



Leonardo da Vinci

3rd Steering group meeting CECE Lodz, 04/02/2009

Participants

Petra Kampf – E.N.T.E.R., AT
Zdenek Karasek – RPIC-ViP, CZ
Michael Schwaiger – INIT Developments, DE
Maria Teresa Zas – FEMXA Formacion, ES
Joanna Szczecinska – Academy of Management, PL
Ian Harper – DCBC, UK
Joeri Vanbiervliet – Syntra West, BE

Results

- While the steering group met in one room, the trainers of the different countries met in another room. The Czech partners evaluated the train-the-trainer sessions to see if the trainers are able to train the competences as intended.
- The third variance analysis was presented to the steering group. This instrument showed us the status of the project and the topics we still have to work on. We are on schedule, but more about this in the TO DO-list.
- The adaptation of the subtitles is more expensive than foreseen. We'll see more to the end of the project if we can shift money so that the company could invoice 1000 € more.
- The translation of the subtitles should be ready by the end of March, the translations of all training material should be finalised by the end of May. Afterwards, we all check if the lay-out is ok, so that the material can be printed / copied / duplicated in August-September 2009. If one partner has not enough budget for the duplication of 20 boxes per competence, duplication on cd-rom is also ok.
- The subtitles have to be checked by Spanish, Polish and Belgian colleagues. When you translate, keep in mind that the new texts should be shorter than the English text.
- The project website <http://projects.syntrawest.be/cece> should be updated with new information, pictures, agenda and reports of the meetings, newsletters,....
- Ian (UK) and Joke (BE) will work together to adapt the questions for the screening tool. A draft version of this screening tool will be ready by the end of March. The output of this tool will be information about the level of competence of the participant + advice for appropriate training. The tool will be available in the partner languages. A short assessment will be put on the website as 'teaser'.
- Joeri repeated the administrative and financial duties and the most common mistakes. The Progress Report has to be delivered to the Leonardo-agency by the end of February 2009. Therefore, the partners who haven't delivered all material should do this as soon as possible. What we need: the Excel-document, time registration, copies of invoices, subcontracts, the statements, division of the budget according to the work packages,...



- Petra gave an overview of the dissemination activities of 2008. She was satisfied with the result till now, but there are of course still enough activities to do. In the next months, we have to participate at a European conference and present CECE there, we have to produce folders / brochures, the next edition of the newsletter has to be published, press articles should be published,...
- In the next newsletter, we will use quotes from the evaluation of the 3rd meeting. Cathy has been asked to write an article about the training (as participant) and Sue will be asked to do the same from the perspective of a trainer.
- Petra asked also to collect feedback from our activities (newsletter, website, brochure,...) and to connect our project with other activities and other projects.
- Zdenek made a suggestion for the commercialisation and IPR of the training material.

TO DO

- Joanna organised a pilot training for the first competence in Poland. She will make a summary of the evaluation and Michael will attach this to the third evaluation report.
- Ian (UK) and Joke (BE) will work together to adapt the questions for the screening tool. A draft version of this screening tool will be ready by the end of March.
- The Polish, Spanish and Belgian partners translate the last subtitles by the end of March and send them to Eva. The DVD's with subtitles will be ready by the end of June 2009.
- Eva will prepare the last training packages for the competences that have to be translated into Dutch, Spanish and Polish. The English version of these packages will be ready by the end of March 2009.
- The Polish, Spanish and Belgian partners can continue their translation work. All material should be translated and uploaded by the end of May 2009.
- During the summer period, we all have time to make sure the lay-out of our documents is ok, so that the material can be printed / copied / duplicated in August-September 2009.
- Zdenek will ask for a proposal for the boxes. When we know the price and the standards, we can then ask our own producers for a good price.
- Teresa will upload the list of names that appears in the subtitles on Sharepoint -> can be useful for the other partners.
- Michael already sent an evaluation document for the training and the steering group meeting. All partners should send this form back to him before 20/02/2009.
- Joeri will ask to update the project website <http://projects.syntrawest.be/cece> with new information, pictures, agenda and reports of the meetings, newsletters,....
- Zdenek and Cathy: can you upload your pictures of he meetings on Sharepoint?
- Syntra West will make a proposal for the brochure, based on the example of RPIC-ViP and with input for the content from Petra.



- All partners have a look at the dissemination strategy and disseminate where they can. Evidence of these activities should be sent to Joeri before the final report.
- All partners have a look at the proposal of Zdenek regarding the IPR and sent him their comments by the end of April.
- Cathy and Sue will write an article about the train-the-trainer session for the next newsletter (May 2009)
- The partners who haven't delivered all material for the Progress Report should do this as soon as possible. What we need: the Excel-document, time registration, copies of invoices, subcontracts, the statements, division of the budget according to the work packages,...
- Michael will answer the evaluation question(s) in the Progress Report, Petra will do the same for the Dissemination question(s). Joeri will answer the rest.
- At the meeting in Vigo, the following trainings will give a 2-hour train-the-trainer session:
 - UK: Customer Orientation (Competence 5)
 - Spain: Lifelong Learning (Competence 10)
 - Belgium: Problem solving (Competence 8)
 - Poland: Organisation and planning (Competence 9)

Next meetings:

From 18/05/2009 lunchtime till 20/05/2009 after lunch: steering group meeting + Train-the-trainer in Vigo (ES)

November – December 2009: final meeting + final event in Brugge (BE)

