

Organizer**Coordinator**

Minutes Third ImPrO-F Steering Group Meeting, Madrid, Spain

Date 11th - 12th December 2013

Organizer General Directorate of Immigration
Ministry of Social Affairs
Community of Madrid (GDI-CM)

Contact person Vanesa Carretero
Phone: +34 91 720 65 76
Mobile: +34 659 79 35 81
Email GDI-CM: ciueuropea@madrid.org

Meeting place Headquarters of the GDI-CM
C/ Los Madrazo, 34, ground floor (“Multimedia Hall”)
28014 Madrid (Spain)

**Tuesday,
December 10th,
2013** 21:00 Arrival of participants in Madrid
Dinner of the Project Partners
Restaurant “Ciudad de Tui”, C/ Montera 22

**Wednesday,
December 11th,
2013**

09:00 - 09:15 Registration of participants

09:15 - 09:55 Welcome by the Deputy Director of Immigration at the Community of Madrid, Mr Javier Sánchez, both to Project Partners and Pilot Course attendees.

 Welcome and opening of the course and the meeting by Mrs Ulrike Santos from project leader ttg team training GmbH

10:00 - 12:00 WP3: Brief report of each project partner (around 15 minutes each) on the process of development of the modules, difficulties in the selection of contents, and expectations for their national and transnational implementation

TSM/
Lithuania

Piloting

Piloting of module 1-3; 10-12 participants including teachers who are responsible for educational trainings; at the beginning module 1 (theoretical background) was complicated to understand, so TSM included some exercises; tools made it more practical; they transferred tools from other projects

Peer counselling module (3): topic was something completely new, no experience so far with it; the Lithuanian partner will use it in the future

Possible problem TSM sees: adaption to every culture of the partner groups & target groups (e.g. migrants, young people)

Expectation: Possibility to use the outcomes of the project

Resume: Every step they planned went well.

ttg/
Germany:

Piloting:

3 dates for piloting with up to seven participants, most of them VET teachers, trainers and counsellors (internal and external); Feedback:

Module 1:

good tools/ exercises, useful worksheets; trainers are mainly interested in the background information about the situation in Germany

Module 2:

questionnaires are good tools for competence assessment; wish for some additional practical exercises/ tools

Module 3:

peer counselling is an interesting idea - not yet practically tested in ttg's training courses for adolescents

Module 4:

working with SMART- goals is good

Module 5:

thinking about epistemic culture and self awareness as base for our work is important, useful tools (e.g. life spiral), our trainers missed some background information to the units

Module 6:

a lot of information, worksheet is good

CIC/ Austria:

Piloting: One meeting, a look at every module; participants: ten trainers, two people from companies

gender diversity good to open group for other exercises; focus on own country is still missing; make sure that terms as skills/ strengths are used in the right way -> problem to mixture it up

Module 1: participants were happy with all exercises

Module 2: participants found it perfect as it is

Module 3: more new media e.g. ImPrO-F app would be an option good way to include the view of young people

Module 4: restarted to see the way of young people, too (not only the trainer - like Spain so far); made a few additions

Module 5: Trainer have different backgrounds -> diversity Introduction - how the British approach is - would be very important. Explanation - how they involve the parents - has to be described clearer.

Module 6: Best practice should be taken from the partner countries and not from all over the world - as this discussion would lead to far.

Some advice how to adapt this module into each partner country would be very helpful.

Further ideas/ questions Still a big question is how to find partners for the practical work. Many partners are interested in some modules e.g. peer counselling

Idea: every partner organisation presents a typical student/ course participant etc. and his/ her educational way by a kind of vignette (in e.g. a box on the first page of each module)

- How to adapt it in the own country?
- Could be more inclusion of the point of view from the young people (not only the trainers) possibly and how?
- wish to include (e.g. to introduction) more information about the dual system and the comparison between different countries
- difficult: different education systems in partner countries; differences have to be clear and should be compared with other countries
- Differences between generations: how are people learning? If we want to make good education we need to know how people learn and how we can support them.
- How to motivate trainers and teachers?

DGI/ Spain:

- Piloting:** DGI did focus on their own module; additionally they tested unit 1 & 2 which were well accepted; some new information for the trainers
The trainers really liked the part of the other countries, to get to know other ways of working; high marks in ranking.
- General statements:**
- Spain found it worrying that the modules themselves are so different
 - Training course material should be complete; trainer should not have to do own research etc. before he/ she starts working
 - Additional information that there are different traditions in the partner countries how to work/ to conduct training. Therefore it would be useful to add some lines to every module about the approach, how to use this module and what's the idea behind it
 - Idea of filling/ improving content of ImPrO-F website: more information, interviews, movies and pictures etc.
 - some theoretical work of the modules could be on the website in addition to the printed but delimited handbook (approx. 115 pages so far; about 75 are envisaged for translation by ImPrO-F budget)

EPY/ United Kingdom:

- Piloting:** One day with aspects of every module; participants: trainer working with young people
- Module 1:** Need to understand why this particular group struggles: Why are these young people found in this situation? What does professional orientation need?
- Module 2:**
- Questionnaires are good -> comment section would be good so that they could write down a specific situation they have got in mind
 - It might be good to add some exercises/ work sheets: which steps might an adolescent need to think about/ find out about his/ her competences
 - Definition of competence is very good (more "European English" definition than "British English" definition)
- Module 3:** 'counselling' is not that fitting; maybe the term 'mentoring' would be better to accept
- Module 4:**
- Good videos
 - How to apply in other countries? Still a question, but now changed in new version
 - Want the trainers to create a map/ build their own picture
- Module5:**
- Still in progress

Intention of training course: - designed not to replace knowledge but to add to knowledge
- Aim: improve decision making, because this is a critical point to the target group(s): help making better decisions
1st Step: Important to ask adolescents: WHY? (E.g. why can't you follow the path of professional orientation - what did prevent you so far? Do you understand why you are in this position? □ Need for the adolescents to deal with their history before being able to go on: What did happen in your life in the last 16 or 18 years? □ Legacy of experience; Tool: life spiral or learning spiral/ educational spiral
Adolescents feel more confident then.
2nd step: How do you learn? Some people are e.g. learning in a more auditory way, others more visual etc.
This may cause problems to learn in an environment which does not well fit to the favoured learning style.
Other questions: What stops you learning? How do you listen?
Are you able to think in different ways?
Image □ Identity
How do you call yourself? (Impossible to put identity in one word only)
Who am I? □ know about own history
Legacy of Attachment: like a map, accurate or not, but always helpful

Discussion: How to include feedback of transnational training course?

How to make the modifications of the 6 modules, the translations, and the adaptations to each partner's country. Deadlines? Dates to deliver the modules?

DGI as host of the transnational course compiles two evaluation reports from the feedback questionnaires until **18th December 2013**:

- on base of the answers to the modules content
- on base on the feedback questionnaires to the performance of the transnational ImPrO-F training
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Until **15th January 2014** partners can revise their module. The changes should take place in the file "full training handbook" compiled by Laida.

Laida will include all amendments until **22nd January** and send the whole file back to all partners. TSM and DGI will then translate the training handbook into Lithuanian and Spanish.

By **21st of February 2014** the ImPrO-F handbook shall be translated in all project languages and ready for printing.

Discussion of printing costs:

By now ttg has the complete budget for printing the handbook in German, English, Spanish and Lithuanian. Ulrike Santos will ask the German NA/ discuss with ttg's CEO: is it possible to pass budget to partners in order to avoid shipping costs

ttg, DGI and TSM will need more money for translation than planned in the budget -> find solution with NA, inform partners asap

1.30 - 2.00 pm * **Box for interview** about biographic data from one member of the final target group for ImPrO-F handbook - placed e.g. at page "module outline"
→ everybody approved to/ likes this idea from Rosalia Kopeinig, CIC

Interview

Questions for the interviews as discussed on Thursday:

Where are you from?

What was your educational/vocational way so far?

Have you received any support? If so, what was it and if not, what would have helped you?

What are your future work expectations?

Name, country of residence, age of the person

Approach

* each partner will send short text (max. 15 lines) about the **approach** which forms the base for the development of the module;

ttg will include these information in one file which shall be added to the introduction deadline: 15th January 2014

Copyright

* Ulrike Santos asked all partners to keep in mind the **copyright** for all sources used, especially for direct quotation, charts etc. ttg will develop a form for acknowledgement.

2.00 - 2.30 pm

WP4: Prezi Presentation on the exploitation and dissemination strategy of the course, by GDI-CM

Asya Rafaelova will send an invitation to all partners so everybody can have a closer look again on the Prezi document

2.30 - 3.30 pm

Lunch

3.30 - 4.30 pm

WP2: Roundtable discussion on the dissemination of project activities and the possibilities for further dissemination

Rosalia Kopeonig: the next ENewsletter will follow the meeting
CIC did send revised dissemination strategy - please see attachment

Asya Rafaelova shows PP presentation about dissemination by DGI, e.g. on the website of Madrid

Next meeting

Planning of next steering group meeting

The next ImPrO-F meeting will take place in Austria, partner CIC will be the host. CIC will also organise the ImPrO-F conference.

The dates are:

Arrival at Wednesday, 25th June 2014

Meeting days/ Conference 26th to 27th June 2014

Departure on 28th June 2014

Dinner together in a typical Spanish “tapas” restaurant

**Thursday,
12th December
2013**

9.30 - 10.30 am

Planning of steering group meeting four in June 2014

Collecting ideas for the last meeting and the conference with Rosalia Kopeinig from CIC (host of sgm 4)

CIC thinks about bringing together ImPrO-f partners with correspondent organisations in Austria

Discussion of the budget (speaker, translation etc.)

Resume: Rosalia Kopeinig will send a proposal for the schedule etc. to ttg

ttg will ask the NA if Asya - as semi external - can travel to the meeting

Rosalia Kopeinig presents CIC 's brochure "Diversity compass" with little boxes containing biographical data from migrants as example for the interviews for each module

Discussion of the interview questions for ImPrO-F handbook (see above)

10.30 - 12.00 am **WP6: Presentation by the leader of the project, ttg, of the interim report submitted to the German National Agency, objectives and project progress**

Ulrike Santos mainly talked about F: Work Programme, F.2 future activities, G: Dissemination and Exploitation of results, H: Target groups, H.1 Involvement, I: Leasson learned (problem handling, plus outlook to 2014)

Then, she explained what information and data will be needed for the final report. ttg will develop a form and send it to all partners some time before the last meeting.

The PowerPoint presentation is attached to the minutes.

WP5: EU-Concilia (external evaluator): External mid-term evaluation report

Ulrike Santos showed a summary of the external report talking about aims of the evaluation, methodology, basic results, recommendations and SWOT analysis; the PowerPoint presentation is attached.

1.00- 2.30 pm **WP6: Financial management of the project, ttg**

Discussion: which financial documents from partner organisations are still missing; ttg has a financial monitoring at the German NA because of financial documentation of ImPrO-F at 16th December 2014. So it is really important that every partner sends everything missing as soon as possible.

2.30 - 3.00 pm Evaluation of the steering group meeting

Delivery of certificates and farewell by host DGI