GA agrees to divide this available budget over the partners taking into consideration their travel distance. The budget for an evening dinner and possible other common expenses (coffee,…) will be assigned to HIVA, because such costs are easier to pay on one bill.
  A two-day meeting, starting on Monday 21 January at noon and ending on Tuesday 22 January at noon, will be organised. This allows the partners to limit their overnight stay to one night. Two locations are suggested, Munich or Leuven. (*Note: after investigation of practicalities and costs, Leuven turned out to be the best choice.)*
- Anonymisation of the case study reports:
  It is obliged to anonymise the firms in the comparative reports because these reports will be widespread to a broader public. In some countries the anonymisation is even a legal obligation. Partners are asked to check whether the presentation of their cases is sufficiently anonymous. The individual case study reports, on the other hand, will only be put on the project's intranet but they need to be anonymised too in order to protect the interviewed employees and staff in case of unintended circulation. Under no condition, the individual case study reports can be circulated outside the consortium, even not in case the organisation asks this explicitly.
  However, to meet the IPR of the authors of the individual case study reports, we need to find a solution to refer correctly to these in the comparative case study reports and further dissemination means. Therefore, all case study reports need to have a clear title and identifiable authors. For this aim partners are asked to give a title + subtitle (= 'Internal working paper) and to include all the authors. Partners who prefer to use new titles of the reports in view of this bibliographical reference will send the details to FORBA. Further it is agreed that when writing a paper on the case study, partners need to refer first to the comparative reports (give priority to formal WORKS deliverables); next it is also possible to refer to the working material (= case study report).
- Related to this, it is considered to use codes instead of nicknames for the companies. The structure of this codes could be something like C(=country)S(=Sector)BF(=business function)N(=Number). This might facilitate to identify to which case study reference is made.

- Interaction between qualitative and quantitative pillars and the authors of the thematic reports: First of all, the partners are expected to read the reports ànd to use the available background information (annexes, tables, literature reviews…) of these reports. Second, partners of the quantitative pillar are asked to be open for questions (for clarifications/more information) from others in view of correct use of the data and - to a reasonable extent – for additional clarifications.
- Intellectual property rights on case study results/reports:
  It is important that the project results/material will be analysed/disseminated as much as possible, but we also need to deal correctly with the IPR of the study; we have a responsibility to each other in this respect. After discussion, it is agreed that (1) the WP10+11 partners have the first priority to work with the case study material in view of the formal project deliverables. (2) Next, the authors of the thematic reports can refer to the individual case study reports in case they want to include additional information that has not been included in the comparative case study reports; (3) in a next step, everybody who carried out a case study is encouraged to further analyse these cases in additional publications, such as conference papers and articles; (4) if partners want to use material from case studies that they did not carry out themselves (case studies from other partners), there are supposed to ask for the permission the authors/owners of the case reports and there should be correct and full reference to the case study reports. In addition, the Scientific Board needs to be informed about this in order to monitor the overall project and consortium objectives.
  However, in practice it is difficult not to refer directly to WORKS results in the case of oral interviews with journalists. For this purpose, you don't need authorisation of the SB and authors.
- Overlap between occupational and organisational cases:
  There is an overlap of information of occupational and organisational cases. How to deal with this overlap? It is agreed that the comparative reports are the resources to write the thematic reports. It is suggested to add a synthesis box of approx. 1 page at the end of each case (in case this was not yet included). The conclusions of the occupational and organisational comparative reports need to be geared to each other in order to avoid different conclusions.

Next steps:
- Finalisation of the comparative reports by the end of October 2007.
- Partners are requested to give feedback on the draft reports, to answer the questions highlighted in the text and to inform FORBA/FTU if they feel that something is not dealt with or is interpreted wrongly in the comparative reports.
- FORBA/FTU welcomes additional case study information on the following topics: standardisation of work; contractual relations between organisations, service level agreements, ... and their impact on work; and fragmentation of employment. They will send an additional email to all partners to remind them of this question.
- The results of the transnational cases would preferably be integrated in the comparative report, but this is only possible when everybody submits the material before mid-October. Transnational cases delivered after that date are not unuseful and will be made available on the website for the authors of the thematic reports.

HIVA will check if the comparative reports can be published within the EC series.

Management and dissemination issues

Speaker: Monique Ramioul
Rapporteur: Sandra Volders

See presentation.

- A budget for dissemination activities has been assigned to every partner. They are encouraged to do extra efforts to dissemination at the national level.
- The glossary is finalised and made available on the public part of the project website. HIVA will check if there is budget to publish this glossary as a booklet as well.
- The thematic reports will be delivered to the EC by the end of May 2008, but after that deadline there will be enough time to edit/check the report before official publication.
- At the end of May 2008 we need to deliver approx. 15 reports to the EC. The time for HIVA to do the layout of every report is very limited. Therefore partners are requested to use the WORKS

report template. Partners who can not do it themselves, may ask it to HIVA but will then be charged for this extra work.
- Partners are urged to use the common bibliography of WP3 (available on the public part of the project website) to avoid extra efforts.

Kick-off of WP19 – Final conference Rome 2008

Speaker: Ursula Huws and Simone Dahlmann
Rapporteur: Sandra Volders

See presentation.

- The conference will be organised in Rome (Italy) on 8-9 October 2008.
- Proposed conference title: 'Fragmentation. The future of work in the KBS?'.
- The objective of this conference is innovating the knowledge on changes in work in the knowledge-based society by developing a global perspective taking full account of the implications for work organisation of global economic restructuring and the recomposition of value chains. The conference will draw together the results of the theoretical, quantitative and qualitative empirical work of the project together with comparative information from outside the project. This final conference will have a clear global dimension, aiming to present the work of the project in a manner which facilitates the location of restructuring of work in the EU within the context of a global knowledge-based economy.
- The conference will hold in two parts: Part 1, on the afternoon of October 8th, 2008 will be a major plenary event, designed to launch the work of the project, and followed by a cocktail reception in the evening. On the 9th we will move into parallel sessions. The speakers are WORKS partners who will present the results of our research, with external experts acting as discussants. The conference will be round off with a conference dinner.
- It is impossible to stay in one conference venue (very expensive) for both the conference and the General Assembly meeting. The first day will be organised in either an academic venue or private conference centre. The second day and the GA meeting will probably take place in Cgil, a conference building of the union which is located in the centre.
- The conference language is English; translation into Italian will only be provided on the first conference day.
- We would like to start advertising the conference well in advance in order to ensure a good attendance.
- A conference fee of approx. 80 euro will be charged to external people (not for the WORKS consortium) to avoid no showns.
- The conference papers will be reviewed and made available on the project website. A selection of the conference papers will be subject to peer review and published in a special issue of the Journal.
- It will be impossible to stay in one hotel with the whole group. IRES will suggest/recommend hotels in the neighbourhood and each partner will take care of his or her hotel booking.

To do
- Each country may propose/suggest/nominate 2 persons (1 academic, 1 policy person) who can act as discussant. These people can be reimbursed for their travel and subsistence costs, except EC and government people (who can claim these costs at their institute) and people of other EC projects (they have their own dissemination budget for this). People from development countries can also receive a fee/honorarium to encourage/allow them to participate.
- Partners can also suggest important persons of their country who need to be invited. If we can not offer them a role as discussant, they can be asked as chair person.
- We will advertise widely and hope for an attendance of 150 approx. The conference organisers rely on the help of the partners to promote the conference as wide as possible. Everybody will be encouraged to include the conference announcement into their auto signatures, institute's website and to circulate it amongst their contacts.
- The authors/speakers will be asked to write a one page synthesis/fact sheet of each thematic report to include in the conference map.

Quantitative pillar – Kick-off WP15

Speaker: Monique Ramioul
Rapporteur: Sandra Volders

See presentation + Detailed Implementation Plan Y3.

There are not much deviations from the original work plan; only a few reorganisations in the composition of partners involved in WP13 + WP15.

An important aim of the quantitative analysis in this third project phase is indeed to integrate the findings of the secondary analysis of both the organisation surveys and the individual and household surveys, as analysed the previous project phase, in view of the thematic reports of WP12.

Tasks:
- additional analysis on the individual survey data with new available data of the European Working Conditions Survey (2005 wave) by CEE (November 2007);
- the results of the individual survey data will be reviewed and complemented from a regional perspective by partners who represent a region in Europe;
- in view of maximising the uptake of the results of WP8 and WP9 into the 'Thematic reports' the authors of the WP8 and WP9 deliverables will provide these results to the authors of the thematic reports;
- an expert workshop will be organised on methodologies of measuring employment effects related to value chain restructuring (March 2008);
- the final deliverable of this workpackage will include an assessment of the existing data sources for measuring changes in work at the European level and recommendations to improve this in the future (May 2008).

The Greek partner proposes to be included in the regional fine-tuning and additional explanations for WP8-WP9 results, which is agreed.

Policy pillar – Kick-off WP13

Speaker: Pamela Meil
Rapporteur: Sandra Volders

See presentation + Detailed Implementation Plan Y3.

The main objectives of this WP are: to achieve a better understanding of the role of institutional frameworks, which are relevant for labour regulation and the promotion of quality of work life, and to shed light on new developments in the field of social dialogue in Europe, especially regarding the interrelationship between changes in the value-added chain and the quality of working life.

Suggested areas for additional key topics:
- health and safety under a value chain perspective (suggested by Peter Hasle);
- workers involvement on establishment level (suggested by Jörg).

All partners will be asked for additional information/explanations if something is not clear in their policy note on the case studies.

Qualitative pillar – Kick-off WP14

Speaker: Jörg Flecker
Rapporteur: Sandra Volders

See presentation + Detailed Implementation Plan Y3.

The objective of this workpackage is to develop training material/manuals which combine academic methodological knowledge with experience-based knowledge gained in international research co-

operation. The manual will mainly include information on how to organise organisational case studies step by step and information on the necessary skills that researchers need to organise/do case studies.

The material developed within this WP will be implemented in the 2 trainings that will be organised in the fourth project year (WP17+18).

The WP14 group will be splitted into 2 groups; one for preparing the material for researchers (FORBA/FZK/IS/ISF/WLRI), one for preparing the material for unionists (ATK, FTU, IRES).

The resources provided for this WP are too limited for the development of new things. Some partners give suggestions of existing material that could be of interest:

- WLRI: manual on the organisation of case studies developed for the European Foundation;
- HIVA: the MOOS offshore management handbook developed with the support of the European Social Fund.

This material will be circulated amongst the partners.

Because the group for preparing the material for unionists is rather small (3 partners), it would be interested to know what are the kind of needs in the different countries. ATK will ask for input from other partners.

The manual for unionists needs to be very short because they don't like to read bulky reports. Important information for unionists are: 'How to improve the knowledge they can use?', 'trends/facts/changes', 'What is a good/best practice to handle certain problems?'.

The fact sheets/synthesis reports that will be developed for the conference, can also be used for the trainings and can be translated in different languages. Partners can use their dissemination budgets for this purpose.

Monique closes the meeting thanking all for the very constructive meeting and contributions to all the fruitful discussions. Special gratitude goes to IS for the perfect organisation of this meeting.

Action list

Task	To be carried out before	To be carried out by
Project management		
Actively dissemination of the project's outcome	continuous	All
Qualitative pillar		
Check whether the presentation of the cases is sufficiently anonymous	a.s.a.p.	All
Inform FORBA on new titles of the case study report	a.s.a.p.	All
Add a synthesis box of approx. 1 page at the end of each case (in case this is not yet included)	a.s.a.p.	All
Give feedback on comparative reports	a.s.a.p.	All
Give additional case study information on several topics (s.a. standardisation of work, ...)	a.s.a.p.	All
Quantitative pillar		
Update of WP9 report with latest wave	30/11/2007	CEE
Global dissemination		
Propose/suggest 2 persons who can act as discussant during the conference	a.s.a.p.	All
Circulate conference announcement + include in outlook auto signature	a.s.a.p.	All
Circulate material interesting for WP18	a.s.a.p.	WLRI+HIVA
Theory pillar		
Write a one page synthesis/fact sheet of each thematic report to include in the conference map	August 2008	All