

Minutes

Developing e-Learning Tools for Trade Union Education Project Management Committee Meeting

Sofia, 12-13 February 2010

1. Welcome

Yuliya Simoenova, head of Education at CITUB welcomed us to Sofia and to CITUB.

2. Apologies

No apologies.

3. Introductions

Round-table introductions.

4. Action points

Craig took the PMC through the action points from the last meeting. [Action points document to be updated accordingly]

5. Project update

Craig gave a quick overview of the project stating that more detail would come in the Workpackage reports.

Project has begun slowly, due to late start and closeness to Christmas, but work had been carried out on planning and preparation.

Steve (OU) reminded that an initial survey of existing national online provision was to be sent out.

Questions over financial procedures were mentioned by representatives of GSEE and CITUB – these were to be discussed more closely in agenda item 7.

6. Workpackages - work schedule

WP1 – Still awaiting partnership agreements from some partners
[see items 8, 11 and 12 below]

WP2 – Craig stated he would begin writing the manual as this would be one of the first necessary.

WP3 – Craig described the kinds of innovative tools that could be used and how they could be incorporated into online courses.

Mika (SAK) discussed the use of technology that could be used within the project.

Georges (ETUI) also talked about different types of collaborative tools that ETUI were currently using.

WP4 – Craig demonstrated sample video produced to enhance online content. Samples included policy officers and trade union education’s use of video.

WP5 – It was agreed that a project management website be created using open source software. Mika mentioned the possible use of Yammer.

WP6 – Craig mentioned the work of Lewisham College and their intention to develop course material. Particularly work around the development of content for a Cancer in The Workplace course for the TUC and Macmillan Cancer Research.

Bo talked about LO’s approach to online learning – non-collaborative and for non-members. Very open access and very different from previous e-learning that LO had been involved in. This was due to less investment in online learning in Swedish trade unions.

Mika described the kinds of approaches that Finnish trade unions were taking. Craig commented that these were similar to the UK’s experience

WP7 – Craig, Mika and Bo would share knowledge around training courses.

Bo mentioned the change of approach in Sweden.

WP8 – OLP will oversee this.

WP9 and WP10 – Steve mentioned he is preparing a document to survey partner’s current provision

WP11 – a discussion about whether or not to have a leaflet was had. The general consensus was yes.

Dissemination advice material was handed out by Craig – electronic copies were requested.

7. Project finance

Each partner requested a detailed budget breakdown.

Each partner was given a copy of the EACEA finance handbook and were asked to read it through.

A number of partner specific questions were asked.

It was agreed that a member of the project’s finance team would attend the next meeting to discuss issues and provide more detail;

8. Partnership agreements

A number of Partnership agreements are still outstanding. Craig reasserted the need for partners to complete these as soon as possible. ETUI, CITUB raised questions relating to content and the need to get approval from legal representatives/departments responsible in their respective organizations.

Partners agreed to return partnership agreements by end of February. Electronic copies as soon as possible.

Any queries re partnership agreements should be discussed with the TUC at the earliest opportunity.

9. Dissemination plan

Copies of guidance on dissemination of European projects were distributed to partners.

TUC to send out official logos to partners.

Craig encouraged partners to think carefully about their own individual dissemination – especially ‘soft’ dissemination, making colleagues, departments, stakeholders, interest groups aware of the project.

10. Activity: Developing online courses

Activity – it was agreed that it would be useful for the activity to take place in respective partner organizations.

11. Future PMC meetings

In light of additional meeting of the PMC all scheduled meeting would be pushed back in the plan.

12. Next meeting

Scheduled for Athens July, [to be confirmed] Gerassimos (GSEE) to contact TUC post meeting.

Later date requested by ETUI because of work schedules.

13. Any other business