



PROJECT SUMMARY



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PROJECT TRANSFER - TuRning the Atm sector iNto a SuccesFul Example of Replicable social dialogue practices

1. Project Objectives

3. Project Activities / Work Packages

3. Roles and tasks of the partners

4. Project Budget And staff effort

1. Project Objectives

The project TRANSFER has two main specific objectives:

1. To transfer the best practices of social dialogue so far developed in the ATM sector to the other civil aviation sub- sectors, i.e. air crew and ground handling, and, simultaneously, trigger a country-based identification of the challenges and opportunities of improvement related to social dialogue applied to these sectors.
2. To facilitate a trans-national and EU-level exchange of experiences and practices between social partners of the civil aviation sector, with the aim to collect and elaborate recommendations for the European Sectorial Social Dialogue Committee dedicated to civil aviation.

PARTNERS

Number	Role	Short name	Legal name	Country
1	COO	FAST Confsal	FEDERAZIONE AUTONOMA DEI SINDACATISTI DEI TRASPORTI	IT
2	BEN	OPZZ	OGOLNOPOLSKIE POROZUMIENIE ZWIĄZKOW ZAWODOWYCH	PL
3	BEN	BCCI	SDRUZHENIE BULGARSKA TARGOVSKO-PROMISHLENA PALATA	BG
4	BEN	FTR	FEDERATSIA NA TRANSPORTNITE RABOTNITSKI KAM KT PODKREPA	BG
5	BEN	MEF	UNIJA POSLODAVACA CRNE GORE UDRUZENJE	ME
6	AP	CARTEL ALFA	CONFEDERATIA NATIONALA SINDICALA CARTEL ALFA	RO
7	AP	TEHNIC TAROM	SINDICATUL NATIONAL TEHNIC TAROM	RO
8	AP	ATCEUC	ATCEUC ASBL	BE
9	AP	CESI	CESI INTERNATIONAL	BE

2. Expected results

Through a consortium of trade unions and employers' organizations from Italy, Poland, Bulgaria, Romania and Montenegro, and with the support of CESI and ATCEUC as associated partners, the project will have a three-fold strategy:

- a. A capacity building focused on the ATM social dialogue's best practices, connected to an activity of country-based assessment of challenges related to social dialogue in air crew and ground handling sectors.
- b. The development of recommendations for the improvement of the EU-level and national social dialogue of civil aviation, based on a international consultation and leading to a Publication.
- c. The consultation of EU-level social partners involved in the ESSDC, focused on the recommendations and aimed at including them into the works of the Committee; and, simultaneously, the involvement of transport sector-related national social partners in a capacity building session.

TRANSFER will meet the Call's requirements related to:

- involvement of both trade unions and employers' organizations;
- support and commitment from EU-level social partners;
- work on issues, topics and priorities defined within EU-level social dialogue;
- contribution to the works of the Civil Aviation Committee;
- improvement of social partners' capacities to trigger effective social dialogue outcomes in civil aviation.

3. Project Activities, Work Packages and tasks of the partners

WORK PACKAGE 1 – PROJECT MANAGEMENT AND COORDINATION – MONTHS 1-24

Duration: M1 – M24		Lead Beneficiary:		
Task No	Task Name	Description		
			Nam e	
T1.1	Project Management and Coordination	Each participant will guarantee the execution of the tasks and roles agreed at the preparation stage. They will do so through the inclusion of managerial staff, appointed to facilitate the cooperation among organizations, ensuring that activities and results are achieved as planned and budgeted.	FAST CONFESAL OPZZ BCC I FTR MEF	
		Management and coordination will be implemented throughout the 24 months of implementation by leveraging on the most usual Project Cycle Management tools.	CESI ATCEUC SNTT	
		Managerial staff will be represented by participants' Coordinators, acting also as legal points of contact towards the Lead Beneficiary and the Contracting Authority.	CARTEL ALFA	
		The Lead Beneficiary (FAST Confesal) will be legal point of contact for the project and the consortium towards the Granting Authority. As project and consortium leader, FAST Confesal will be in charge of the overall project supervision, financial management and allocation, and of quality assurance. It will do so through the inclusion of a Project Director and a Project Officer.		
T1.2	Preparation of the Work Plan	The Project Director will prepare the detailed description of the Work Plan.	FAST Confesal	

T1.3	Realization of 2 Steering Meetings	In addition to the regular function of management and coordination, realized throughout the project, TRASNFER will include 2 Steering Meetings: the first, acting as official launching event of the project; the second, representing the beginning of Year 2. Both meetings will be realized online during 1 day and serve as venue to allow managerial staff to organize the work expected in Year 1 and 2. The meetings will be attended by Coordinators of all participants and associated partners.	FAST CONFSAL OPZZ BCCI FTR MEF CESI ATCEUC SNTT CARTEL ALFA	
T1.4	Mid-term and Final Reporting	The Project Officer deployed by FAST Confsal will be the official person tasked with documenting and reporting the implementation of the action from the technical and financial points of view. The Officer will document the quality of the implementation, reporting how	FAST Confsal	

Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Description (including format and language)
D1.1	Work Plan	1	FAST Confsal	[R — Document, report]	[PU — Public]	<p>Detailed description of the roles, tasks and activities expected in the project by each participant. The document will also specify objectives and results of TRANSFER.</p> <p>The description will follow the division of the project into Work Packages and include mentions to timeframe and budget allocated for each activity in each country, specifying the roles expected by participants.</p> <p>Realized only in digital version, it will contain 10 pages.</p> <p>Edited in Italian and made available in 5 languages: EN, BG, ME, PL, RO.</p>
D1.2	External Evaluation	1	FAST Confsal	[R — Document, report]	[PU — Public]	<p>Evalaution of the action realized by an external entity, ensuring that the project is independently assessed in terms of how resources are used and objectives are met.</p> <p>Realized on a year basis,</p>

Duration:		M1 – M12	Lead Beneficiary:		
Task No (continuous numbering linked to WP)	Task Name	Description			
			Name		
T2.1	Preliminary assessment of the ATM- related social dialogue	FAST Confсал will identify, with the support of ATCEUC , a EU-level expert, tasked with carrying out a preliminary assessment of the potential application of the best practices developed in the social dialogue related to ATM (in particular the revised Toolbox) in the other civil aviation subsectors: air crew, ground handling.	FAST Confсал ATCEUC		Subcontracting: the expert identified with the support and recommendation of ATCEUC, with expertise in social dialogue applied to ATM and the civil aviation.

WORK PACKAGE 2 – EXCHANGE OF BEST PRACTICES AND COUNTRY-BASED SURVEY TO ASSESS SOCIAL DIALOGUE OF THE WHOLE CIVIL AVIATION SECTOR – MONTHS 1-12

T2.2	International Event in Rome	<p>The identified expert will conduct the International Event in Rome, where the expert will present the Toolbox and the social dialogue practices of the ATM sector to representatives of involved social partners covering the other subsectors.</p> <p>Delegations will be formed by 2 people per organization (participants and associated partners), represented by officers working on social dialogue applied to the targeted civil aviation sectors.</p> <p>The capacity building session will also function as venue to identify the main contents and objectives of the national surveys expected soon after the realization of the event.</p>	<p>FAST CONFESAL OPZZ</p> <p>BCCI FTR</p> <p>MEF CESI</p> <p>ATCEUC</p> <p>SNTT</p> <p>CARTEL ALFA</p>	Subcontracting: the expert identified with the support and recommendation of ATCEUC, with expertise in social dialogue applied to ATM and the civil aviation.
T2.3	Preparation of the questionnaire	An expert will prepare, based on the discussions realized in the event, a questionnaire, which will be used to survey national delegates and members of social partners involved in social dialogue related to the targeted sectors.	FAST Confesal	Subcontracting: the Italian expert contracted by FAST Confesal to prepare the questionnaire and conduct the survey in Italy.
T2.4	National surveys	In each country involved (Italy, Poland, Romania, Bulgaria, Montenegro), national experts will conduct the surveys, submitting the questionnaire to delegates and members of national social partners involved in social dialogue of the civil aviation sector.	<p>FAST CONFESAL OPZZ</p> <p>BCCI</p> <p>FTR</p>	Subcontracting: the Italian and Romanian experts contracted to conduct the surveys in Italy and Romania.

		<p>The involvement of national experts is expected in each country involved, i.e. Italy, Romania, Poland, Bulgaria and Montenegro. It is important to highlight that, while in Romania and Italy the experts will be contracted, in the remaining countries (Poland, Bulgaria and Montenegro) the expected workload will be performed by in-house experts, employed within the relevant organizations involved in the specific country.</p>	<p>MEF CESI ATCEUC SNTT CARTEL ALFA</p>	
		<p>Samples will be formed by at least 40 people (20 from trade unions and 20 from employers' organizations). The activity will foresee the participation of all involved organizations (participants and associated partners, with the exception of CESI and ATCEUC). While some will directly be involved in realizing the survey, other will facilitate the identification of respondents, ensuring the creation of the expected national samples. This will be the case of the Romanian organizations included in the action, which will not directly take part in the realization of the survey, but only facilitate its realization by mobilizing the needed respondents.</p> <p>The questionnaire will be based on the feedback and recommendations emerged from the International Event in Rome, but it will be also tailored on the priorities identified by the European Sectorial Social Dialogue Committee on civil aviation.</p>		
T2.5	Elaboration of country reports	<p>The questionnaires will be collected and analysed by national experts, who will, accordingly, prepare country Reports, containing recommendations, emerged from surveyed social partners, on the challenges and opportunities of improvement of social dialogue applied to civil aviation, with a focus on air crew and ground handling.</p>	<p>FAST CONFSA OPZZ BCCI MEF</p>	<p>Subcontracting: the Italian and Romanian experts contracted to conduct the surveys in Italy and Romania.</p>

Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D2.1	International Event in Rome	2	FAST ConfSal	[R — Document, report]	[PU — Public]	4	Agenda of the Event, including topics addressed and overall timeframe. Made available in EN, IT, BG, RO, ME, PL.

WORK PACKAGE 3 – EU-LEVEL AND INTERNATIONAL CONSULTATION WITHIN THE CIVIL AVIATION SECTOR – MONTHS 13-20

Duration:		M13 – M20	Lead Beneficiary:		
Task No (continuous numbering linked to WP)	Task Name	Description			
			Name		In-kind Contributions and Subcontracting
T3.1	International Exchange of practices and Consultation	Based on the results emerged from national surveys and reports, project experts will lead and moderate the International Exchange of practices and Consultation, always under the leadership of the EU-level expert on social dialogue. This activity will unfold in two different interventions:	FAST CONF SAL OPZZ BCCI FTR MEF SNTT		Yes, subcontracting: three experts moderating the consultation, i.e. the EU-level expert, the Italian expert and the Romanian expert.

		<ol style="list-style-type: none"> 1. A preliminary experts working session of 2 days; 2. Two international consultation sessions of 1 day, involving delegates of participating social partners. 	CARTEL ALFA	
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Participants and associated partners (with the

		exception of CESI and ATCEUC), will attend with 2 delegates.			
T3.2	Realization of the Publication encompassing the results of the consultation	The results of the consultation will be included in a final document containing recommendations on the improvement of social dialogue related to civil aviation at both the EU and national level.	FAST Confsal	COO	Yes, subcontracting: the expert hired to elaborate the Publication.

Deliverable No (continuous numbering)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and
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linked to WP)							language)
D3.1	Publication on recommendations for the improvement of the European and national social dialogue related to the civil aviation sector	3	FAST Confsal	[R — Document, report]	[PU — Public]	20	<p>Document encompassing the results of the International Exchange of practices and Consultation realized in the Work Package.</p> <p>Edited in digital version, it will include 40 pages.</p> <p>Published in EN and translated into 5 languages: IT, PL, BG, ME, RO.</p>

WORK PACKAGE 4 – COMMUNICATION, AWARENESS-RAISING, EXPLOITATION – MONTHS 1-24

Duration:		M1 – M24	Lead Beneficiary:		
Task No (continuous numbering linked to WP)	Task Name		Description		In-kind Contributions and Subcontracting (Yes/No and which)
					Name
T4.1	Communication and Awareness-raising		Participants will realize country-based and EU-level communication and awareness-raising		FAST CONFSAL
	activities		<p>campaigns.</p> <p>The campaigns will occur throughout the project with the use of the most common communication strategies, such as:</p> <ul style="list-style-type: none"> - campaigns on organizational websites and social media pages, with news and info; - distribution and dissemination of digital leaflets and brochures; - dispatch of newsletters. <p>This activity will be aimed at informing national and European audiences, connected to participants and associated partners, about the project objectives and results.</p> <p>For the project, communication activities will be managed by FAST Confsal.</p>		<p>OPZZ</p> <p>BCCI FTR</p> <p>MEF CESI</p> <p>ATCEUC</p> <p>SNTT</p> <p>CARTEL ALFA</p>

T4.2	Exploitation activities	<p>Additionally, TRANSFER will include activities aimed at facilitating the use and reproduction of the project results, with the aim to ensure the sustainability of the action and activate a peer-based discussion on the topics and issues addressed in the project.</p> <p>This will occur through:</p> <ul style="list-style-type: none"> - the International Conference of Project Finalization, involving representatives of EU-level social partners involved in the European Sectorial Social Dialogue Committee on civil aviation; - a short Report on the feedback emerged from the Conference; - country-based Seminars where project participants and associated partners will facilitate the dissemination of the project results (in particular the Publication) to national audiences of social partners representing the whole transport sector. 	<p>FAST CONFSA OPZZ</p> <p>BCCI FTR</p> <p>MEF CESI</p> <p>ATCEUC</p> <p>SNTT</p> <p>CARTEL ALFA</p>	<p>Yes, subcontracting: the EU-level Expert on social dialogue moderating the International Conference; the Italian and Romanian experts moderating the country-based seminars; the expert hired to elaborate the short Report</p>
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Milestones and deliverables (outputs/outcomes)								
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)	
D4.1	Report on the International Conference	4	FAST Confsal	[R — Document, report]	[PU — Public]	24	<p>Document in digital version encompassing the results of the International Conference of Project Finalization.</p> <p>It will include the opinions and feedback of targeted stakeholders on the project and on the</p>	
							<p>recommendations developed in the Publication.</p> <p>It will contain 15 pages, made available in EN, IT, PL, RO, BG, ME.</p>	

4. Project Budget and staff effort

Work Package 1

Estimated budget — Resources														
Participant	Costs													
	A. Personnel		B. Subcontracting	C.1a Travel			C.1b Accomodation	C.1c Subsistence	C.2 Equipment	C.3 Other goods, works and services	D.1 Financial support to third parties		E. Indirect costs	Total costs
FAST Confsal	7,86 person months	24.384,00 EUR								34.000,00 EUR			4.086,88 EUR	62.470,88 EUR
OPZZ	1,31 person months	6.023,04 EUR											421,61 EUR	6.444,65 EUR
BCCI	1,31 person months	3.840,00 EUR											268,80 EUR	4.108,80 EUR
FTR	1,31 person months	2.814,72 EUR											197,03 EUR	3.011,75 EUR
MEF	1,31 person months	2.180,88 EUR											152,66 EUR	2.333,54 EUR
Total	13,10 person	39.242,64								34.000,00 EUR			5.126,98 EUR	78.369,62 EUR

Work Package 2

Estimated budget — Resources													
Participant	Costs												
	A. Personnel		B. Subcontracting	C.1a Travel			C.1b Accommodation	C.1c Subsistence	C.2 Equipment	C.3 Other goods, works and services	D.1 Financial support to third parties		E. Indirect costs
FAST Confsal	1,96 person months	3.888,00 EUR	27.950,00 EUR	1 travels	17 persons travelling	3.844,00 EUR	5.358,00 EUR	4.606,00 EUR		35.610,00 EUR			5.687,92 EUR
OPZZ	2,73 person months	5.386,40 EUR								6.900,00 EUR			860,05 EUR
BCCI	2,73 person months	9.200,00 EUR											644,00 EUR
FTR	1,09 person months	2.345,60 EUR											164,19 EUR
MEF	2,73 person months	3.858,60 EUR											270,10 EUR
Total	11,24 person months	24.678,60 EUR	27.950,00 EUR	1 travels	17 persons travelling	3.844,00 EUR	5.358,00 EUR	4.606,00 EUR		42.510,00 EUR			7.626,26 EUR

Work package 3

Estimated budget — Resources														
Participant	Costs													
	A. Personnel		B. Subcontracting	C.1a Travel			C.1b Accommodation	C.1c Subsistence	C.2 Equipment	C.3 Other goods, works and services	D.1 Financial support to third parties		E. Indirect costs	Total costs
FAST Confсал	1,96 person months	3.888,00 EUR	13.800,00 EUR							11.000,00 EUR			2.008,16 EUR	30.696,16 EUR
OPZZ	3,00 person months	6.485,20 EUR								40.200,00 EUR			3.267,96 EUR	49.953,16 EUR
BCCI	0,82 person months	3.000,00 EUR											210,00 EUR	3.210,00 EUR
FTR														
MEF	0,82 person months	1.020,60 EUR											71,44 EUR	1.092,04 EUR
Total	6,60 person months	14.393,80 EUR	13.800,00 EUR							51.200,00 EUR			5.557,56 EUR	84.951,36 EUR

Work package 4

Estimated budget — Resources													
Participant	Costs												
	A. Personnel		B. Subcontracting	C.1a Travel			C.1b Accommodation	C.1c Subsistence	C.2 Equipment	C.3 Other goods, works and services	D.1 Financial support to third parties		E. Indirect costs
FAST Confsal	5,89 person months	11.808,00 EUR	6.000,00 EUR	2 travels	30 persons travelling	1.020,00 EUR		2400,00 EUR		17.950,00 EUR			2.742,46 EUR
OPZZ	5,89 person months	9.800,80 EUR		1 travels	15 persons travelling	300,00 EUR		1.005,00 EUR		15.475,00 EUR			1.860,66 EUR
BCCI	3,16 person months	8.720,00 EUR		1 travels	15 persons travelling	180,00 EUR		855,00 EUR		1.225,00 EUR			768,60 EUR
FTR	2,62 person months	4.488,96 EUR								500,00 EUR			349,23 EUR
MEF	3,16 person	4.421,76		1 travels	15 persons	525,00 EUR		900,00 EUR		1.225,00 EUR			495,02 EUR
	months	EUR			travelling								
Total	20,72 person months	39.239,52	6.000,00 EUR	5 travels	90 persons	2.025,00 EUR		5.160,00 EUR		36.375,00 EUR			6.215,97 EUR

		EUR			travelli n g										

STAFF EFFORT

Staff effort per participant					
Participant	WP1	WP2	WP3	WP4	Total Person-Months
FAST Confsal	7,86	1,96	1,96	5,89	17,68
OPZZ	1,31	2,73	3,00	5,89	12,93
BCCI	1,31	2,73	0,82	3,16	8,02
FTR	1,31	1,09		2,62	5,02
MEF	1,31	2,73	0,82	3,16	8,02
Total Person-Months	13,09	11,24	6,60	20,73	51,66



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