

3rd Transnational Meeting
7th and 8th December 2011 - Graz, Austria
Minutes of Meeting

Item No	Contents	Action
	<p>7th December 2011 – Hotel Europa, Graz, Austria</p> <p>Attendees:</p> <p>Sue Gavin – Point Europa Emma Powell – Point Europa Regina Egger – Volkshilfe Heidi Fürnrath - Volkshilfe Gerd Zimmer - ProKompetenz Carina Sild Lönroth - University of Malmö Itziar Gomez - Inveslan Lubica Gallisova - Forum Michaela Földesiová - Forum</p>	
1	<p>A warm welcome was extended to all in attendance by Sue Gavin who congratulated everyone for their work so far and explained that the main focus of the meeting would be to clarify the aims of the piloting stage and to share any good practice, experience and suggestions for the final completion of the handbook.</p>	
2	<p>Pilot Testing – Partner Presentations</p> <p>Each partner presented the status of their Pilot testing to date.</p> <p>Lengthy discussion was had and the following points were concluded:</p> <p>AT presented that they had created a story of a tandem to use during recruitment of seniors and children based on 'Song of the Heart' – a book produced by Carina. SE agreed that this was a very good idea showing the benefits of intergenerational mentoring and explaining the concept of matching pairs.</p> <p>UK requested a copy of the story in order to use a similar scenario for recruitment. AT distributed the story in German for translation by individuals.</p>	

	<p>It was agreed that each country would produce a story in their own language for inclusion as a resource on the website.</p> <p>Stories should be sent to UK for inclusion on the website.</p> <p>ES suggested that partners should use the Project Facebook page to communicate new ideas in regard to any pilot testing issues, activity suggestions and good practice. All agreed to familiarise themselves with the media and to use in future.</p> <p>DE stated that the Handbook should be tested fully in its current form in order to test it fairly.</p> <p>All agreed to send any suggestions for change to the handbook to AT for inclusion in the final handbook on the understanding that no changes to the handbook would be made until the final version was produced. Any suggested changes or additions should be sent as they occurred during the Pilot Testing phase by partners to AT.</p> <p>AT requested more information and detail for the training courses held in Sweden for inclusion in the final Handbook. SE and AT to confer.</p>	<p>All Pilot</p> <p>UK</p> <p>All</p> <p>All</p> <p>AT/SE</p>
<p>3</p>	<p>Clarification of Work Packages and WP Leadership</p> <p>The UK reported the following:</p> <p>WP 1 – UK stated that work was ongoing and will continue until the end of the project. Comments and questions were addressed in the Evaluators report.</p> <p>WP 2 – SOTA has been drafted and submitted with the progress report. Assessors’ amendments have been made. Network Directory template has been circulated and all partners have returned their completed directories to the UK. Compilation of these to be completed by UK as agreed previously and both UK and SE to agree content of comparison structure template. UK to compile results and forward to SE, as agreed previously, to be added to SOTA.</p> <p>Translations of final document will be required for addition to website.</p>	<p>UK/SE</p> <p>All</p>

	<p>WP 3 – Question was raised as to whether investigation into VET structures in all pilot testing countries was necessary especially where this has been investigated through previous projects and a negative response received. UK to clarify and inform partners of outcome.</p>	UK
	<p>UK requested that all pilot testing partners return the VET structure template with relevant details of bodies and organisations associated with accreditation</p> <p>After lengthy discussion, it was concluded that the process of gaining accreditation could not be completed until the final Handbook version had been completed. Therefore timescales were set as follows:</p> <ol style="list-style-type: none"> 1) Letter to VET authorities to be drafted and sent to partners by UK in mid July following completion of handbook. 2) Partners to send above letter to VET contacts and return responses to UK for inclusion in VET Structure Report due end of September 2012. <p>WP 4 – Research and discussion in Rostock has resulted in completion of first and second drafts of the handbook for Pilot testing phase.</p> <p>Final evaluation of handbook would be sent by all partners to AT by mid June following completion of each partners pilot testing phase. Lengthy discussion took place leading to agreement of this date as this is later than originally anticipated due to various unforeseen issues experienced by a number of partners.</p> <p>It was agreed that the final Handbook would be completed by mid July.</p> <p>Discussion took place concerning translation of amended draft versions and it was agreed that only the final version would be translated. It was agreed that all partners would translate final version during August and send to UK for inclusion on the website.</p> <p>It was agreed by all that issues arising specific to each Pilot partners' country should be documented and made available for future users of the training via the website.</p> <p>UK to check lifetime of Website and extend if possible.</p>	<p>All Pilot</p> <p>UK</p> <p>All Pilot</p> <p>All Pilot</p> <p>AT</p> <p>All Pilot</p> <p>UK</p> <p>All Pilot</p> <p>UK</p>

	<p>WP5 – Previous discussions between the promoter and WP leader resulted in mutual agreement to transfer leadership of this package to AT. This was proposed and agreed by partners at this stage. Both partners involved agreed transfer of 5000€ as a result. UK to report this change to NA.</p> <p>WP 6 and WP 7 would be discussed during the meeting on the following day.</p>	UK
	<p>Following lunch at the Hotel in Graz the group transferred to the town of Feldbach by train to meet the Seniors and children involved in the Austrian pilot testing. The group were met by the Mayor of Feldbach and the meeting was recorded by local newspaper reporters and photographers.</p>	

	<p>8th December 2011 – Hotel Europa, Graz, Austria</p> <p>Attendees:</p> <p>Sue Gavin – Point Europa Emma Powell – Point Europa Regina Egger – Volkshilfe Heidi Fürntrath – Volkshilfe Christina Kunter - Volkshilfe Gerd Zimmer - ProKompetenz Carina Sild Lönroth - University of Malmö Itziar Gomez - Inveslan Lubica Gallisova - Forum Michaela Földesiová - Forum</p>	
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1	<p>Interim Report</p> <p>UK reported that the Interim Report had been completed and sent to the UK National Agency. ES queried dates for reporting. UK confirmed that the Interim report period had been to the end September 2011. It was hoped that payment would be received by UK by the end of January/early February 2012. Payment would then be made to each Partner.</p> <p>UK suggested that for purposes of future reporting that more regular information should be sent to the Promoter. UK to amend reporting template to include more detail and distribute to partners for future use on a monthly basis.</p> <p>UK requested that all partners provide a monthly report using the template starting at the end for January 2012.</p> <p>The partners' monthly reports would be collated to provide monthly feedback including outstanding tasks, for their information.</p> <p>Notes to improve Financial reporting from UK were detailed and a list will be sent to all partners for future reference.</p> <p>UK to check exchange rates for Cawsand meeting and send to partners.</p>	<p>UK</p> <p>UK</p> <p>All</p> <p>UK</p> <p>UK</p> <p>UK</p>

<p>2</p>	<p>General Task List</p> <p>UK to inform NA of the changes to WP5 leadership.</p> <p>Intellectual Property Rights – It was agreed by all partners that UK would produce a statement with regard to Intellectual Property Rights to be agreed and signed by each partner. A form should be developed for each partner to sign. UK will also confirm NA requirements with regard to whether partners need individual statements to be signed or one signed by all. UK to send out required forms in advance of the Cawsand meeting in June, to be brought to the meeting duly signed by the partners' legal representative.</p> <p>Briefing Document – During the meeting in Rostock, it had been proposed that a Briefing Document be created, however, it was agreed by all present during the meeting in Graz that the document was no longer necessary as the Guidebook would be sufficient. No Briefing Document will be produced.</p> <p>It was agreed by all partners that any amendments for the handbook should be sent to AT as soon as they occurred.</p>	<p>UK</p> <p>UK</p> <p>All Pilot</p>
<p>3</p>	<p>Evaluation and Reporting of Pilots</p> <p>The initial suggestion presented by AT was that a Bulls Eye format would be sufficient for evaluation of each training session to be used by the Trainer to the trainees for the pilot testing phase.</p> <p>Following lengthy discussion by the group, it was agreed that AT would develop a questionnaire to include a maximum of 5 questions to be answered by the participants alongside the Bullseye for each training session. It would also be suggested in the Handbook that a flexible approach to evaluation be taken using appropriate techniques.</p> <p>AT to produce the evaluation questionnaire by 16th December for agreement by partners by 10th January 2012.</p> <p>All agreed that the Mentor Evaluation should be used to add value to research for the Handbook.</p>	<p>AT</p>

	<p>AT presented a list of 5 questions/topics that they required responses to in order to produce the overall Pilot Testing Report. It was felt that the questions needed to be expanded before they should be distributed to the Pilot partners for response. AT to send proposed template to partners by 31st January 2012.</p> <p>Partners were asked to give feedback by 15th February 2012 for final version to be agreed.</p> <p>It was agreed that the questionnaire would be completed in two stages – questions 1 – 3 answered and sent to AT by end March 2012.</p> <p>Questions 4 and 5 must be answered and sent to AT by 15th May 2012.</p> <p>Final report would be presented to partners by 28th May for discussion at June meeting in Cawsand.</p>	<p>AT</p> <p>All</p> <p>All Pilots</p> <p>All Pilots</p> <p>AT</p>
<p>4</p>	<p>Handbook/Training Sessions</p> <p>Discussion took place focussing on the structure of the training sessions in the handbook and emphasising the importance of using the handbook training structure initially in order to evaluate the overall training.</p> <p>AT were concerned about the number and content of the supervisory sessions proposed in the handbook. SE commented that in reality they could be done over the phone, via email or whatever means suited both parties, and were designed in order to support and guide individual mentors. A flexible approach to the supervision should be adopted. AT will amend in the final version of the Handbook.</p> <p>Another suggested amendment to the handbook, was that all potential mentors attended the first training session and then an interview. However, it was stressed that the evaluation process would bring out these changes and that the Handbook would be changed after full evaluation had taken place. The Handbook should be followed as written at this stage.</p>	<p>AT</p>

<p>5</p>	<p>Evaluator Report</p> <p>WP1 – Improvements will be made to project management following the Interim Report. Communication will improve with Monthly reporting to be implemented. DE happy and reassured with comments from partners.</p> <p>WP2 - SE and UK now working together on SOTA and now all is on track. SE to discuss comparison structure with UK to be ready to send to partners by 30th January 2012 as previously discussed Day 1 Section 3.</p> <p>WP3 – Conclusions as previously discussed Day 1 Section 3.</p> <p>WP4 – It was stated again that the current version of the Handbook was not the final version and that it would not be changed until after all pilots had taken place.</p> <p>In addition AT would produce a template for Case Studies of the practical implementation of the project to be included in the Handbook where appropriate, or on the Website under the section title ‘Case Studies’ for further information.</p> <p>WP5 – DE insisted that feedback should be given to AT by all whether it was positive or negative in order that decisions could be made.</p> <p>WP6 – DE was happy with the way everyone was now working. AT raised concerns that the report layout seemed complicated.</p> <p>WP7 – ES had been unsure of UK’s requirements with regard to reporting however, during the meeting this had be rectified. ES informed by UK that Final Dissemination Report would be required by the end of October 2012 and that detailed guidance would come from the NA.</p>	<p>SE/UK</p> <p>AT/UK</p> <p>All</p>
<p>6</p>	<p>Dissemination Report</p> <p>ES suggested the use of Google Analytics in order to produce statistics of traffic on the website and said that a ‘Gmail’ account would be required. UK stated they would check to see what was already in place with the website designer and ask them to implement if there was nothing already in place.</p>	<p>UK</p>

	<p>ES wondered if the project had been put on the EVE database. UK assured them that it had already been done.</p> <p>ES suggested the use of an electronic newsletter. The template will be circulated to everyone to be used where, and if appropriate.</p> <p>ES requested, again, that everyone use the project facebook page. All agreed.</p> <p>ES requested more detailed information from partners on dissemination already carried out including lists of attendees to any conferences/public meetings. UK will check with the NA what evidence is required and report to the partners.</p> <p>ES had wanted full reports by 22nd December on dissemination carried out to end September, however, UK confirmed that reporting had been made already to NA which included the information given to date and that the second report would be not be required until October 2012. All partners agreed to report regularly to ES.</p>	<p>ES</p> <p>All</p> <p>UK</p> <p>All</p>
<p>7</p>	<p>Date of next meeting</p> <p>The date of the next meeting to take place in Cawsand, Cornwall was confirmed as 6th and 7th June 2012 with travelling days being 5th and 8th June.</p>	

Intergen Project Dateline arising from 3rd Transnational Meeting

held in Graz, Austria – 7th and 8th December 2011

Action Due Date	Task	Partner Responsible
16th December 2011	AT to produce the training course evaluation questionnaire.	AT
10th January 2012	Comments/amendments on Training Course Evaluation to be sent to AT by all partners.	All Partners
Early January 2012	UK to produce partner reporting template for monthly reporting.	UK
31 January 2012	First monthly report using the template to be sent to UK.	All Partners
31st January 2012	AT to produce and send proposed template for expanded questions needed for Pilot Testing Report for Partners response.	AT
30th January 2012	WP2 - SE and UK now working together on SOTA and now all is on track. SE to discuss comparison structure with UK to be ready to send to partners.	SE/UK
15th February 2012	Partners were asked to give feedback by 15 th February 2012 for final version questionnaire for Pilot Testing Report.	All
End March 2012	It was agreed that the Pilot Testing questionnaire would be completed in two stages – questions 1 – 3 answered and sent to AT.	All Pilots
15th May 2012	Pilot Testing questions 4 and 5 must be answered and sent to AT.	All Pilots
Mid May 2012	UK would produce a statement with regard to Intellectual Property Rights to be agreed and signed by each partner.	UK
28th May 2012	Final report would be presented to partners for discussion at June meeting in Cawsand.	AT

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Action Due Date	Task	Partner Responsible
6th June 2012	Signed IPR forms to be returned to UK at meeting.	All Partners
Mid June 2012	Final evaluation of handbook would be sent by all partners to AT by mid June following completion of each partners pilot testing phase.	All Pilot Partners
Mid July 2012	It was agreed that the final Handbook would be completed by mid July.	AT
Mid July 2012	Letter to VET authorities to be drafted and sent to partners by UK in mid July following completion of handbook.	UK
August 2012	Final version of handbook to be translated by all partners and sent to UK.	All Partners
End September 2012	Partners to send above letter to VET contacts and return responses to UK for inclusion in VET Structure Report due end of September 2012.	All Pilot Partners
End October	WP7 –Final Dissemination Report required.	ES