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Author(s)	Plamen Todorov		
Contributors	Kalina Avramova, Zhivko Ivanov, Slavina Buzova		
Contact name	Plamen Todorov		
E-mail address	office@bicc-sandanski.org		
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1	08.06.2012	George Drogoudis
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etc		

## SECOND TRANSNATIONAL MEETING IN SHEFFIELD

### MINUTES

Project „Inducing VET trainers with mentoring skills to boost entrepreneurial growth”

mENTERing

2011-1-BG1-LEO05-05044

Sheffield (UK)

22.05.2012 – 24.05.2012

**Host:** Inova Consultancy Ltd.

**Location:** Conference Room 2, The Workstation, Paternoster Row, Sheffield

### Participants:

<b>Plamen Todorov</b>	<b>Association Business Information and Consulting Center – Sandanski</b>
<b>Kalina Avramova</b>	<b>Association Business Information and Consulting Center – Sandanski</b>
<b>Ana Velcheva</b>	<b>Bulgarian-German Vocational Training Centre – Branch Pazardzhik</b>
<b>George Drogoudis</b>	<b>Militos Emerging Technologies &amp; Services</b>
<b>Sophia Protopapa</b>	<b>OLN Learning</b>
<b>Marina Larios</b>	<b>Inova Consultancy Ltd</b>
<b>Carolyn Usher</b>	<b>Inova Consultancy Ltd</b>
<b>Nicte Garcia Soria</b>	<b>Inova Consultancy Ltd</b>
<b>Begonia Arenas</b>	<b>Scienter SID Espania</b>
<b>Kalinka Boyanova</b>	<b>National Agency – Bulgaria, Human Resources Development Centre</b>

Wednesday, 23<sup>th</sup> of May, 2012

The meeting was held with the following

## AGENDA

### **I. WP2. RESEARCH AND INTERACTIVE NEEDS ANALYSIS**

1. Presenting the results of the implementation of the Work Package  
OLN LEARNING / BGCPO

### **2. WP3: ADAPTATION AND ENRICHMENT OF EXISTING CONTENT**

Objectives: To present the methodology for adaptation and enrichment of the content; SCIENTER, BGCPO, OLN, INOVA;

### **3. WP4: PILOT IMPLEMENTATION**

Objectives: To discuss the overall strategy for implementing the pilots; INOVA, SCIENTER, BGCPO, OLN

### **4. WP5: QUALITY ASSURANCE**

Objectives: To present the Quality & Evaluation Plan; to discuss on the "state-of-project" report and forthcoming INTERIM report; MILITOS with the support of all partners

### **5. WP6. DISSEMINATION**

Objective: To introduce the implemented activities for dissemination and promotion of the project (website, leaflets, newsletters, etc.); Open discussion on dissemination; MILITOS EMERGING TECHNOLOGIES & SERVICES

### **6. WP1: Project Management and Monitoring (PROGRESS REPORT)**

Objective: to answer some questions regarding the financial and administrative implementation of the project; to discuss the overall implementation of the project BUSINESS INFORMATION AND CONSULTING CENTER – SANDANSKI with the support of the representative of the NATIONAL AGENCY - BULGARIA

### **7. SUMMARY OF THE MEETING AND FOLLOW UP ACTIONS**

Objective: Planning of actions/steps until next meeting per partner (milestones and deliverables)  
ALL PARTNERS

## MEETING MINUTES:

Wednesday, 23th of May, 2012

### MORNING SESSION

#### Introduction

The meeting was officially opened by Mrs. Marina Larios, Manager of INOVA Consultancy which presented the organization itself and the region of Sheffield. Mr. Plamen Todorov – Project Manager has welcomed all partners and has briefed them on the current implementation of the project. Each participant presented him/herself. Mrs. Kalina Boyanova of the Human Resource Development Centre – Bulgaria – National Agency of Bulgaria has answered to various questions regarding the implementation and reporting of the project and project related expenses. The meeting continued as agreed per the agenda.

#### SUMMARY AND DECISIONS:

I. On the first point of the Agenda I. **WP2. Research and Interactive Needs Analysis**, presentation of the results of the implementation of the Work Package has been made by Ms. Sophia Protopapa, representative of OLN Learning.

Mrs. Sophia Prothopapa resumed the following outcomes of the implementation of WP2:

1. General results of the survey and interviews carried out in Bulgaria, Greece and internationally;
2. Specific outcomes of the survey represented by graphical charts;
3. A brief discussion among the partners on the concept of mentorship in different countries was carried out by project partners;
4. The concept of mainstream mentoring was presented and discussed;
5. How are the project's target groups perceiving the notion of mentoring;
6. Mrs. Larios of Inova has explained in details the concept of mentoring from the perspective of her own experience as a mentor, as well as in general in UK;
7. Partners have discussed on whether one should be an entrepreneur or an owner of an SME in order to be a successful mentor?
8. Each partner organization has presented a perspective on this concept based on their experience in the field of mentoring, VET and business support;
9. Partners have discussed on the topic of how mentees can select their mentors;
10. Mr. Larios has presented a project implemented in the UK which is targeting women returning to the labor market after maternity leave;
11. Based on their individual experiences partners have discussed on the topic on what is the period for a mentorship to provide tangible results to the mentee;
12. Mrs. Prothopapa, Mrs. Larios and Mrs. Arenas have discussed on the various stages of mentors' training – self study; soft skills; practical skills; action learning; etc.

Mrs. Sophia Prothopapa presented the main findings and conclusions of the implementation of Work Package 2-Research and Needs Analysis.

**1<sup>ST</sup> PHASE** – Desk Research Report identifying good practices and synergies in mentoring training for VET trainers in entrepreneurship (WP Leader – OLN Learning)

The desk research undertaken in the frames of this work package was structured as follows:

**1. Desk research was carried out by partners in related training programmes in project countries (Bulgaria, Greece, the UK), in Europe and internationally.** Specific countries were allocated to each partner by the work package leader as defined in the project proposal (see below for the allocation of countries).

2. In the second phase, partners sent all the findings to the WP Leader (i.e. OLN) and the WP Leader drafted the present report based on them. When the draft report was completed, it was distributed among partners for feedback and recommendations in order to safeguard its quality. The report covered VET programmes for VET trainers in general, mentoring training, entrepreneurship training for VET trainers, future actions to be undertaken by the mENTERing project.

3. The last phase, the finalising of the report, included the incorporation by the WP leader of partners' comments and suggestions as well as the production of the final version of the report. This version, translated in BG and EL, is submitted to the funding agency, and will be uploaded on the project website for access by interested parties such as VET trainers and VET training providers, entrepreneurs' associations or policy makers.

From the research in **project countries and in Europe**, it became obvious that the approach to training VET trainers is not homogeneous. Different Member States implement different training for VET trainers and to different degrees and frequency.

**The projects identified in Bulgaria** aim to promote and mainstream mentoring as a tool for career development of people who are in a disadvantaged position in the open labour market or people with disabilities. They also promote entrepreneurship to a large extent through customised training offered to entrepreneurs. No information was found as to what extent these initiatives are supported by the state in order to provide VET trainers with the opportunity for formal qualifications.

**In Greece** the training of VET trainers in mentoring is not widespread. In the national accreditation system (i.e. through EKEPIS) there is no training which aims to upskill VET trainers in mentoring skills and competences. Despite the important role of training and development for VET trainers, such training is not systematically carried out in Greece and this minimises the opportunities

**The projects identified in the UK** relate to mentoring training for the general population, for women entrepreneurs, employers, learning support assistants and apprentices. The use of mentoring methodology seems to be quite widespread in the UK for different target groups and for entrepreneurs more specifically. All the identified projects can provide helpful insights to the mENTERing consortium during the design of the VET trainers' mentoring training.

Relating to the rest of Europe, training programmes for VET trainers, mentoring or entrepreneurship training covered almost all of the Member States since each EU co-funded project involved several of them either as co-ordinators or as partners.

### **Presented recommendations**

Work needs to be undertaken by national institutions and official authorities with a more long-term orientation instead of relying only on projects with duration between 6 to 24 months, according to the institution organizing it, the parties involved, the country specifics on entrepreneurship etc.

Also, more cross-country collaboration is required so as to share best practices and avoid duplication of work already undertaken.

Finally, it would be beneficial that such training programmes for VET trainers be designed based on the principles, provisions and rules of ECVET and EQF so that they lead to accreditation and official qualifications with the aim to provide VET trainers with more access to national and European labour markets.

**2nd PHASE** – Presentation of the results of the survey & interviews carried out in the target project countries – Bulgaria and Greece (WP Leader – OLN Learning)

## **SURVEY**

In the frames of the mENTERing project, an **online trans-European survey** was conducted aiming to identify and define the competences and skills that VET trainers need to have in order to effectively mentor entrepreneurs.

Respondents were VET trainers involved in general business and/or entrepreneurship training or VET trainers who wished to be involved in entrepreneurship training in the future and especially be involved in mentoring entrepreneurs.

The survey was originally targeted at 30 VET trainers in Bulgaria and 30 VET trainers in Greece, adding to a total of 60 respondents. However, the response rate was a lot higher reaching a total of 204 respondents not only in the two target countries but also in other European countries such as Belgium, Denmark, Finland, Hungary, Luxembourg, Portugal, Switzerland, and the United Kingdom.

Responses were received as follows:

- ❖ 35 questionnaires by Bulgarian respondents;
- ❖ 134 questionnaires by Greek respondents;
- ❖ 35 additional questionnaires were filled in English by respondents residing in other European countries.

Upon completion of the survey which lasted between 1 February 2012 and 15 March 2012, the collected data were extracted from surveymonkey and were analysed in order to identify the experience and key needs in mentoring competences that VET trainers have so they can effectively mentor entrepreneurs.

A detailed analysis of the survey was presented by Mrs. Prothopapa by a PowerPoint presentation containing graphics summarizing the results.

## **INTERVIEWS**

Five qualitative interviews were conducted in Bulgaria and Greece with **experts in VET, mentoring and entrepreneurship** with aim to identify and define the competences and skills that VET trainers need to acquire and develop in order to effectively mentor entrepreneurs and support them in growing their business.

### **Summary of the results in Bulgaria**

The experts who participated in the interviews in Bulgaria were VET trainers, entrepreneurs and consultants. They were chosen because of their professional qualification in training future entrepreneurs, consulting SMEs and entrepreneurs. During her presentation Mrs. Prothopapa presented the details of the main findings of the interviews in Bulgaria.

### **Summary of the results in Bulgaria**

The experts who participated in the interviews in Greece were VET trainers, coaches. Respondents said that they had several examples in which mentoring helped mentees acquire knowledge and experience which helped them make more effective decisions. The mentors' experience helped them understand bad practices and avoid them in their own business.

!!! Based on the evaluation of the completed work the Partners have agreed on the following action to finalize Work Package 2:

- The **WP 2 Analysis** title to be renamed in the final document to the name specified in the application form as follows – **“Final Analysis Report” - Deadline 8<sup>th</sup> of June 2012;**

- The **WP Leader and BGCPO** to finalize the translation of the document – **Deadline 15<sup>th</sup> of June 2012**;
- The **WP Leader** to produce a **matrix** including the definition of the profile of VET trainers depicting their needs for specific mentoring skills and competencies - **Deadline 8<sup>th</sup> of June 2012**;

**II.** The second subject of the Agenda **WP3: ADAPTATION AND ENRICHMENT OF EXISTING CONTENT** was presented in detailed PowerPoint Presentation by Mrs.Begonia Arenas of Scierter which is the Work Package Coordinator.

The Work Package is scheduled to start in April 2012 and end on November 2012. The primary aim of the WP is to: 1) transfer, adapt and further develop (update, complete, localise, translate) the identified core content of the LdV project MAITRE: 'Mentoring: Training materials and Resources', to the needs of VET trainers in BG and EL for mentoring skills and competencies; 2) enrich the transferred content with content from entrepreneurship; Develop a blended train-the-trainer methodology based on state-of-the-art adult learning, action learning and online teaching and learning theories as the backbone for the implementation and delivery of the blended train-the-trainer course to VET trainers.

To meet these aims, the following will be taken into consideration: the combined results of WP2-Research and Interactive Needs Analysis; the learning needs of VET trainers, involved in general business training, who are interested or already involved in entrepreneurship training, for mentoring skills and competencies; the VET systems and infrastructure, the socio-cultural, entrepreneurship and linguistic contexts in the targeted countries – Bulgaria and Greece;

!!! Based on the recommendations and main conclusions of the implemented desktop research and survey/interviews in the target countries – Bulgaria and Greece the partners have agreed upon the following:

- Mrs. Arenas has circulated prior to the meeting an Initial Review Report describing the extent to which the Manual corresponds to the profile of the VET trainers identified in WP2; offering specific suggestions and steps to be taken for updates (adaptation, completion, localisation, translation). Partners have sent feedback to the report;
- Partners have agreed to change the name of the circulated document from "WP3 Review Report" to "Initial Review Report" – to be implemented by the WP Coordinator (Scierter CID);
- Partners have agreed to add an additional heading to the report "Recommendations for aspects to consider in the Mentoring Training Programme" - to be implemented by the WP Coordinator (Scierter CID) and OLN Learning;
- The draft version in English of the adapted MAITRE manual to be delivered by the **15<sup>th</sup> of September 2012** as Deadline for translation in BG and GR – 2 months(**by the end of November 2012**);
- The following key competencies were selected of the MAITRE training manual to be adapted and transferred for the needs of the Mentoring Training:
  - o N° 2: Understanding the role of mentor – with focus on entrepreneurship;
  - o N°3. Understanding the stages of the mentoring relationship
  - o N°7. Understanding boundaries and confidentiality
  - o N°12. Action planning and goal setting
  - o N°15. Use of technology 2(e-mentoring)
  - o N°17. Listening skills
  - o N°19. Non-verbal communication
  - o N°20. Questioning skills
  - o N°22. Giving and receiving feedback;
  - o N°32. New competence: Self-study;

- N°33. New competence: Creativity;
  - The WP Leader together with all partners shall produce an updated, localised, completed, and translated Mentor's Training Manual for entrepreneurship (EN, BG, EL, ES) in doc and PDF format – **Deadline 15<sup>th</sup> of September 2012** – Translation of the Manual in BG and EL and ES to follow – **Deadline 30<sup>th</sup> of November 2012;**
  - The WP Leader together with all partners to agree on and produce a blended train-the-trainer methodology developed for the delivery of the course to VET trainers - **Deadline 15<sup>th</sup> of September 2012.**
  - An e-book containing the multilingual and updated Mentor's Training Manual and guidelines on how to implement the blended train-the-trainer course to be produced by the WP leader - **Deadline 30<sup>th</sup> of November 2012;**
  - USBs containing the updated Mentor's Training Manual for entrepreneurship to be produced by Inova (P5) and to be distributed to VET trainers in each target country (BG, EL) - **Deadline 30<sup>th</sup> of November 2012;**
  - The WP Leader with feedback of all partners to produce a final review report depicting the updates implemented (localisation, completion, translation) to the Mentor's Training Manual - **Deadline 30<sup>th</sup> of November 2012;**

**III. The third subject of the Agenda WP4: Pilots Implementation** was presented in detailed PowerPoint Presentation by Mrs. Marina Larios of Inova which is the Work Package Coordinator. The following structure and plan for implementation of the Pilots was agreed by all partners following an extensive discussion:

1. Pre-selection procedure of the participants in the pilots – The partners have agreed that in order to have a fruitful training the mentors participating in it should comply to the following indicative selection criteria: good command of the English language, several years of experience in VET training, interest in entrepreneurship, personal commitment to the course, etc. In case the following persons could not be recruited. If the following criteria could not be met for the group of mentors who will be trained the project team has decided on another approach. Two experts will be trained of both project partners (in Bulgaria – BGCPO and in Greece – OLN Learning) who will then deliver the trainings in their own languages. The trained experts should fulfill the above mentioned criteria in order to deliver quality training. **(Deadline of determining the exact profile of participants in the pilot – 10<sup>th</sup> of September 2012);**

2. In this aspect a recruitment campaign should start immediately in both target countries which will have the purpose to identify potential participants in the pilots who have to fulfill the above mentioned criteria. In this relation the Project team and partners (Scienter, OLN and Inova) should prepare text for promotional (recruitment) flyers which shall be include some specific information on the pilots training and the training content in order to attract the attention of potential mentors in both target countries – Bulgaria and Greece. The flyers will be completed in English and translated and localized by BGCPO and OLN respectively in Bulgarian and Greece. **(Deadline for flyers – 30<sup>th</sup> of June 2012);**

3. In order to attract the mentor's attention to the training Mrs. Marina Larios of Inova has proposed and all partners have agreed to provide all participants in the pilot trainings with a certificate: ***“European Certificate of Advanced Mentoring in Entrepreneurship”*** which will be issued by the Mentering Project and Militos (Partner 3) will aid in the design of the certificate, as each of the Partners in Bulgaria and Greece will be responsible to translated and adapt it for their country.

Following the abovementioned decisions the partners of the mENTERing project have agreed on the following plan for implementation of the pilots:

**Phase 1:** The Pilots will begin in Bulgaria and in Greece of the pre-selected participants with self-study sessions, each lasting 3 hours. During this first stage the participants could select the key competences to be learned. The project partners will provide the mentors with all key competences as well as a score charts (proposed by Inova) (1 to 5) so they can score themselves towards each competence in the beginning of the training as a similar score chart (1 to 5) will be provided to the mentors at the end of the trainings.

**Phase 2:** The second stage of the pilot's implementation will include the face-to-face trainings in both countries which will include a group of a total of 20 people in both countries Bulgaria and Greece each session lasting not less than 6 hours. The trainings will be delivered by experts of Inova Consultancy – the first face to face training will be organized in Greece and the second in Bulgaria. In case the project team is unable to find English speaking mentors to participate in the face-to-face trainings experts of both OLN and BGCPD will be trained to deliver the face-to-face sessions in their countries and in their own language. During the face-to-face training the mentors will be trained in 10 core competences of the adapted MAITRE manual (2, 3, 7, 12, 17, 19, 20, 22, 32\*, 33\*).

**Phase 3:** The third stage will include the organizing of two webinars – one in each country. The webinars will last 2 hours each and will include the presentation of pre-recorded Power Point presentation with audio. The webinars will train in two key competences – Competence No:4 - Adapting of the Maitre Manual and a new competence: Social Media. Each webinar will last for 2 hours – 1 hour presentation of the content and 10 minutes interruptions for exercises.

**Phase 4:** Action learning (AL). This final stage will consist of 3 sessions of at least 2 hours each. Each session will include 5 people as they will be chosen of the other mentors if they can find mentees. The AL should be lead by Sophia Protopapa in Greece and by Ana Velcheva in Bulgaria. Mentors will choose the competences for the AL in advance in accordance to the mentees they will instruct.

In general: The mentors will be evaluated on the basis of their performance at:

- Face-to-face sessions
- Action learning
- Webinars
- Mentees assessment to mentors

**IV.** After the implementation of the pilots has been agreed in Mr. Geroge Drogoudis of Militos has presented **Work Package 5: QUALITY ASSURANCE**. In brief the partners decided the 4 "state-of-project" reports should be delivered at every six months period. The first "state-of-project" report shall be completed in one week time as feedback should be submitted by all project partners to the specially designed by Militos online questionnaire. After all individual reports of the partners have been submitted Militos will summarize them and prepare the Final First State-of-project report – **Deadline 10<sup>th</sup> June 2012**. Next State-of-project report is scheduled for **30<sup>th</sup> of October 2012**.

The partners have agreed that the next Progress report (Interim Report) which is due for October 2012 should be prepared as soon as possible in order to avoid the delays related to its approval and the reimbursement of funds. All partners have agreed that the **deadline** for submission of their Interim reports to the Lead Partner (BICC – Sandanski) should be **20<sup>th</sup> of September 2012**.

## V. WP6. Dissemination

Dissemination activities throughout the first six months of the project have been presented by Mr. George Drogoudis of **Militos (P3)** which is the organization responsible for dissemination of the project. All partners will provide Militos with their dissemination activities every two months (**Deadline for next dissemination activity of each partner – 30<sup>th</sup> of June 2012**) using the tables in the dissemination plan. Then Militos will gather all the results and integrate them in the project dissemination archive. The dissemination report will be prepared along with the progress reports.

## VI. WP1: Project Management and Monitoring (PROGRESS REPORT) & Summary of the meeting and follow up actions.

At the conclusion of the meeting Plamen Todorov of the Lead Partner – BICC – Sandanski has summarized the meeting and has recorded a deadline for each milestone of the project which should be delivered by the selected project partners. All partners have agreed to change the venue of the next meeting from Spain to Athens, Greece due to the need of organizing the pilots as soon as possible in the beginning of next year. The project coordinator (BICC – Sandanski) has been assigned with the task to coordinate the proposed change with the National Agency of Bulgaria. **The proposed month for implementation of the meeting shall be February 2013.**

The meeting was closed at 19:00 (UK time) by Plamen Todorov of BICC – Sandanski.

The partners agreed on the following deadlines for next deliverables:

Description of activity (deliverable)	Who	Proposed delivery dates
<b>WP2: RESEARCH AND INTERACTIVE NEEDS ANALYSIS</b>		
<b>WP 2 Analysis</b> title to be renamed in the final document to the name specified in the application form as follows – <b>“Final Analysis Report”</b>	OLN Learning	08/06/2012
<b>Translate Final Research Report in BG&amp;EL</b>	OLN Learning (EL) BGCPO-Pazardzhik (BG)	15/06/2012
<b>Matrix on the profile of VET trainers &amp; their needs for mentoring skills &amp; competencies for entrepreneurship</b>	OLN Learning	08/06/2012

WP3: ADAPTATION OF CONTENT		
Change the name of the circulated document from “WP3 Review Report” to “Initial Review Report” and <b>circulate the final document</b>	SCIENTER CID	08/06/2012
Add an additional heading to the report “Recommendations for aspects to consider in the Mentoring Training Programme” and <b>circulate the final document</b>	SCIENTER CID / OLN Learning	08/06/2012
Identification of further competencies	All Partners	During the meeting in Sheffield
Identification of further training materials to match with the selected competencies	All Partners	27/06/2012
Draft version in English of the adapted <b>MAITRE manual</b> to be delivered for partners comments	SCIENTER CID in cooperation with BGCPPO-Pazardzhik, OLN, and INOVA	15/09/2012
Partners to <b>comment</b> on the document	All Partners	22/09/2012
<b>Final version of the document</b> (in EN) ready for translation to be circulated among partners	SCIENTER CID	22/09/2012
Translation of the <b>adapted MAITRE manual</b> in BG and EL and ES	BGCPPO and BICC (in BG) OLN (in EL)	30/11/2012
Produce a <b>blended train-the-trainer methodology</b> developed for the delivery of the course to VET trainers	INOVA in cooperation with SCIENTER CID, BGCPPO-Pazardzhik and	15/09/2012

	OLN	
An <b>E-book</b> containing the multilingual and updated <b>Mentor's Training Manual</b> and guidelines on how to implement the blended train-the-trainer course	SCIENTER CID in cooperation with BGCP0-Pazardzhik, OLN, and INOVA	30/11/2012
<b>USBs</b> containing the updated Mentor's Training Manual	INOVA	30/11/2012
<b>Final review report</b> depicting the updates implemented (localisation, completion, translation) to the Mentor's Training Manual	SCIENTER CID in cooperation with BGCP0-Pazardzhik, OLN, and INOVA	30/11/2012
<b>WP4: PILOTS</b>		
<b>Flyers</b> to promote the training to mentors in Bulgaria and Greece	Scienter, OLN, Inova, BGCP0	30/06/2012
<b>Recruiting</b> the needed number of <b>Mentors</b> for the Trainings	BGCP0 OLN	10/09/2012
Prepare concept and design for certificate: <b><i>"European Certificate of Advanced Mentoring in Entrepreneurship"</i></b>	Militos All Partners	15/09/2012
<b>Start of the pilots</b>	Inova	December 2012
<b>WP5: QUALITY ASSURANCE</b>		
<b>First state-of-project reports</b> to be submitted to Militos	BICC – Sandanski BGCP0	08/06/2012

<b>Final First State-of-project report</b> and provide it to the Project Leader	Militos	11/06/2012
<b>Second State-of-project report</b> to be filled in by all partners	All partners	15/10/2012
<b>Final Second State-of-project report</b> and provide it to the Project Leader	Militos	30/10/2012
<b>WP6: DISSEMINATION</b>		
Dissemination activity reports	All partners	30/06/2012
Next press-release (translation and adaptation in Partner's languages)	Militos and All parnters	30/09/2012
<b>WP1: PROJECT MANAGEMENT</b>		
<b>First project progress report</b>	BICC – Sandanski	31/05/2012
<b>Third Consortium Meeting (Athens, Greece)</b>	OLN Learning BICC - Sandanski	February 2012
<b>Next Audio Conference (via Skype)</b>	BICC – Sandanski All partners	September 2012
<b>Interim Project Report (due from Partners)</b>	All Parners	20/09/2012
<b>Interim Project Report (final delivered to the Agency)</b>	BICC – Sandanski	10/10/2012

Minutes were recorded and compiled by:

Kalina Avramova

BICC - Sandanski

June, 05, 2012  
Sandanski

Prepared by: .....