

Organiser



Coordinator



Kick-off meeting: First Steering group meeting ImPro-F in London, UK

Date 22nd - 23rd November 2012
Organiser PPP- Pupil Parent Partnership

Contact person Laida Quijano
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Meeting taking place: PPP
2-3 Ragley Close
Acton
London
W3 8QP

Wednesday, 21st November, 2012 Arrival of participants at London

8 pm Dinner together North China Restaurant
305 Uxbridge Road, Acton W3 9QU

Thursday, 22nd November, 2012

9 am - 10.15 am Laida Quijano, Ulrike Santos, Susanne Haug: **Welcome**

Ms Haug and Mrs Santos from the project leader organisation ttg team training GmbH and Ms Quijano from the hosting organisation PPP welcomed all partners at PPP in Acton.

10.30 am - 1 pm **Brief presentation of partners: organisations and persons, including tasks, expectations and benefits regarding the project**

All partners made a short presentation of their organisation: PPP from UK, ttg from Germany, CIC from Austria, Telsiai Adult School from Lithuania and DGI from Spain.

The partners are asked to send their/ a (PowerPoint) presentations to ttg. This data will be uploaded to the project's website.

Introduction into the project (ttg): Work packages, timetable, status reports

Ulrike Santos started with the items work packages and timetable. All six wp´s- Glossary and European Comparison Report, Dissemination, Compilation of Course, Quality management, Project Management - were discussed in detail. She pointed out all deadlines for all important tasks of each wp and who is in charge. After that she showed an overview of all 33 aspired results and the respective deadlines.

The appropriate document " ImPro-F timetable and work plan" is attached to the minutes and will be uploaded to the project´s website. It is also an annex of the ImPro-F partner´s agreement.

After a short break Ms Haug talked about the status report. She showed the template for the biannual report provided by ttg. It is attached to the minutes and can be found at the partner´s area on the website. It consists of - Financial statement, - Partnership Content, - Dissemination activities, - Impact of the Project.

ImPro-F content and formal items (ttg): financial rules, forms and templates

Susanne Haug gave some general information about financial rules at the beginning and then explained the requirements in detail. She talked about:

- Documentation
- Non- eligible costs
- Eligible costs
 - * staff: necessary supporting documents: daily rate calculation, time sheets → The templates will be send to all partners
 - * travel
 - * subsistence
 - * subcontracting
 - * other costs
 - * indirect costs

Ms Haug´s presentation and the source file TOI project handbook will be uploaded to the partner´s area on the website.

1 pm - 2 pm

Lunch

2.00 pm - 3.00 pm

ImPro-F content and formal items (ttg): website and logo

ImPro-F project website

Mrs Santos spoke about the website requirements concerning the project application. The website is in progress, Susanne Haug showed some examples of other project website´s from ttg´s web designer. The partners approved details like e.g. the little flag as tool to change the website´s language. The website shall be ready by end of 2012/in January 2013. All partners agreed to the following structure:

- Summary of the project
- Information about project partners
- Activity plan including impressions
- Training courseware

All texts will be written in British English.

3.00 pm - 5.30 pm

ImPro-F logo

Ulrike Santos showed the draft logo designed by ttg in several variations. The group decided about their favourite logo and asked for the details:

font: ubuntu font

colours: Magenta: CMYK: 0/100/0/0 RGB: 255/0/100

Yellow: CMYK: 0/00/100/0 RGB: 255/255/0

The logo is attached to the minutes (as jpg and eps).

Work Package 1 (Telsai Adult School) Glossary and European Comparison Report

Glossary

The Lithuanian partner made a group work to discuss the most important terms in the field of professional orientation. There were four groups who worked on the items "General Terms of Professional Orientation and Vocational Training", "Schooling Terms", "Vocational Education and Training Terms" and "Terms related to the group of Social Exclusion".

The findings were discussed in the whole group and adjusted. It was decided that the terms in the glossary will be listed alphabetically.

Lina Galdikiene will e-mail the revised glossary to all partners to go through it again and give comments if applicable.

European Comparison Report

The partners discussed the draft template for the report, some things were changed, some parts were dropped out and others added. The final template will be provided by Telsai Adult School until 14th January 2013. The maximal number of pages for every country shall be no more than 5-8.

Some general information about VET systems in each European country can be found here: <http://www.cedefop.europa.eu/EN/Information-services/vet-in-europe-country-reports.aspx>

Friday

23rd November 2012

8.30 am - 10.00 am

Work package 2 (CIC): Dissemination strategy National working groups (CIC and ttg)

The Austrian partner CIC is leader of work package 2 "Dissemination". Rosalia Krautzer and Sarah Summons from CIC instructed two group works:

10.15 am - 12.30 pm

I. Who will use the results? How will the interested sectors benefit from the project's results?

All partners wrote users of the project's result in the respective country and the benefits on flip chart paper.

To get an impression of the work process, pictures of the original flip charts are attached to the minutes. The data will be uploaded to the website.

CIC will write a project dissemination strategy that will be updated regularly during the project lifetime. This general strategy will be adopted and specified to national characteristics by the partners. One part will be contact details of relevant stakeholders in each participating country.

II. What is our spirit - our vision - our mission - our goal

These are the outcomes (written down on flip chart) from all work groups brought together:

Spirit:

- hope
- curiosity
- useful tool
- something bring about change
- improve things
- motivate youth + trainers to develop skills and knowledge

Vision:

- respect both sides employer <-> employee as a person
- development
- "I can do it"
- Responsibility, awareness of duties (employee)
- Chances, opportunities
- All have a job (and are content)

Mission - "how" we do it:

- Feedback from "final target group"
- Successful implementation of project (handbook/ training materials)
- Website
- Matching the "right" people to the "right" jobs, job training to co. needs
- Exchange of ideas, information, etc.

Goal:

- Target to reach maximum of trainers possible
- New "impulses" for trainers with practical application
- Creation of a more constructive, useful, helpful system of life
- Develop/ implement "the best training ever"
- Integrate/ include as many e.g. migrants as possible "groups at risk of social exclusion"
- Spend money in a useful way

Pictures of the original flip chart will be uploaded to the website. The findings shall be incorporated into the flyer, which is task of CIC.

Work package 5 (ttg):

Internal and external evaluation

As ttg is package leader of wp 5, Quality Management, Ulrike Santos explained how team training is planning the internal evaluation. The first step will be a feedback questionnaire after the first sgm.

EuConcilia GmbH will be the external evaluator. As Mrs Keßler from EUConcilia could not join the first meeting, Mrs Santos showed EuConcilia's PowerPoint presentation about the company, their approach and methods for evaluation.

The file is attached to the minutes and will be uploaded to the website (restricted area for partners).

Post 16 programme (PPP)

To gain an insight in PPP's practical work with the final target group, Nicky Anthony, counselor at PPP in the "Post 16" programme, talked about her everyday work. She explained the tasks and challenges of working with young people, often with a "difficult" background who are in danger to slip through the net, as she said. PPP helps them with all problems they have to deal with (e.g. housing, self-supply) and of course also with all that is needed for applications, the process to find (and to keep) a job etc. PPP always intends to include the parents, the contact the social background of their young clients, do home visits etc.

The Foundation Learning programme is aimed at young people to support their transition in to further education, employment or training. Learners can further develop skills, motivation and confidence needed to access a range of opportunities. Within a therapeutic framework, we use a number of practical and theoretical sessions to address both the individual's and the group's needs, whether that is academic or social. Our desire is to work closely with all agencies that may be involved as we feel a holistic approach aids their transition. The program is flexible to ensure that it's accessible to all.

More information to the Post 16 programme can also be found soon at the project's website.

1 pm - 2 pm

Lunch break

2 pm - 4 pm

Planning of work until next SGM in Telsiai (month 8)

It's PPP task to compile the ImPro-F training course structure (wp 3). Laida Quijano and Jitesh Odedra showed the draft structure of the training course in a presentation:

Draft Structure for ImPro-F Course

A course that delivers to trainers, experts and teachers

Aim: Improve their knowledge skills and competences regarding professional orientation of adolescents at risk of social inclusion.

Initial suggestions:

- It would be useful to include a module at the end for trainers to deliver to young people

Theoretical Background and Need

- *Why* are we doing this project?
- *What* is the background - National situation?
- What individual experiences are we bringing to this and what are the gaps?
- What sort of knowledge would be useful in tackling these issues?

(Also see PPP PowerPoint presentation at the website.)

A group work followed: every partner organisation should think about their

module and its benefits: “why - how -what change (knowledge, skills, competence).

The outcome of the group work is attached to the minutes (file “Course module outline” by PPP).

Ulrike Santos then talked about the timetable until the next meetings in Lithuania and Spain:

SGM I in London (November 2012) →

every partner: **compile Training Course Module** in month 6 to 7 (i.e. March to April 2013) →

translate own module into English and **send to all partners** - 3 weeks *before* sgm II

all partners: read all modules - give comments/ ideas →

SGM II in Telsiai (June 2013) →

every partner will provide a short part of its own module to the whole project group;
discuss Training Course together, feedback →

then: **translate** all modules in partner’s languages

then: **piloting** of Training Course in every country (min. 7 participants) →

if applicable alterations

SGM III in Madrid (December 2013) →

Transnational Training Course at sgm III

Training course handbook completed January 2014 →

Afterwards two more national training courses (at least 10 participants)

Evaluation of the meeting

At the end of the meeting, Susanne Haug and Ulrike Santos asked for verbal and written feedback to the meeting. They gave two questionnaires to the partners, one for ttg as internal evaluator, one from the external evaluator EUConcilia.

Saturday
24th November 2012

departure
