

Minutes Report
E-Portfolio as a Source for Employment of Prospective VET Graduates
2013-1-TR1-LEO05-47530
Adana Meeting, 29-30 November 2013

Attendees:

1. Vahit Sadal (Turkish National Agency)
2. Ş.Çetin İlin (Çukurova University -TR)
3. Dr.Mesut Ozonur (Çukurova University - TR)
4. Sait Dinç (Çukurova University - TR)
5. Assist.Prof.Dr.Muhammed Turhan (Firat University - TR)
6. Assoc.Prof.Dr. Mehmet Turan (Firat University - TR)
7. Assoc.Prof.Dr.Yusuf Öner Toraman (Niğde University - TR)
8. Assist.Prof.Dr.M.Suat Delibalta (Niğde University - TR)
9. Fazekas Katalin (Szamalk - HU)
10. Dr.Ildiko Balassa (Szamalk - HU)
11. Dominika Syzmura (Aviva Poland - PL)
12. Jose Carlos Bronze (Apload - PT)
13. Michael John (Sea-Teach - ES)
14. Silja Teege (Sea -Teach - ES)

Unfortunately,

- apologies for absence received from Netro Agency, TR.
- apologies for absence received from the External Expert we invited for the Kick Off meeting in Adana, TR., informing the presence in one of the further meetings.
- Mr.Halis Arslan, Vice Governor of Adana, could not join into the meeting because he had a speech in another opening ceremony.

On Thursday, 28th November 2013

Partners arrived at Masel Hotel, Adana at which the participants would stay.

On Friday, 29th November 2013

The participants to the Kick-off Meeting were registered and delivered the dossiers, fliers, notebooks and meeting documents. The meeting started at 9:30 as agreed in the agenda (enclosed) proposed by the Coordinator.

Opening Conference was held in the same Hotel with the Participation of many Representatives of the different Organizations in the field and also with participation of Media in the morning session.

As in the Agenda of the meeting; in the morning session;

Sukru Çetin ILIN, who coordinates the project, made a welcome speech and introduced all the guests the details, the necessities and objectives of e-Portfolio project, emphasizing the budget and explained the previous and ongoing EU projects at Cukurova University Adana Vocational School of Higher Education to the participated guests in the "Kick-off Meeting" and thanked for their participation.

Prof.Dr.Haydar SENGUL, Director of Cukurova University Adana Vocational School of Higher Education, made a speech about the importance of the project for employment of prospective VET graduates and thanked the guests joining into the meeting.

Mr.Vahit SADAL, TR/NA Expert, made a speech about TR, Centre for European Union, Education and Youth Programmes, explained the importance of EU projects prepared by universities and gave some advice for completing TOI projects successfully.

Prof.Dr.Hasan FENERCIOGLU, Vice Rector, made a speech about the importance of Vocational Education and Training and the necessities of e-Portfolio Project.

Mr.Hüseyin Avni COS, Governor of Adana, sent a letter celebrating e-Portfolio project applicants, partners, participants and representatives.

After the Coffee break, Project Team started up to work on E-Portfolio project in another meeting room on the second floor. Mr. Vahit SADAL made a speech and explained Financial Rules of the Programme in general. The presentation the partners had in the meeting was very clear and all the partners now are aware of e.g. what percentage to spend on subcontracting at most and what declarations they had to fill in and collect. They asked some questions about these issues and Mr.Sadal explained them. At the end, the project partners learnt the financial rules and had information about the expenses indicated in budget.

Project partners all went to have lunch after this speech. After the lunch, project partners introduced themselves and presented their institutions, schools and companies and explained their contributions to the project and mentioned

about their direct relations with the e-portfolio. After these presentations, they continued working on Work Packages of Project.

Cetin Ilin (C.U/TR) started to explain the aims, outcomes and Work Packages, and all of the partners discussed the Route Map of the project and they agreed on the map.

On the second day, the partners had gone on working and discussing on the work packages as represented in the agenda until lunch time. After the results of these discussions, please have a look below.

The participant partners all agreed on the following actions:

- ⇒ Partners discussed on the topics which had to be studied under the project in order to form both "Learning e-Portfolio" and "Show Case e-Portfolio", web page in all partners' languages plus English -the communication language of the project- handbook, and questionnaire for country survey for both employers and employees.
- ⇒ "Show Case e-portfolio" will be the innovative part of the project.
- ⇒ The contact person of each partner will be the member of monitoring and evaluation team of the project.
- ⇒ The project logo was designed by Cukurova University and everybody agreed.
- ⇒ Çetin Ilin kindly asked the partners to check the draft project website (www.e-portfolioproject.eu) which would be completely ready to be used in two weeks and send more detailed information for themselves to be added in the "partners" section. The partners agreed that they would check and send feedback and some detailed institutional information.
- ⇒ Until the 15th of January, Mr. TURHAN and MR.TURAN, Firat University will prepare a questionnaire for both the employees and employers to find out what sectors the questionnaire will be implemented on. This will also be of help in the country survey reports for current e-portfolio implementations in their countries.
- ⇒ Since Ms.Fazekas and Ms.Balassa, (HU) have high experiences on e-portfolio assessment, they have added that we have to take the pedagogical approach, technological innovations into the consideration while preparing the portfolios.

- ⇒ All activities and achievements will be carried out in the time schedule indicated in the WPs by sharing with all the partners in consortium.
- ⇒ The partners will be sent an "assessment form" for each meeting to evaluate the meeting.
- ⇒ Partners need to have their personal e-mail addresses for a better and an easier communication via "www.e-portfolioproject.eu" - the Project web-site.
- ⇒ The First Adana Minutes Report and the first Newsletter will be drafted by Cukurova University until the end of December, 2013.
- ⇒ The date of "the first Meeting" which would be held in Spain was determined as 29-31 May 2014, by taking all the partners' opinions. The partners all agreed on the date of the meeting.

In the afternoon and the night of the second day, there was a city tour and cultural activities held by the host partner, Cukurova University, TR.

And the following day,

On Friday, 30th November 2013

The partners all went back to their countries safe and sound.