

Minutes Report

E-Portfolio as a Source for Employment of Prospective VET Graduates
2013-1-TR1-LEO05-47530
Spain Meeting, 29-30 May 2014

Attendees:

1. Ş.Çetin İlin (Çukurova University -TR)
2. Jose Carlos Bronze (Aplod - PT)
3. Michael John (Sea Teach - ES)
4. Silja Teege (Sea Teach - ES)
5. Assist.Prof.Dr.Gülden İlin (Çukurova University -TR)
6. Mesut Ozonur, Ph.D. (Çukurova University - TR)
7. Assoc.Prof.Dr.Sami Ekici (Fırat University - TR)
8. Assist.Prof.Dr.Muhammed Turhan (Fırat University - TR)
9. Assoc.Prof.Dr.Yusuf Öner Toraman (Niğde University - TR)
10. Assist.Prof.Dr.M.Suat Delibalta (Niğde University - TR)
11. Erdoğan Şimşek (Dalya Agency - TR)
12. Konstancja Syzmura (Aviva - PL)
13. Ania Adamska (Aviva – PL)

Unfortunately,

- apologies for absence received from Szamalk Post-Secondary School, HU. They could not join into the meeting because they had final exams in their institution on meeting dates.
- Again, apologies for absence received from the External Expert we invited for the meeting in Spain, informing the presence in one of the further meetings.

On Wednesday, 28th May 2014

Partners arrived at the hotels in Palma and Cala D'or, Spain where the participants would stay.

On Thursday, 29th May 2014

The participants to the Meeting were registered and delivered meeting documents. The meeting started at 9:30 as agreed in the agenda (enclosed) proposed by the Coordinator.

The conference meeting was held in the Yacht Club in Cala D'or with the participation of the partner countries' representatives.

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

Silja Teege from Sea Teach, Spain made a welcome speech and thanked the guests joining into the meeting.

Sukru Çetin ILIN, who coordinates the project introduced all the guests the details of the agenda, the necessities and objectives of e-Portfolio project, emphasizing the budget and thanked for their participation.

Assist.Prof.Dr.Muhammed TURHAN, Firat University/TR, made a speech and a power-point presentation about the needs analysis in Turkey and explained the implementations about the survey and data obtained at the end of the questionnaire delivered to the participants.

Michael JOHN, Sea Teach/ES, made a speech about the needs analysis and a power-point presentation of current situation in Spain.

Jose BRONZE, Apload/PT, made a speech about the needs analysis and a power-point presentation of current situation in Portugal.

Project partners all went to have lunch after these speeches. After the lunch, project partners continued to present their countries' current situations on e-portfolio and results of the questionnaires.

Kate FAZEKAS, Szamalk/HU, who could not join into the meeting because of their final exams in the institution, had sent the power-point presentation to the coordinator partner before the meeting. In the meeting, Çetin ILIN made the speech about the needs analysis and power-point presentation of current situation in Hungary instead of Kate FAZEKAS and Ildiko BALASSA and thanked them for their invaluable participation into the meeting.

Konstancja SYZMURA, Aviva/PL, made a speech about the needs analysis and a power-point presentation of current situation in Poland.

Yusuf TORAMAN, Nigde/TR, made a speech about the needs analysis and a power-point presentation of current situation in Turkey.

After the Coffee break, Project Team started up to work on E-Portfolio project web-site and platform. Çetin ILIN showed the web-page of the project explaining all icons. He asked the partners to check their information in "Partners" title and to be sent/completed if there was missing/wrong/lack of information and also to be translated of the project web-site not only into English but also into the partner countries' languages (TR, PT, PL, HU, ES) as was indicated in the project application form.

Cetin ILIN reminded and talked about the Financial Rules of the Programme in General for the partners who could not join into the first meeting and explained the aims, outcomes and Work Packages, and all 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 "e-Portfolio Platform", web page in all partners' languages plus English - the communication language of the project-handbook, and the reports for country survey for both employers and employees.
- ⇒ The reports will be sent to Muhammed TURHAN to be completed in a book showing the country reports.
- ⇒ The project portal will be designed as a final draft by Dalya and Cukurova University until the next meeting but the partners will be informed in each step.
- ⇒ Çetin Ilin kindly asked the partners to check the completed project website (www.e-portfolioproject.eu) which was completely ready to be used and send more detailed information/photo for them to be added in the "partners" section. The partners agreed that they would check and send feedback and some detailed institutional information/logo.
- ⇒ 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 delivered an “assessment form” for each meeting to evaluate the meeting.
- ⇒ The Spain Minutes Report and the second Newsletter will be drafted by Cukurova University until the end of June, 2014.
- ⇒ The date of “the second Meeting” which would be held in Porto/Portugal was determined as 15-16 September 2014, by taking all the partners’ opinions. The partners all agreed on the date of the meeting.

At the end of the meeting, ILIN thanked to Mike and Silja for their invaluable host and warm hospitality and also to the partners for their joining into the meeting and sharing their data/experiences.

In the afternoon and the night of the second day, there was a city tour and a boat tour and cultural activities held by the host partner, Sea Teach, ES.

And the following day,

On Saturday, 31st May 2014

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