



Education and Culture DG

Lifelong Learning Programme



The InterGen 2nd Transnational Meeting

Rostock, Germany, 29th - 30th June 2011

Minutes and Action Points

Attendees:

P0, Point Europa	Simon Ryan
P1, University of Malmo	Carina Sild Lönroth
P2, Pro-kompetennz	Gerd Zimmer
P3, Inveslan	Itziar Gomez
P4, Volkshilfe	Regina Egger, Heidi Fürnrath
P5, Forum	Lubica Galisova, Michaela Földesiová

Wednesday 29th June

Session 1: Introduction and Overview. See Presentation 1 on the website

Welcome to Rostock by Gerd Zimmer, summary of the work programme.

Consilium - value to InterGen. We discussed the "Consilium" Learning Partnership, which is fully separate from InterGen, but also covers the theme of intergenerational mentoring. Some of the IG partners, but not all, are in Consilium. It is proving to be a useful parallel project, allowing direct contact and learning between mentors in the partner countries. We agreed that it is unfortunate that the programme sees this kind of link as a potential problem - we see it much more as a strong added-value benefit, increasing the range and participation of our work on the theme.



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Partner Presentations

Each partner presented their activities to date, and their plans. Please see the website for copies of the presentations.

Austria

Presentation 2. Very good level of interest and activity. They have renamed the project for local dissemination purposes with seniors and families, to improve immediate understanding in the community. They have launched the project with a well-attended meeting, and have a network operating. They have 4 people so far, will include professionals.

Germany

(No PowerPoint presentation). Presentation of project at an international conference in Girona. Prokompetenz is the specialist QA partner, with only a small role in the content-based activity. However, Gerd has worked hard to involve the relevant local organisations: the Rostock City "Seniors Parliament" and Seniors Advisory Board, part of the City Council. They have worked with the FRAUNITATIVE centre through the Consilium learning partnership - as a direct result, there is significant new interest in InterGen within this organisation. The main issue to date has been ways to attract seniors into mentoring.

The Quality Assurance work is going well, see separate report later.

Slovakia

(No PowerPoint presentation). Forum is new to intergenerational mentoring, but is learning fast through this project. They presented InterGen at their biannual National Conference in March, in Bratislava, and hope to cover it again at the October event. SK will send programme, photos etc to ES for dissemination record.

The leaflet is on their website and has been distributed to various organisations working with older people and children. They aim to create an InterGen Group outside of the Forum national structure and have received good interest on this.



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They pointed out that 2012 is European Year of Active Ageing and Intergenerational Solidarity - an excellent platform for our project.

Spain

Presentation 3. Inveslan is new to intergenerational mentoring, and have worked very hard to build contacts. The partners commented that ES may be creating too many contacts! Too many schools etc - better to work with just one. but very experienced with dissemination work - this to be presented later on the agenda..

They have carried out very extensive networking activities, and now have suitable "candidates" from Seniors group and schools. They need the information from this meeting to be able to explain the concept in detail to the schools.

Sweden

Presentation 4. Very far advanced with the project work, thanks to extensive experience and energy. Carina outlined activity to date, including an early start on the creation and operation of mentor/mentee tandems.

United Kingdom

Presentation 5. The Management and VET structures work is covered in different parts of the Agenda. Following long delays, the organisation is now working well. The UK-community project has started well. There was a public meeting in early June to present the project - three people volunteered immediately, and four more expressed an interest later. The group will start meeting from July.



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Pilot Testing

We spent the remainder of this first day on the detailed planning and objectives of our Pilot Testing phase. With the approval of the UK NA, this will now run from September. Presentations for this session are:

- *Presentation 6.* Introduction by Point Europa
- *Presentation 7.* Transfer from SAGE, by Volkshilfe

Transfer

We discussed the nature of the Handbook and its potential users. It is clear from early interest in the project that some organisations will want to use the concept directly themselves - so we need to be sure that it functions also as a "Self-Help" or self-training resource.

Need to include recommendations and methods for the successful recruitment of mentors and children. DE reports difficulties with finding sufficient mentors.

Important to include many Case Studies, as practical examples.

Very important to emphasise the need for a "Managing Committee". If a group of mentors have no leadership or coordination, problems can easily start - examples include several mentors selecting the same child for the activities, and potential is agreements about timetables, dates, commitment. The Swedish expert says that this is a non-negotiable element - and that the Manager(s) must not be mentors themselves, in the project.

Regina will complete the draft version of the Handbook by the end of July. Partner comments in August, then start testing it from September. The First Five will work with a trainer and do not need translation - but the Second Five will need the Handbook in their national language. Therefore, the translation must start in December, so that the Second Five can start learning in January.



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Pilot Testing

- Carina has already started this work in Sweden, because she has so much experience. Carina described the full cycle of activity that she has designed; we discussed this and produced a new Timetable (attached as *Presentation 7A*).
- Carina offered the extensive material that she has created: information guides, questionnaires for candidates, feedback forms, and much more. This offer was very gratefully accepted by the partnership - it is very high quality material. Everything is in Swedish - **UK** agreed to find budget for the translations to English.
- We want 5 mentors in each Phase - so we should interview more than 5, to allow for drop-outs.
- The First Five need to have experience of every part, before they can support the Second Five. Therefore, the practical mentoring work for the First Five must finish in April, so they can operate the Closing session and then help the Second Five to do it.
- Age range change - AT has decided to focus pilot testing on ages 3-10 (change from 0-3, previous idea)
- SE is focusing on refugee children, without parents, in a Government-run house in Höör. These are children with very great needs, and potential for really important support through the project.
- Numbers of participants. The Contract is contradictory on this. We discussed the options, and agreed that the most reasonable numbers are those in the Impact section and the results -a total of 10 seniors plus 10 children. These will be split into 5 each for the first and second phases - so that the First Five will be able to work one-to-one with the Second Five, where this is necessary (mentoring the mentors). **UK** to confirm this clarification with the NA.
- Clarification on the evaluation process for the Pilot Testing. The structure will be the following: **Forum** will produce a standard questionnaire for the Pilot Testing sessions. The participants will complete these after every separate session. The document will be simple, aimed at providing suggestions for improvements, not statistics. **Gerd** will offer a suggestion for the questionnaire. We need this document soon, because sessions



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start from September. Deadline for first draft: end July. Then month of August for partner comments, final version sent by Forum, 1st week of September.

- Input from pilot testing to Handbook. When the pilot testing is completed (May 12), Forum will produce a report. This will include:
 - Introduction
 - A description of the activities in each country
 - Information about the participants
 - Photos of some sessions
 - Recommendations for modifications to the Handbook
 - A conclusion

The recommendations from the Pilot Testing report will be used to modify the Handbook, in June 2012. Regina agreed to make these changes.

Glossary and Definitions

We now have names for various parts of our project activity:

- The first group of 5 mentor trainees (who will become Mentor Trainers) are now called the First Five.
- Once the First Five have received their training, and started their practical mentoring activities, they will train a second group of mentors - these are now called the Second Five
- Each pair of mentor + mentee (senior plus child) is called a "Tandem".
- We agreed to change the name of our main document, currently titled "The InterGen Training Course" (Result 5). The document will include the training material, but also general introductions and concepts, recommendations on recruitment and networking with mentors, schools, social services, and so on. Therefore, we agreed to change the name to "The InterGen Handbook". UK to inform the National Agency.
- We will have an additional information product, between the publicity leaflet and the full Handbook. This will be called the **InterGen Briefing**, and will give professionals and mentors more details about the project. It



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will be 5-7 pages, to be prepared by **Simon** and circulated for comment. **UK** to inform National Agency.

- The **Local Networks** are a vital part of the project, and of the recommendation in the Handbook for future users. **UK** will send a template for the reporting of this aspect.

Thursday 30th June

The day started with a review of the discussions so far, and a confirmation of the Agenda.

WP1 - Management

Corporate Image

Simon presented the outline concept for the "Corporate Image" - a fixed-format design for the covers of all publications. This will be complete and used as a PDF for web-based publications, and printed with a cut-out, so that the second printed page carries the publication title in the space.

Agreed to use the two photos from the publicity leaflet. Carina needs different photos, because her target audience is different ages.

Website

Presentation 8. Simon apologised to partners for the delays to the website. Point Europa is catching up very fast, and has a new design, which he presented for discussion. The following decisions were made:

Add to downloads:

- The InterGen Briefing
- A section for "Additional Training Resources" - extra material which can support the main Handbook

Need for separate photos / pages for the Austrian and German activities. We will add a new photo/link on the homepage, to make 6 sections "Welcome to InterGen in Austria / Germany".



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WP2 – State of the Art report

Discussion about the value of the report. It is too long for use as an introductory document, so we agreed to leave it as the in-depth research report. The new "InterGen Briefing" will fill the gap for contacts who want more information than the leaflet - we will add this as an additional product. The State of the Art report will be available as a background information source.

WP3 - VET Structures

Simon explained the work:

- Identify the relevant VET organisations in each country - national / regional / local.
- Contact them with a description of the project (leaflet and Sector Briefing). Ask about the possibility to include InterGen into official training structure (accredited or not).
- Keep copies of all documents - important evidence that the work has been carried out.
- These tasks are very closely linked to Dissemination work, but with a specific objective - to attempt official recognition of our new training material.
- Partners are not required to ensure inclusion of InterGen into national VET structures - that is not within our powers. We are, however, required to try!

Simon will send a template and recommendations for this work, including deadlines.



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WP6 - Quality Assurance discussion

Presentation 9. Gerd presented his report, using the results from the latest evaluation.

The discussion and agreements on general matters were as follows; specific items on concrete work packages are now located in that discussion area on these minutes, to aid understanding.

- Partners would like more regular contact and information flow from the Promoter. UK will start to produce a monthly "Report to Partners", from July.
- Clarification on the Contract wording for the handbook. The Contract describes activity around *national* training material - this is an error, should be *transnational*. There will be one common handbook, translated at the Phase II stage for the Second Five, with modifications translated after the June 2012 closing date.
- Clarification on involvement of the Target Group in evaluation. It is very important to involve both of our contact groups (Trainee mentors, and Sector Professionals) in the evaluation process. This is part of the Contract - for external evaluation by the users of the material.

WP7 - Dissemination

Dissemination activities

Newsletters. SE have already produced a first local newsletter, and other partners are considering the idea (AT, UK). This is a voluntary, additional activity which is not included in the Contract. It is a valuable addition to the project, and excellent for participants - it is also a really good dissemination activity! Partners who decide to do this work should please send material to ES.



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Facebook. *Presentation 10.* After discussion, we agreed that the Facebook presence would be as follows:

- A Facebook page in each partner language
- Itziar will create the formats and send "Administrator" powers to all partners
- The Facebook presence will be simple - the leaflet text and photos, plus a link to the website. All news and additional activity will take place on the website
- Link to Facebook needed on the website pages, for each language.

Videos. Discussion about the possibility for recording video of the mentoring events. This cannot be professional quality (no budget) but could be uploaded on YouTube, where partners have to possibility and the permission of the participants. This is a voluntary additional activity, outside the Contract work.

Dissemination reporting

Presentation 11. Itziar presented the draft Guidelines for dissemination reporting. **ES and UK** will review the templates, before sending out to other partners. The finalised Guidelines will go to partners and be published on the website.

UK will prepare a short briefing about the requirements on dissemination reporting for the Interim and Final reports - there is a need to need to simplify the sectors and group together the activities, to reduce the complexity of the reporting.

Frequency of reporting - should be 6-monthly, not 3-monthly. **UK** to ask the UK NA for this change.



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Afternoon discussion - Housekeeping

Simon introduced this session, devoted to contracts, budgets and finance.

Internal Reporting

Presentation 12. Simon confirmed that Point Europa wants 6-monthly reporting for financial details and activities. The dates are:

- Progress Report (to March 11), completed
- Interim Report (to Sept 11), for presentation to NA
- Third report (to March 12)
- Final Report (to Sept 12).

Budget changes

We agreed that possible budget changes should be considered after the Interim Report stage, and for discussion at the Graz meeting as necessary.