



## MEETING MINUTES

**Third Transnational Meeting  
Nykoping, Sweden  
7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> December 2011**

Project CEV – NGOs

**Venue:** Scandic Hotel Nykoping City, Nykoping, Sweden

**Objectives:** The main purpose of the 3rd transnational meeting was to discuss and analyze the activities done until now and to agree on the other steps that must be done for the implementation of activities in the next months.

### **Attendance:**

#### **Modavi Onlus**

Federica Celestini Campanari, Paolo Verzino

#### **Institute of Entrepreneurship Development**

Joanna Leontaraki

#### **Youth for Exchange and Understanding International**

Marko Paunovic, Prelim Candemir

#### **Swedish Telepedagogic Knowledge Centre AB**

Kennet Lindquist

#### **University of Economics in Krakow**

Janusz Teczke, Tomasz Kusio

**Meeting Activities:** During the meeting the following activities were realized:





## **I. Informal meeting of partner to discuss the activities carried out**

Federica Celestini Campanari resumed the activities carried out till now and all partners analysed the problems and the strengths of the project, in the light of the interim report presented by the external evaluators.

## **II. Plan of all activities that must be done and overview on the financial situation (Modavi)**

Federica Celestini Campanari and Paolo Verzino, with the support of slides and documents, presented the main activities that must be carried out from now to the end of the project. They resumed the financial situation of each partner and of the project in general. Federica highlighted the importance to respects the deadline decided step by step for the materialization of the activities by all partners and the importance to increase the promotion of the project. In according to the requested of Tomasz Kusiot, Federica will ask to the LLP National Agency if:

- it is possible that the partners take part in a meeting organized to promote the project in one of the partners countries (specifically, in Poland);
- it is possible to organize meeting and/or promotional events in countries other than partners;
- in case one or both are considered possible, which cost items should include this expenditure?

## **III. The E-Learning Platform (IED)**

Joanna Leontaraki, with the support of slides, described again the methodology of certification's process as agreed and modified in the previous meeting. The partners agreed that the evaluation of CV will be automatically but it will be necessary to upload also the CV in European format. The Advisory boards will monitor the evaluation of CV (also if it is automatically, they will have a look on the European CV to verify how declared by participants) and they will evaluate the case studies.

The process of certification for the Executives will be include:

- Evaluation of CV
- Online Test
- Case Studies





The partners agreed that the test can be done only one time. Only in case of problems not caused by the participant (technical problems or similar), the test can be do for a second time.

The partners decided to add more time for the test online and agreed that each participant will have to answer to 100 questions in 2 hours.

All participants will answer to the same 100 questions but the sequence of will be different. Marko Paunovic suggested that each partner have to score a minimum of 30% in each Function and the other partners agreed. Each participant will receive 1 case studies and he/she will work only on that.

The process of certification for the Executives will be include:

- Evaluation of Portfolio (CV)
- Online Test
- Philosophy Statement (that will be evaluated by Advisory Board)
- Case Studies.

The Volunteers will answer to 50 questions in 1 hour and ½. All participants will answer to the same 50 questions but the sequence of will be different.

As the CV, the Philosophy Statement will be download from the platform, filled in and then uploaded again on the platform.

More details on the presentation made by Joanna about the Methodology of Certification's Process.

The partners agreed that the pilot process will involve 10 persons for each country (6 volunteers and 4 managers).

The partners discussed how to apply the evaluation activities. They decided that the best way would be to have all the candidates together in one place during the certification process under the control of Advisory Board's members or other persons responsible for the organization. If it isn't possible, as suggested by Kennet, the partner decided to subject each candidate at the end of the pilot process with an interview of 20/30 minutes (face to face or in skype conference). Each partner organization will decided the best way in according to own needs and peculiarities.

Joanna will send to all partners a explanation about how the participants will can enter on the platform.





#### **IV. Process of Certification: Methods, Time, Activities (STKC)**

Kennet Lindquist, with the support of slides, explained the content and the methodology of WP4. He explained the main aims and the content of evaluation questionnaire.

As suggested by Kennet and as agreed by partners, the deadline of the pilot process' activities are:

- Approval of WP 4 implementation process (10<sup>th</sup> Dec. 2011)
- Completion of forms for piloting feedback (15<sup>th</sup> Dec. 2011)
- Feedback/approval of feedback forms (30<sup>th</sup> Dec. 2011)
- Translation (if needed) of feedback forms (15<sup>th</sup> Jan. 2012)
- Identification of piloting candidates, 4+6 (15<sup>th</sup> Jan. 2012)
- Implementation of National Level Pilots (15<sup>th</sup> Feb. 2012)
- Reporting on feedback from nat. pilots (15<sup>th</sup> March 2012)

The participants have to complete the evaluation questionnaire and leave comments. The comments can be written in the participants' mother tongue. Each partner will collect all comments, will resume them, will translate them in English and will upload the summary on the platform.

#### **V. Pan-European Database (YEU)**

Marko Paunovic introduced the topic presenting again to the partner the Call and the Application Form realized to find organizations interested in being part in the Network. Marko will include in the database some organisations and associations linked with YEU in different parts of Europe. Each partner will send to Marko at least one association or organisation for country to include in the database. The deadline to send the application form filled in is 20<sup>th</sup> December 2011. Within 23<sup>rd</sup> December 2011 the database will be uploaded on the official website of the project ([www.ngo-s.eu](http://www.ngo-s.eu)).

#### **VI. Promotion of the project and dissemination of results (UEK)**

Tomasz Kusiot, with the support of slides, described the strategy of promotion and dissemination. He invited all partners to send him information about the promotional events, meetings and any other activities organized at national or international level to insert them on the website. Tomasz informs the partners that UEK will organize a "Volunteer Day" probably on April 5<sup>th</sup> 2012 and invited





all partners and their volunteers to take part in the meeting if National Agency considers the costs of travel and subsistence as eligible.

As expected in the project, they must be produced 10.000 brochures, 2000 posters. 5 press releases per organization, 3 events per organization, 1 final conference, 1 website.

Tomasz will prepare a template for the brochures and posters in English and send them to all partners. Each partner will can use the templates in English or translating them into national languages. The template will be ready within the end of January 2012.

The participants modified the form of the Certificate. It will be attached to the present meeting minutes. Attached to the Certificate it will be an official translation in each national language and a brief explanation on the importance of this certificate. Marko will prepare this explanation and then he will send it to all partners for the approval (deadline to define yet).

## **Final recommendation**

Federica recommended to each WP leader (i.e. STKC, YEU, UEK) to organized the activities to do, coordinate them respecting the deadline and indicating step by step to all partners what must be done, when and how. Modavi, as general coordinator of the project, will oversee the performance of all activities.

The partners agreed that the last transnational meeting of the consortium will be realized in Portugal in June, on 4th and 5th or 11th and 12th. They will have time to define that within the end of January latest.

**All partners are encouraged to send any comments or suggestions within 18<sup>th</sup> December 2011.**

