

## WORKS Scientific Board Vienna, 3-4 March 2008, FORBA

### Agenda

#### Day 1, Monday 3 March 2008

- 14:00 – 15:45 | **Management issues** - Monique
- Resume of the second project reviews and major action points to be considered in the further discussions of the meeting
- | **WORKS pillar 'Qualitative research'** – Jörg/Gérard
- Action points from the project reviews – if any
  - Final publication of WP10+11 comparative reports
  - Monitoring of the progress made so far on the development of training material (WP14)
  - Strategy for dissemination to EC experts and national stakeholders
  - ...
- 15:45 – 16:15 | **Coffee break**
- 16:15 – 18:00 | **WORKS pillar Policy, institutions and social dialogue'** - Pam
- Action points from the project reviews – if any
  - Monitoring of the progress made so far in the empirical work and further planning (WP13)
  - Strategy for dissemination to EC experts and national stakeholders
  - ...
- | **WORKS pillar 'Quantitative research'** - Monique
- Action points from the project reviews – if any
  - Monitoring of the progress made so far in the empirical work and further planning (WP15)
  - Strategy for dissemination to EC experts and national stakeholders
  - ...
- 18:00 | **End of day 1**

#### Day 2, Tuesday 4 March 2008

- 09:00 – 10:45 | **WORKS pillar 'Theory and concepts'** – Ursula
- Action points from the project reviews – if any
  - State of affairs on the thematic papers and further planning (WP12)

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|---------------|---|
|               | <ul style="list-style-type: none"> <li>▪ Strategy for dissemination to EC experts and national stakeholders</li> <li>▪ ...</li> </ul>   |
|               | <p><b>WORKS pillar ‘Global dissemination’ / final conference - Ursula</b></p> <ul style="list-style-type: none"> <li>▪ Discussion on the final program</li> <li>▪ Promotion strategy</li> <li>▪ Further planning</li> <li>▪ Involvement of EC experts and national stakeholders</li> <li>▪ ...</li> </ul>   |
| 10:45 – 11:15 | <b>Coffee break</b>   |
| 11:15 – 12:30 | <p><b>Project reporting and next DoW - Monique</b></p> <ul style="list-style-type: none"> <li>▪ Other issues from the project reviews <ul style="list-style-type: none"> <li>▪ relation to other 5FP and 6FP projects</li> <li>▪ relation with other interested institutes/countries</li> <li>▪ potential stakeholders suitably involved: lists are missing</li> <li>▪ dissemination and promotion activities: overview of journals in which we can publish, Repec</li> <li>▪ Global Reference Group</li> <li>▪ Assessment of budgets and work</li> </ul> </li> <li>▪ Project reporting Y3</li> <li>▪ Preparations/division of tasks periodic reports – financial and administrative reporting</li> <li>▪ Planning last project year (M37-M48) <ul style="list-style-type: none"> <li>▪ Taking into the account the resume of the second project reviews and major action points</li> <li>▪ Stimulation of dissemination, further uptake and future collaborations</li> <li>▪ Update Gantt</li> </ul> </li> <li>▪ Further dissemination issues</li> </ul> |
| 12:30 – 13:30 | <b>Lunch</b>  |
| 13:30 – 15:00 | <p><b>AOB and next steps, meetings and events - Monique</b></p> <ul style="list-style-type: none"> <li>▪ D20.1 Fourth (digital) Newsletter (March 2008) – content, distribution of tasks, ...</li> <li>▪ Deliverables: Timing review procedures and implications for delivery date</li> <li>▪ Events</li> </ul>   |
| 15:00         | <b>End of the meeting</b>   |

# Minutes

## Present were:

Monique Ramioul, Sandra Volders (HIVA - Belgium), Ursula Huws (LONDONMET – UK), Jörg Flecker (FORBA – Austria), Gérard Valenduc (FTU – Belgium), Pamela Meil (ISF München – Germany)

## Management issues

### **Resume of the second project reviews and major action points to be considered in the further discussions of the meeting**

Monique has summarised the feedback of the three project reviewers in order to identify possible issues for the discussion at the meeting.

The SB members go through the review reports and discuss them pillar per pillar (see details below). Most of the comments can be countered/argued/explained, but it is also important to inform the EC on which actions we have taken in order to accommodate to these comments. Besides, it should be stressed that we also received a lot of compliments from the reviewers! The different replies to topical comments will be integrated in the management report that will be prepared in May.

### Overall assessment

- Workplan and resources: a reviewer remarks a slight under-use of PM for a few pillars. He based his conclusions on the person month breakdown without looking on the budget (several partners have used a higher person month rate than originally planned) and without taking into consideration the shifts of person months to the previous and next working year.
- Workplan next 18 months: another reviewer has a question on the sustainability of the capacity of training activities without additional resources beyond the duration of the project. There are already several ongoing training initiatives of the partners and these are expected to be continued beyond the project.
- Dissemination of results: several products were made available on the project website, e.g. glossary, reports, conference proceedings, journal, workshop documentation, ... The consortium will also put extra efforts in submitting working papers on the REPEQ website.
- Sometimes there is a contradiction in the feedback of reviewers; one is positive on a subject, another is negative on the same subject. Reviewers sometimes have another background and look to the project in another manner. This seems hardly avoidable.

## Pre-financing

Normally the amount of the pre-financing equals to 85% of the estimated Community financial contribution corresponding to the next 18 months (M25-M42) and taking into account the settlement of the costs justified and accepted during the previous reporting periods. However, the EC opted to count the amount of the advance based on the CPF forms of last year instead of using the new forms with the updated amounts. The reason for this is that an advance based on the new CPF forms is only possible after the official signature of the third contract amendment. Obviously, there is a huge delay in signing the contract amendments and if they would wait with the payment until that signature, we would have to wait much longer for the next advance payment.

However, the correct, updated CPF forms for this working period will be taken as the basis for the final settlement.

It should also be noted that several partners will probably have reached the maximum of the total pre-financing and hence will not receive an advance payment for this last working year.

## **Qualitative pillar**

### **Action points from the project reviews**

- No formal deliverables were submitted. Because of this, the reviewers have not formulated many remarks on this pillar.
- The remark on the non delivered guidelines has already been explained in the last management report.
- Link between qualitative and quantitative pillar: this is what WP12 will try to achieve.
- All reviewers compliment on the feedback loop which was an improvement in de research strategy.
- Two partners have not delivered all the case studies as proposed and will be asked to contribute in another way to the project to restore the balance. Monique will contact the partners concerned on this matter and make a concrete proposal.

### **Final publication of WP10+11 comparative reports**

These reports will be made available on the project website and will be published in book form by HIVA.

Forba will inform the partners that the report on the organisational case studies will be made available on the public part of the website soon and will circulate the final version of the report to give the partners the opportunity to check some formal aspects (acknowledgements, authorship and titles of case study reports, anonymity of case study companies, etc.) and give them the last opportunity for changes.

A list of all the organisational and occupational case studies, together with bibliographical details of the case study reports, will be circulated to facilitate referring to these cases in your text. This will also be put on the website.

### **Transnational cases**

These cases will be circulated soon amongst the partners and sent to HIVA for the intranet.

It is not always useful to use/integrate the results of the transnational cases into the thematic reports, but we can propose the authors of the different countries of the transnational cases (for ex. HIVA and IS on Inbev) to write a common article on it.

### **Monitoring of the progress made so far on the development of training material (WP14)**

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 material developed within this WP will be implemented in the 2 trainings that will be organised in the fourth project year (WP17+18). Forba already had a test-run for such a seminar in a national post-graduate course. They are confident to be able to do the WP17 seminar but would need some support, in particular from FZK on the WORKS occupational case studies.

In the WORKS project plan it is foreseen that we will hold a training seminar for researchers on internationally comparative case study research (WP17) in November this year. It is suggested to hold the seminar on 12 and 13 November 2008 in Vienna. The plan is to have 15-20 participants. There are two target groups. First, (junior) researchers who carried out case studies in WORKS and similar projects and would like to exchange experiences and reflect on the methodology;

second, (junior) researchers who want to prepare themselves for European level research and want to learn about the use of case studies in international projects. In addition to the training seminar we will plan an international workshop on comparative case study research. This workshop should enable us to discuss methods and research experiences with other research groups and people interested in case study methodology. The idea is to invite representatives from 4 or 5 international projects with comparative case study research. Travel and subsistence costs for these can be covered with the WP17 budget because 5 external speakers were foreseen for the training seminar but there is no need for external speakers for the training seminar itself (while WORKS partners do have a travel budget for WP17 anyway). It will be suggested to hold this workshop on 14 and 15 November 2008 in Vienna. This would make it possible for the participants of the training seminar to stay on and take part in the workshop as well. In view of the distribution of the budget for personnel costs (1 PM for all except FORBA) the division of labour is not obvious. For the training seminar most of the work needed is organisational and administrative because the training material for the seminar is already being developed in WP14. On this basis it will not be too difficult to carry out the seminar, and it will certainly not need the presence of all partners.

Partners will be asked for help to attract participants to the events.

Regarding the invitation and selection of training seminar participants it is planned to proceed in two steps. First, all WORKS partners will be asked whether researchers from their institutes and from other institutes they know in their country are interested to take part (and can quite firmly commit themselves). Then it will be checked how many places are left and correspondingly advertise the event more or less widely to additional institutes in Europe.

FTU (Gérard) will contact Per (ATK) to ask for a state of the art on the material in the frame of the WP18 training and inform him on the submitting deadline (end of May 2008).

It is not yet clear how the training material will be published. Forba thought to make it available on CD-rom and the project website. Pam mentioned she knows someone who can do the layout and publishing very professionally.

It is decided to publish the material in pdf using the WORKS template.

### **WP18 training trade unions and other stakeholders**

FTU and HIVA participated at the network meeting on trade union related institutes. This network will try to organise several workshops, events, ... and can be useful for the WP18 training.

### **WORKS pillar Policy, institutions and social dialogue'**

#### **Action points from the project reviews**

No special comments on this pillar.

#### **Monitoring of the progress made so far in the empirical work and further planning (WP13)**

A clear deviation of tasks between WP13 partners is agreed.

### **WORKS pillar 'Quantitative research'**

#### **Action points from the project reviews**

Most of the comments of the reviewers can be easily argued.

It should be stressed to the reviewers that:

- the resources for WP15 were very limited and the results of this WP will be in accordance with the budget. This is the same for the policy pillar;
- there is a link between the policy and quantitative pillar; the policy papers written in the frame of the case studies were important for the WP15 papers;
- we encountered problems with/there is a lack of gender statistics. Because of this, the WP9 report contains very few tables which separate results per group (men/women).

### **Monitoring of the progress made so far in the empirical work and further planning (WP15)**

- First draft papers for WP15 were due for December. Not all papers were ready and are still expected.
- It is suggested to make available a 1 page note per country on the national survey resources on the website with links. This will be considered but might not be possible for every country.
- On 13-14 March 2008, a WORKS Expert Workshop will be held in Leuven. The workshop is part of the Quantitative pillar and is focused on innovative methodologies for measuring employment effects of value chain restructuring. The programme (which is very attractive with several important experts from Europe, America, ...) and invitations will be circulated to the partners.

### **WORKS pillar 'Theory and concepts'**

#### **Action points from the project reviews**

The general expectation of the series of scenarios, designed for use in workshops by policy stakeholders and researchers interested in the future of work in the knowledge-based society, is quite high. These scenarios will be developed drawing on the comparative analysis of the empirical research of the WORKS project, together with the work of the 'Policy pillar'. Within the available resources the following tasks will be executed:

- thematic report on future scenarios;
- an extra session on future scenarios on conference;
- scenarios published on project website.

#### **State of affairs on the thematic papers and further planning (WP12)**

- It is agreed to produce a common introduction for the thematic reports describing the WORKS project in general. All pillar leaders will write something on their own pillar; Ursula will integrate these into the general introduction and circulate this amongst the partners.
- Partners will be informed on the procedures for quality control and delivery of the WP12 reports:

The thematic reports will be perceived by many people outside the project as the main outputs from the project. It is therefore important that the reports are of as high a standard as possible. Therefore it is decided to investigate what scope there is for a delay in submission of these reports. In the meantime, we obtained the agreement of our project officer for a one month delay.

The first draft reports have been extended until April 11th. These reports will be formal deliverables and it is important that they are comprehensive and of high quality because they will form the basis of the Commission's scientific evaluation. However there will be a chance to make further revisions to the reports, taking account of the comments of the reviewers (including the peer reviewers at our conference in October) as well as editorial corrections before they will be finally published in 2009.

Taking these factors into account, and also taking account of the need for each report to be checked for consistency with the results of the quantitative and qualitative workpackages, we ask all partners to send us your report by April 11th. The reports will then be checked for consistency and for their general quality in the latter part of April and early May. This timetable is still extremely tight but the SB will endeavour to get the results of this checking process back

to the partners by the middle of May and ask them to be prepared to make any revisions in the light of this internal check by June 6th at the absolute latest.

This revised procedure has important implications for cost accounting and time management. In order to allow person-months after the end of May to carry out revisions to the reports and prepare them for publication, it will be necessary to revise the Description of Work to enable Workpackage 12 to be kept open into the next reporting period. We ask all partners to hold back some time to allow for this, to enable time to be allocated for revisions to WP12 reports during the 2008-9 reporting period.

Partners will be reminded that we already have an extensive bibliography on the WORKS website. Because this has been checked for style, it would be helpful if they could cut and paste from this, rather than retyping bibliographical references, when writing the reports. Finally, the partners will be urged to use the revised report template already circulated by HIVA for the reports and to respect the guidelines. If any partner does not do this and asks HIVA to do the layout on their behalf, then this partner will be charged for this service at HIVA's normal rates.

- Division of labour review thematic reports:

|   | Ursula | Gérard | Pam | Monique | Jörg |
|---|--------|--------|-----|---------|------|
| 1. Global value chain restructuring   |        | x      | X   |         |      |
| 2. Changes in worker organisation and representation at the workplace       | x      |        |     |         | X    |
| 3. Strategies to reach flexibility in the organisation                      |        |        | x   | X       |      |
| 4. Skills and qualification policies and HRM (internal labour markets)      |        | x      |     |         | X    |
| 5. New career trajectories and biographies                                  | X      |        |     | x       |      |
| 6. Changing gender and ethnic relations in the workplace                    |        |        | x   | X       |      |
| 7. Working time, gender and work-life balance                               | x      |        |     |         | X    |
| 8. Change processes and future perspectives                                 | x      | X      |     |         |      |
| 9. Changes in work in transitional economies                                | x      |        |     |         | X    |
| 10. Health, safety and the quality of working life                          |        |        | x   |         | X    |
| 11. Employers' use of technology and the impact on organisational structure |        | X      |     | x       |      |

- All reviewers will need to monitor that there are not any contradictories in the different reports.
- In addition to this review in view of submission the EC of the first versions, the correct use and interpretations of the qualitative and quantitative data has to be carried out too. In this respect Malcolm will also be asked to review the thematic report 'working time, gender and work-life balance'.
- Bettina, who takes over this part from FTU will be briefed what will be expected of checking on consistency of the use of the occupational data.
- In order to minimise delays, reviews will be sent to the authors immediately they are completed in order to allow time for correction and, if necessary, discussion with the reviewer of any points that require clarification. However authors should be aware that if they revise their reports in the light of comments from only one reviewer then they may have to some further revision when the second review arrives.

## WORKS pillar 'Global dissemination' / final conference

- The conference will be held in Rome on 8 and 9 October 2008, organised by WRLI and IRES. A General Assembly meeting (1 day) will coincide with the conference (on 10 October) in order to minimise the travel costs.
- A press conference will be organised beforehand (8 October).

- A draft programme is already available. Most of the experts/discussants already agreed to come to the conference and to present a paper, but WRLI is still waiting on a few confirmations. The SB members discuss and complete the draft.
- It is agreed that WRLI finalises the agenda and sends it to HIVA for the WORKS conference website.
- We will advertise widely and well in advance in order to ensure a good attendance. Special attention will be made to attract trade unions.
- A conference leaflet will be produced by HIVA and widely distributed by HIVA and partners.
- Content conference documentation map:
  - A general presentation of the project will be included.
  - The authors of the thematic reports will be asked to write a one-page summary of their report in English. These summaries can perhaps be translated in other languages.
- The conference dinner will only be open for the speakers and WORKS partners. Due to organisational problems it is not possible to organise this for the other participants as well. Everybody, including journalists, will be invited for the conference cocktail on day 1.
- If necessary, WORKS partners can be charged for the conference dinner.

## Dissemination

All partners received budget for dissemination activities. They will be encouraged to disseminate the WORKS work as widely/much as possible.

Proposed dissemination activities:

- To write an executive summary on the WP10 and 11 comparative reports.
- To publish WP10+11 in book form.
- The following issue of the Journal can contain contributions on case study reports.
- To make press releases on the different reports.
- To submit working papers to <http://repec.org/>. RePEc (Research Papers in Economics) is a collaborative effort of hundreds of volunteers in 63 countries to enhance the dissemination of research in economics. The heart of the project is a decentralized database of working papers, journal articles and software components. All RePEc material is freely available. This medium is rather economic targeted, but nevertheless, it would be worthwhile to submit working papers for it.
- Partners will be encouraged to translate their national presentations into English and distribute this amongst the partners.
- It will be encouraged to submit proposals for panel sessions at conferences. This is a good medium to get feedback on the WORKS work.
- HIVA will circulate a list of journals for which partners can submit articles.

Dissemination of results on the national level is easy, but we encounter difficulties with the dissemination on the EC level. The EC project officer offered to do some promotion within the EC and to get entry to DG Employment by means of invitations to workshops organised by this DG. In the recent Implementation Plan we have listed a number of persons who could be invited for these workshops. The organisation of these workshops should be the responsibility of the PO.

HIVA is also in contact with F. d'Havé, representative of Belgium into the council. He advised to contact EMCO.

## Project reporting and next Detailed Implementation Plan

HIVA will make a structure for all the necessary documents (management report, activity report, Detailed implementation plan) to make it easier for the SB members to include the requested information on their pillar.

Updates Gantt:

- M2.2 - SB meeting: end of January 2009.
- M12.4 – Revised final reports: December 2008.
- M13.3 - Draft final report: November 2008.
- WP14 will not be closed by the end of working year 3, but will continue in the last project year.

## **AOB and next steps, meetings and events**

### **Newsletter**

- Following the Description of Work we normally need to deliver a digital Newsletter by the end of April.
- It is agreed that this Newsletter will be made available on paper because this issue will discuss a lot of WORKS results in great detail.
- The following structure is suggested:
  - Article on quantitative pillar: WP8+9, country reports WP15 + WP15 workshop - edited by Monique
  - Article on qualitative pillar: comparative reports WP10+11 - edited by Jörg and Gérard
  - Article on WP12 thematic reports
  - Information on additional research activities:
    - Announcement WORKS events / peripheral activities:
      - WORKS Conference + programme - edited by Ursula
      - WP17/18 training - edited by Jörg
    - New publications/reports - edited by HIVA
      - Glossary on paper
      - WP10+11 reports in book form
    - Welcome Danish partner - edited by Monique
- Contributions are expected by 4 April.

### **Deliverables: Timing review procedures and implications for delivery date**

- D12.1-12.11 Thematic reports - May 2008
- D14.1 Manual - May 2008
- D15.2 Final report - May 2008
- D2.1 Management and financial reporting – July 2008
- D13.1 Policy report - December 2008

### **Events**

- D15.1 Expert workshop – 13-14 March 2008
- D19.1 Final conference – 8-9 October 2008
- D1.1 General Assembly meeting – 10 October 2008
- D2.2 Scientific Board meeting – October 2008: if there are no urgent agenda items then, this meeting will be planned by the end of the project (Jan.-Febr. 2009).
- D17.1 International training workshop for researchers - seminar on 12 and 13 November 2008, expert workshop on 14 and 15 November 2008: an announcement will be included in the fourth Newsletter.

## To do list

| Task   | Responsible | Deadline |
|--|-------------|----------|
| To send an overview of all occupational case studies to HIVA   | FTU         |          |
| To circulate all transnational cases to partners and to HIVA for the intranet  | FORBA       |          |
| To ask ATK for a state of the art on the material in the frame of the WP18 training  | FTU         |          |
| To ask Malcolm to review the thematic report 'working time, gender and work-life balance'  | HIVA        |          |
| To brief Bettina what will be expected of checking on consistency  | FTU         |          |
| To ask the authors of the thematic reports to write a one-page summary of their report in English for the conference documentation map | WLRI        |          |
| To publish WP10+11 report in book form   | HIVA        |          |
| To provide a structure for all the necessary project reporting documents   | HIVA        |          |