

**VALMOPRIS**

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**Skype Meeting 4: Record of Meeting and Action Points****10am (GMT) – 26<sup>th</sup> February, 2016**

**Present:** Kirsten Sams (KS), Dominique Antony (DA), Erica Kubic (EK), Enrica Pautasso (EP), Maren Satke (MS), Alina Zamosteanu (AZ), Marisa Farrell (MF)

**Apologies:** Ed Santman (ES), Aina Vilcane (AV)

**Item 1 – Project Handbook & Research Methodology**

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- Partners gave input on the project handbook and asked for a few errors to be addressed and clarification on the intellectual outputs. To clarify, the IOs are not necessarily consecutive but rather elements of the outputs run concurrently – for example, IO1 has elements that span the entire length of the project.
- EK also asked for clarification on the socio-ecological research model. KS explained that it takes account of the context and stakeholders involved.

**Action point**

MF will make requested changes to the handbook.

KS will produce a diagrammatic version of this to allow partners to discuss this in more depth in Bordeaux with herself and Alina.

**Item 2 – Sustainability Questionnaire**

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- MS reported that the sustainability questionnaire has been completed and returned by all partners (almost on schedule!)
- She will compile the results as soon as possible and organise communication with partners where necessary either via email or a short Skype meeting (**AP**).



### Item 3 – Work Programme Update

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- Partners are largely on track with work programme outputs – namely the pilot activity proposals and desk research. Some partners asked for a little flexibility regarding these deadlines. The ‘state of the art’ (compiling desk research from all partners, a background to the project and the need for the project) will be drafted prior to the Bordeaux meeting to allow partners to discuss this. Partners should be mindful of this when returning their research, but there is a little flexibility around the end of February.
- EP raised a concern about the relevance of providing background information on LEVEL 5 and its previous applications within the desk research; instead she felt this was more relevant to later IOs. Partners seemed to agree that it would be useful to provide a little bit of context to help tie together the strands of the project – the state of informal learning, what a project like this seeks to achieve, and how it intends to achieve it (through the LEVEL 5 methodology).

### Item 5 – Draft Programme for France

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- Partners discussed the challenges associated with the tight schedule for the second committee meeting. As some partners need to leave on the Friday at lunchtime which only leaves one and a half days for the combined meeting and introductory training for partners.
- Some bilateral meetings can be held on the Wednesday evening if partners have arrived and have specific issues to discuss.
- There was a problem with the Rouge hotel. DA has booked a similar alternative for roughly the same cost.

#### Action point

If any partners have yet to confirm arrival and departure times with DA, please do so as soon as possible.

### Item 6 – Training and Steering Group Meeting – Netherlands

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- Clarification is required around the structure of the training and how this will integrate with the steering group meeting. There was a discussion around the role of partners in the training as well as the nominated teachers. This is clearly preferential, however, there is some concern about tight timelines and if both the training and meeting can be managed by all partners.



- There was a discussion about reducing the training to four and a half days – meeting on Monday afternoon. However, Erasmus and the UK national agency are very clear about the minimum requirement being for five full days training and a programme must be produced with this in mind.
- MS and EP discussed sharing the training and dividing their time – further explanation of this would be required to allow for our Dutch partners to plan.
- EK suggested that MS and EP contact ES to ask him to take a role in the training to provide some informal and creative context for the level 5 input. Partners were in agreement about the usefulness of this.

### Action point

MS and EP to draw up a proposed plan for the structure of the training and distribute to partners to allow EK and ES to progress with the organisation of the steering group meeting and training.

MS and EP to contact ES about taking a role in the training.

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### Item 7 – Payments and Budget Update

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- KS apologised for delays in the processing of payments. This has been addressed with the relevant department of the college and you should be in receipt of your payments now. If there are any problems please do not hesitate to contact KS.

### AOCB –

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Best wishes to all and thank you all for your timely submission of inputs thus far. This is much appreciated.

End.