



Meeting MINUTES

Schwerin – 13th of Novembre till 14th of Novembre 2014

PROJECT STAY IN

PROJECT NUMBER – LLP-LDV-TOI-13-AT-0010

Day 1, 13th of Novembre 2014

Welcome

TOPP Suse, DAA, DE - Organisational information

Welcome & Introduction - Michaela MEIER

Feedback from each participant in form of cards.

Questions: What went well/1 Highlight? What went wrong? What do you expect from the meeting? What must be clarified at the end of the meeting?



Poster Number 1

WP 6 - Adaptation – Development – Transfer

Introduction - Suse TOPP

Presentations by DE, AT, FI, TR, BG and NL were done to give an overview about the state of play with a special focus on the development of the training programme (which modules were selected? Processing steps/approach? Which target group? Curriculum?)

Notes:

DE:

- Training programme based on 4 modules: Creativity, teaching methods, Prevention ESL, communication
- Target group: Teachers and trainers in healthcare sector
- Draft versions currently in work

AT:

- Training programme based on 4 modules: Communication & Motivation, teaching methods, support methods, creativity
- Target group: Teachers and trainers, who work with young people with special needs, in the integrative vocational training
- Draft versions are finished (handbooks)
- Curriculum currently in work

FI:

- Training programme based on 4 modules: Teaching methods & Creativity, Communication, The everyday life of youth, support methods & learning disabilities
- Target group: Teachers in vocational upper secondary education in Satakunta-region (institutions WinNova and SataEdu)
- Curriculum is finished (approach: firstly 4 Curricula elaborated, to give an overview about the general conditions)
- Draft versions currently in work (Teaching methods and Communication are finished)
- Pilot testing already started (5th Novembre; Module "Teaching Methods")

TR:

- Training programme based on 4 modules: Business Plan, Communication, Tools for Increasing Creativity and External Support and Cooperation
- Target group: VET teachers and trainers, who work with disadvantaged students and students at risk of dropping out. Programme will be available for Academic High Schools as well.
- Draft versions of the 4 modules are finished (no written base – deadline 15/12/14)

NL:

- Training programme based on 3 main modules: Expectations, Agreements and Information. Product is a e-learning tool (videos, informations...); no face-to-face unit
- Target group: Young VET-Teachers and trainers with less experience
- Draft versions currently in work (Expectations and Agreements finished. Information in progress)

BG:

- Training programme will be based on 4 modules: Identifying students at Risk, teaching methods, tools for increasing creativity and what is entrepreneurship
- Target group: VET-Teachers and trainers.
- No written base
- Feedback about involved trainers to create the content of all the modules has to be fixed

Agreement:

Description of each module and target group should be sent to Petra, AT – Deadline 21/11/2014

Curriculum:

- ✓ is a kind of instruction for use/guideline
- ✓ give an overview about the content
- ✓ must be structured in such a way that the benefits become very clear (what are the learning outcomes?)

- ✓ What should be included?
 - **Introduction:** a short description of the Stay-In project (refer to the 2 transfer products, who are the project partners, contact information ...)
 - **What target group** is this training package designed for?
 - What are the **project goals, products?** (overview about the modules)
 - What are the **learning objectives?** (What benefit will I, as a user of this training package, have?)
 - What specific **learning content is taught?** In addition to summarizing the single modules, it will be important to work out the central theme (overlapping, similar approaches, problems etc.). What is the benefit of the respective module? What can I, the trainer, use it for? In what kind of situation?
 - How is the learning process designed? **Methodology** (structure of the course)

Curriculum

o What should be included?

→ Introduction to the curriculum

→ refer to the 2 Transfer-Products

→ if you have questions, who can you ask (contact information)

→ overview about the modules, ^{eg. model:} objectives, learning outcomes, methodology

~~o What could be included?~~

Goal of the project ↔ including Target groups (definition)

1-curriculum

DE, AT, TR, FI

TR, BB, NL

↳ (+) e-learningⁿ related explanation

Moduls-curriculum

Poster Number 2

If you have any questions, please take a look at the sheet of AT (Curriculum – guideline)!

WP6 - Adaptation / Development of draft learning-programmes in AT, DE, BG, NL, FI, TR

	WHEN	WHO / WHAT
AT - 4 modules: <u>creativity</u> , <u>communication</u> / motivation <u>teaching methods</u> , <u>support methods</u> - Curriculum in progress	✓ during piloting	AT
DE - 5 modules: <u>communication</u> / motivation <u>creativity skills</u> , <u>networks</u> , <u>Prevention ESL</u> <u>teaching methods</u> - Curriculum		
TR - 4 modules: <u>Business plan</u> , <u>Communication</u> , <u>External support & cooperation</u> , <u>Tools for increasing creativity</u> - Curriculum	IS/R	4 modules are ready final version
BG - 4 modules: <u>Identifying students at risk</u> , <u>teaching methods</u> , <u>tools for increasing</u> <u>creativity</u> , <u>What is entrepreneurship?</u> - Curriculum	19/11 ↓ (?)	Feedback about involving TR to create the content of the modules & give information about the final version of the learning program (draft)

Poster Number 3

<p>Fi: 4 moduls</p> <p><u>Communication</u>, Support methods/ <u>Learning disabilities</u>, <u>Teaching methods</u>/ <u>Creativity in teaching/training</u>, <u>The everyday life of youth</u></p> <p>Curriculum</p>	<p>WHEN</p> <p>✓</p> <p>✓</p> <p>~ end 12/2016</p>	<p>WHO/WHAT</p> <p>Piloting started in 11/2015 - 04/2015</p> <p>Teaching methods</p> <p>Communication</p> <p>Modul 3 } Modul 4 }</p>
<p>NL: 3 moduls</p> <p>Co-operation during apprenticeship, Expectations regarding apprenticeship- training, Factors influencing ESL</p> <p>Curriculum</p>	<p><u>02/15</u></p>	<p>"Expectations" • "Agreements" • "Information"</p> <p>30-40% finished</p> <p>→ by computer Support environment</p>

Poster Number 4

WP 7 - Pilot testing – Implementation of the training programme

Introduction – Jonna MALMIVUORI

Presentation by FI was done to give an overview about WP7.

The general conditions are as follows:

- ✓ Target group: At least 15 interested VET-teachers from initial VET
- ✓ A duration of max. 30 guided learning hours & 10 hours of self study
- ✓ For the evaluation of the training programme it's important, to have some evaluation forms

3 workgroups, to elaborate in a common way on the 3 questionnaires:

- ✓ Feedback Questionnaire (instant) – Participants
- ✓ Feedback Questionnaire – Trainers
- ✓ Feedback Questionnaire (short term) – Participants (after 8 weeks)

The 3 elaborated questionnaires (created questions) should be send by FI to PT (deadline 21/11/14). PT will be finishing the questionnaire and send it to the partners (deadline 01/12/2014). 22/12/14 final version (translated in each language) should be finished.

Pilot Phase Report:

Each partner has to ask for a feedback for himself – results have to be process in an individual Pilot phase Report (deadline 30/06/15) – has to send to FI!
FI will combine the individual reports in a final Quality report!

W7) PILOT TESTING

Procedure

PILOTING:

- 30 guided learning hours for a group of 15 participants
- + 10 hours of self study for each participant

DE: • 1 - 2 weeks course
~ 02-03/2015

BG: at the moment → open how to organise
~ 04/2015

Fi: 11/14 - 04/14

TR: 15/12/2014 - 15/01/2015

NL: ~ 03 - 04/2015

AT: ~ 02 - 04/2015 |

Evaluation of Piloting OPTIONS:

① Feedback Questionnaire PARTICIPANTS

→ Evaluation could be done as a whole of ~~the~~ after all modules

→ Evaluation could be done after each module

→ Partners have to describe why form they are used and describe why

② Feedback Questionnaire Trainers of the Pilot ^{- course} (Training programme)

③ Feedback Questionnaire (SHORT TERM) for Participants of the „course“

ToDo's:

1) 3 questionnaires developed during the meeting should be send to PT (by Fi, BG, DE)

21/11/2014

2) PT will prepare the 3 questionnaires and make the design → send it out the partners

1/12/2014

3) Feedback by partners are welcome → PT

5/12/2014

4) Final version of 3 questionnaires PT → the partners

9/12/2014

5) Translation of the 3 questionnaires into DE, TR, BG, FI, NL

WP 4 - Exploitation and Sustainability of results/IPR-Agreement

Introduction - Ellen VERHEIJEN

Presentation was done to give an overview about the opportunities of the IPR-Agreement. Final version Deadline 10/15.

WP4 - Exploitation & Sustainability of results

Sustainability & Exploitation Strategy (ies) AT, DE, BG, NL, FI, TR

- responsible for the structure, for procedure and development is MBO Road, NL (together) with IT
- support by Transfer partners (final version 07/15)
- > permanent impact evaluation and feedback to the exploitation strategy

IPR-Agreement (final version 10/15)

Draft agenda 07/15 → by AT + NL

↓ **FINAL EXPLOITATION CONFERENCE** (07/2014)

- + invitation of 2 decision makers - to present the products
- per country - practical examples
- to the final conference !! - 80-100 participants from VET policy maker level, VET teachers/trainers representatives (ESL)(VET)

Time schedule & content

WHEN	WHO - WHAT
beginning of 01/2015	Stakeholder - Analysis (SHA) AT, DE, BG, TR, FI, NL ↳ Partners have to check if SHA is valid? or no?
	Are this still the stakeholders you will involve?
	NL + IT => come up with few questions individually
	Summarize shape of each country. End of 01/2015
	28/9/15 1 meeting day
	29/9/15 Final conference
	30/9/15 1/2 days meeting

shopat Tel 050

Day 2, 14th of Novembre 2014

WP 2 - Quality assurance

Introduction – Marissa RODRIGUES

Presentation by Marissa was done to give an overview about the results of the Interim Progress Report (project status)

Common Agreement:

- + Sheet with a to-do list (tasks/responsibility/deadlines/delay) – to give a clear overview!
- + Everybody gives a feedback to E-Mails immediately
- + It 's necessary to meet deadlines – if this isn 't possible - short information to Michaela Meier

Michaela Meier will send out an E-Mail at the End of 2014, to give a feedback about the teamwork/cooperation (communication/deadlines...)

Responsibilities: Please take a look at poster number 8

External evaluator talked about the commitments of this project and supported the project management with some suggestions, to improve the communication between the project partners.

WP2 Quality assurance

	WHEN	WHO
3 rd Meeting DE - Evaluation (SPI is responsible)		all partners
questionnaire	20/11/14	Delivery of google doc to the partners
	27/11/14	Responses by AT, DE, IT, PT, TR, NL and FI
4 th Progress Evaluation (SPI) Period: 1/10 - 31/12/2014	8/1/15	Delivery of the google doc quest. to the partners
	19/1/15	Responses by AT, DE, IT, PT, TR, NL and FI
Development of 4 th report and send out to the partners	3/1/15	SPI, PT
5 th report (1/15 - 3/15)	April 2015	SPI is responsible to send out the deadlines and inform about the procedure in time and in advance!
6 th report (4/15 - 6/15)	July 2015	
7 th report (07/15 - 10/15)	Oct 15	
+ Final report		

Poster Number 8

WP 3 – Dissemination of results

Introduction - Giovanni CARUSO

Presentation by IT was done to give an overview about the dissemination results of the partnership and the specific dissemination action plan.

For the national agency it's important, to have some documentation about the dissemination activities (photos, links, summaries ...).

Common Agreement:

2nd partner newsletter: Each partner has to give a short summary (5-6 sentences) about their activities regarding training programme and/or pilot testing (subject "training programme – my approach, processing steps... WP 6). Deadline 26/11/14 – to Giovanni (IT). IT will produce the EN-version send to the partners (will be ready at 10/12/14). Each partner will translate it in national language until 18/12/14 (all translated version are available at).

Webpage: Each partner has to sum up a short article about their subjects of WP 6 (description of each module) – upload on Wordpress or sending to PIXEL (IT) for upload

Regularly publish items for the webpage in national languages – if something is important for the national webpage, send a summary to Michaela in national language (important for the project goal: to show activities!)

Stakeholder - Roundtable: Ellen (NL) und Giovanni (IT) give some suggestions (January) – each partner has to check their stakeholder list. Partners have to check if the Stakeholder Analysis is valid or not? (Are this still the Stakeholders you will involve?) NL will come up with some questions to the partners individually. NL will prepare a summary stage of each country afterwards. Deadline: 31/01/15

To provide an exploitation strategy for each country a permanent impact evaluation and feedback to the stakeholder analysis per country is necessary. Responsibility NL in closed cooperation with IT (Poster number 7)

Final conference: Ellen (NL) will check the date for the final conference. 27.09.-01.10.2015? (28.09. Meeting/ 29.09. Meeting / 30.09. Conference). The conference will be held in Utrecht, NL. The goal is to present the products and bring practical examples. Each partner has to bring 2 stakeholders to the conference. Invitation is up to the partners (target group: see proposal page 59 WP4). NL will prepare the draft agenda in cooperation with AT in 01/15.

WP3 - Dissemination of results

2nd newsletter → according plan 10/14

11/14

(3rd / 4th? newsletter)

(5-6 lines)
 * 1 paragraph from AT, DE, FI, NL, TR, BG about their activities regarding training programme and/or piloting (description of module by partners)

AT, DE, FI
 NL, TR, BG

26/11

* Description of WPG → link to webpage

* Meeting → IT

* Next steps by AT → AT

Result Stakeholder-Roundtable

DE

IT

AT

IT will produce 10/12/14 the EN-version / send to partners

all translated versions are available 18/11

Quarterly Dissemination reports

Result Stakeholder-Roundtable

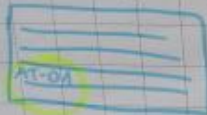
IT will produce 10/12/14 the EN-version / send to partners

all translated versions are available 18/12

Quarterly Dissemination reports

- 1 WORD DOC → report on past 3-months activities
- 2 → report on remaining period

EVIDENCES : referring to the report



01.jpg.png

3 Regularly publish items for the webpage in national languages

On-going

↓ sending to JAW, AT
 individual per partner → All partners

15/1/2015	period 10-12/2014
15/4/2015	period 1-3/2015
15/7/2015	period 4-6/2015
31/10/2015	period 7-10/2015

Poster Number 9

WP 1 – Projectmanagement and coordination

Introduction – Michaela MEIER

Presentation by AT was done to give an overview about the reporting system of the project. The aim was the repetition of the responsibilities and the "to do's" in detail!

Quarterly Progress Reports describe the content-based activities and consist of two parts: Financial part and Technical part (leads to the Interim Report!)

Financial part: Please take a look at the poster number 10.

Notes: Exchange converter www.oanda.com (only these converter is accepted by the NA).

Technical part: Progress Questionnaires give an clearview what is going on. Overview about the to do's of the past 3 months activities of each partner.

Periods: period 01/10/14 – 31/01/2015 Deadline:13/02/15, period 01/02/15 – 30/04/15

Deadline: 15/05/15, period 01/05/15 – 31/07/15 Deadline: 14/08/2015, 15/11/15 - leads to Final Report (period 01/08/15 – 31/10/15).

Quarterly Dissemination Reports (WP 3): Report on past 3 months activites incl. evidences referring to the report (e.g. pictures, agendas, screenshots, participants-list ...)

Periods: Period 10–12/14 Deadline 15/01/15 (each partner have to upload to WordPress or send it to IT and AT), period 01-03/15 Deadline 15/04/15, period 04-06/15 Deadline 15/07/15, period 07-10/15 Deadline 31/10/15.

Quality Progress Report (WP 2): Development of the 4th report by SPI, PT and deliver to the partners. Deadline 13/02/15.

Financial Reports Inquiry Report

Last deadline (for consideration):
Thursday, 20 November 2014

- ⊗ Invoices
- ⊗ Payment docs
- ⊗ declarations
- ⊗ signed time-sheets

- DE) : report ✓ ⊗ handcopy documents and evidences ✓
- FI) : report ✓ — " — " till 04/2014 ✓
for period 05-09/2014 ✗
- TR) : report ✓ — " — " "arrived" this week ✗
1 timesheet Sep./Bahitlin ✓
- BG) : report ✓ — " — " ✓

Travel costs calc. ✓
 Daily rates calc. ✓
 Scan: proof of payment (flight invoice, room rental, meeting) ✓
- IT) : report ✓ Send out / have not arrived yet ✗
- NL) : corrections report ✗ calculated daily rates, declaration subsistence costs ✓
→ all other evidences are missing ✗
- PT) : corrections report ✗ — " ✗
Note: daily rates exchange rates

Poster Number 10

What has to be taken into account?

FINANCIAL:

- please observe deadlines for delivering

- only the 'currently converter' OANDA is accepted by our NA.

www.oanda.com

- Brief descriptions of invoices are necessary, if they are not in German or English

↳ note (or annex): e.g. lunch, 2 persons, Meier...
25/3/14

eg. Translation 'Country report'.
GPS

- Non-calculated costs (invoices) could not be accepted.

eg. budget-shifts must be requested → Coordinator → + detailed statement of reasons (in advance!)

NA

Quick reminder: Subsistence costs
↳ for those who are using lump sums
→ a written internal regulation must be submitted

😊 BIG THANK-😊
😊 YOU

ADMINISTRATIVE/TECHNICAL 😊

Examples - Rfd Report
Page 91 / 130

This is a form with a header that includes the logo of the European Union and the text 'Learning Programme'. It contains several sections with headings and a table of data. A yellow circle highlights a specific section in the middle of the form.

This is a form similar to the first one, with a header and multiple sections. A yellow circle highlights a section in the middle of the form.

This is a questionnaire form titled 'QUESTIONNAIRE per Partner - Progetto BIPOLAR'. It includes a header with the logo of the European Union and the text 'Learning Programme'. The form contains several sections with headings and a table of data.

Poster Number 12

WP1 Projektmanagement

Uploads: presentations of
Partners 2nd meeting
4th transnational Meeting NL
(07/2014 - according to the plan) 2 days

- Module description
- Description of the target groups

WHEN

WHO

21/11/14

FLY
DE (update)
TR, NL, BG

Quarterly Progress reports:

- Financial part
- Technical part

Program questionnaire

Official commission
report form

* Leads to final report

- All partners
- 13/02/15 → period 1/10/14 - 31/01/15
 - 15/05/15 → period 1/2/15 - 30/4/15
 - 14/08/15 → period 1/5/15 - 31/7/15
 - 15/11/15 → FINAL REPORT:
all evidences (original
templates) incl.
1/8/2015 - 31/10/2015