

Launch of TEEUP project NWRC 11/12 November 2008

Present:

Callum Morrison	Assistant Director NWRC
Marilyn Lento	Project Co-ordinator TEEUP
Mary Bonnar	NWRC
John Heuston	NWRC
Robbie Hegarty	NWRC
Tim Kelley	NORIBIC
Niall O'Somachain	NORIBIC
Eugenija Vagneriene	AVM
Inga Balnanosiene	AVM
Yves Courteaud	ESCI
Ambra Piscopo	IFOA
Udo Meriste	Tallinn
Maris Sagar	Tallinn
Rebeca Fernandez Calvillo	Chamber-Gijon
Kenneth Sundin	K Integra AB
Aram Ajsahi	K Integra AB
Willie O'Donnell	Observer NWRC
Maria D'Angelo	Observer NWRC (Flip Project)

Tuesday 11 November

Callum Morrison welcomed partners. He introduced North West Regional College, explained the objectives of the project and noted that the college has experience of and is very supportive of European projects.

**10.30 Presentation on TEEUP project: Marilyn Lento** After partners had been introduced, Marilyn Lento introduced the project. She explained that each partner had been chosen because of specific skills and experience and that this project would be breaking new grounds in the training of migrants/mobile workers and in the technology involved. She noted that the project idea had arisen from discussions with partners on previous and current projects, with Gerry Mc Guckin, Deputy Director of NWRC, and Sam Carlin, colleague and mentor on previous EU projects, who has since sadly died. Marilyn Lento explained that all information about the project will be held on an E-Platform –Clusternet, for example it will record presentations, photographs, minutes of meetings, surveys, queries etc. This will involve an upskilling for all partners on the project as well as leaving an evidence trail of information.

Yves asked that the concept of mobile trainees are included on the slides

The Products and Milestones – add word podcast to P4

Yves also asked can he work with unions he does not have partnership with, Marilyn said yes but document to show what was happening

There was some discussion around the need to define Mobile workers.

### **11.30 Presentation on Project Plans: Marilyn Lento**

Marilyn Lento gave a more specific presentation on the project plans, the workpackages, the role of the evaluator, contingency plans etc. She also informed the group that the evaluator may send electronic questionnaires to partners to check progress.

### **12.00 Presentation on Princes 2 Guidelines: Niall O'Somachain NORIBIC**

Niall explained that Princes 2 is a flexible management tool for EU projects. Marilyn Lento responded that the TEEUP project would use the framework of Princes 2, specifically those aspects of it which fitted the project.

### **3.00 Share and learn session on E-platform Clusternet: Tim Kelly**

Tim explained how to use Clusternet and reassured partners it will become easier with use. It will avoid excessive paperwork and leave an information trail for partners. There should be no additional cost for new users – this has been an issue in Sweden in the past. Comments were generally positive on the E-platform.

Methods of communication for TEEUP partners are Clusternet, Skype and email. Marilyn asked all partners to download SKYPE and forward addresses immediately. There was discussion on the importance of transparency and dialogue among the partners; all agreed that this is central to the success of project..

### **4.45 Survey, Interviews and Trade Unions Presentation: Mary Bonnar**

The objective of the Survey, Interviews and Case Studies is to research current practice in the partner countries in relation to the training of migrants/mobile workers. There was further discussion re definition of mobile worker which seemed to mean something different in different countries. Marilyn Lento asked that each partner submit a definition of mobile worker to Mary Bonnar who will compile a list of definitions from various countries- all of which can be used in the project.

It is hoped that the TEEUP final product, the Guidance Tool for Assessment, will be adaptable to all shifting populations – mobile or migrant – within Europe.

Marilyn Lento gave out sample questions for the Survey, the Interview and the Trade Union Case Studies. The partners broke into 2 groups and discussed the sample questions in relation to individual partner countries and how they might be improved.

The meeting broke up at 6.30pm

Wednesday 12<sup>th</sup> November

9.15 Marilyn Lento welcomed everyone back. She noted that final questions, (re Survey, Interview and Case Studies) would be on Clusternet and that she will email partners to let them know when they are live.

A long and useful discussion followed on what specifically to ask VETs, SMEs and Trade Unions. It was decided that Marilyn Lento and John Heuston will send copies of previous case studies to partners as example templates.

Discussion followed on a review of the Workpackages, Partners and Deadlines, Marilyn Lento gave information on the proposed timeline and it was emphasized that all work is to support the end product, the Guidance Tool. The survey, interview and case studies will investigate the process and the methodologies used in various countries. AVM will design the survey of VET systems and approaches, ESCI will design the questions for the SMEs and VETs and TCC will develop the case study. Marilyn asked for recommendations re putting survey and interviews in English with downloadable format for translation or putting them up in 2 languages.

### **3.00 The Project Budget Presentation: John Heuston**

John gave a detailed budget presentation followed by a question and answer session.

**4.00 Share and Learn Session on Podcasting: Robbie Hegarty.** Robbie Hegarty showed an example of a podcast and explained how it will be used during the project. It is hoped that the partners will be upskilled to use MP4 players as part of their communications during the project.

Some discussion about whether next meeting should be one or two days in Lithuania.

The meeting ended at 4.30pm