12/0034-L/4840

MANAGERIAL MEETING 1
Minutes

Date: 7th January 2013

Scene: KOTK Oktatási Központ – KOTK Training Centre, H-1074 Budapest, Szövetség u. 37.

Participants:

Hargašová Oľga, Ing.
SSOŠ SD Jednota Šamorín

Hudek Eva, Ing.
SSOŠ SD Jednota Šamorín

Meixner Eva
SSOŠ SD Jednota Šamorín

Doleẑal Miloslav
SSOŠ SD Jednota Šamorín

Klaus Michel
Avesto e.V.

Mattias Kaiser
Avesto e.V.

Sibylle Merkel
Avesto e.V.

Silvia Fugmann
Avesto e.V.

Jana Weiser
Avesto e.V.

Martina Herrmann

Avesto e.V.

Dietrich Grünewald
Avesto e.V.

Virtné Bodnár Éva
KOTK Oktatási Központ

Dr. Lakos István
KOTK Oktatási Központ

Rátosi Tamás
KOTK Oktatási Központ

Németh Katalin
KOTK Oktatási Központ

Parádi Anett
STUDYUM Kft.

Károly Tamás
Club Tihany Üdülőközpont Zrt.

Csizmadia Beáta
Club Tihany Üdülőközpont Zrt.

Hauszbeck Csilla
STUDYUM Kft.

Parádi Anett
STUDYUM Kft

Topic: Setting up management team (steering committee, workgroups, head of workgroups) delivering tasks according to schedule and contract signed

Discussed areas:

The rescheduling of certain activities like the dates of the first meetings and that of the opening ceremony which was necessary due to technical reasons.

Minutes of „Kick-off" meeting:

The head of the Applicant Coordinator Dr. Lakos István – who beside being the managing director of KOTK Training Centre is also the legal representative of Adult Education Association – opened the first managerial meeting at the headquarters of

KOTK at 37 Szövetség utca, greeted and welcomed all the participants of the project. He shared the agenda of the first day and the rest of the programs for the other two days with the team, and asked for the opinion of the participants should any changes or modifications be required.

Referring to the content of the project as for management the first and most important task was setting up a steering committee. It was confirmed that during the management of the project the allocation of work is task-based, which is recorded in the work plan previously the partners agreed on and is attached to the contracts /Partners' agreements/.

In each institution there is one person who is responsible for the tasks allocated to the institution.

These are: Virtné Bodnár Éva at KOTK, Klaus Michel at Avesto e.V., Ol'ga Hargasova at SSOŠ SD Jednota Šamorín, Károly Tamás at Club Tihany, Anett Parádi at STUDYUM Kft.

The responsible people will have to report to the responsible person in the applicant-coordinating institution, who is the project manager – Virtné Bodnár Éva, the deputy head of KOTK.

The team agreed on that all members of SCIH Net - which is the whole team working together on the project – listed above, namely the participants of the managerial meeting - will contribute to realizing the targets of the project. The successful collaboration between the Coordinator and their team is necessary in all stages of the two-year long project.

It was concluded that the Coordinator is responsible for the organizational structures of the project and the working relationships which will develop. She has to view every single decision that is taken not as an isolated action but in the context of the whole life span of the project.

The Coordinator should take special care that there is always enough space and time for real teamwork: for sharing and making use of different experiences and developing something new all together. The project is a continuous learning process for all the participants, especially for the Coordinator.

For this very reason it was highly important to catch up with the workschedule originally agreed on in the contract. The dates of the first meeting were delayed for technical reasons but it was agreed on that it mustn't influence the normal flow of activities and the realisation of the project.

The team was very effective, because before the first meeting in person it realised a conference call with the help of Skype, so the geographical boundaries did not hinder the first steps of organising activities.

During the first meeting it was emphasized that the actions of the SCIH Net should be published on www.scih.eu or www.scih.com, which is at present state under elaboration.

The partners - both the core partners and the associated partners had previously agreed on setting up a Steering Committee. The Steering Committee is responsible for detailed planning, project management, coordinating and editing the main annual outputs and the internal evaluation.

As the whole process is to be controlled, the Steering Committe will be composed of the representative of the Applicant Coordinator – it is Virtné Bodnár Éva, three representatives of the Core Partner from Slovakia, namely Olga Hargasova, Éva Meixner, Eva Hudek, and two representatives of the Core Partner from Germany Martina Herrmann and Klaus Michel, two representatives of the Core Partner from Hungary, Károly Tamás and Csizmadia Beáta and one representative of the associated partner, Anett Parádi. This ratio of representatives within the Steering Committee is justified because the partner who is involved for monitoring flow of transfer, quality of partnership and evaluation should have a more emphatic voice in the committee.

The Steering Committee defined the detailed working methodology and terms of reference for the Workgroups which have already been set up in each partner institution with concrete tasks in the whole span of the project. The Committee is also responsible for bringing together the results of the Workgroups reports and producing the annual project outputs.

There are altogether five Workgroups as there are five partners involved in the project. The head of the Applicant Coordinator suggested that the five Workgroups would be the thinking tank of SCIH Net and at the same time the main tool for mapping, analyzing, reporting. Each of the five Workgroups is devoted to a specific discipline (adult education law, vocational studies, education, expansion of hospitality) and has a Head Coordinator.

The activities of the Workgroups are monitored by the Head of each Workgroup. For each output, in the framework of each Workgroup, the responsible person is the Head of the Workgroup and the appointed members of the Steering Committee assisted by the other Steering Committee's members of the same Workgroup.

Careful planning illustrates the need for a well-established and effective communication and information system which supports the whole process and helps to avoid wasting

time and money, misunderstandings and even conflicts. This INFO-COMMUNICATION System is under elaboration at present.

The minutes were taken by: Tamás Rátosi

With the signature of those responsible:

Virtné Bodnár Éva Klaus Michel Olga Hargasova Károly Tamás Anett Parádi