

## VALMOPRIS

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### Skype Meeting 1: Record of Meeting and Action Points 10am (GMT) - 27<sup>th</sup> November, 2015

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

**Apologies:** None (all partner countries were represented)

### Item 1 – Contracts and Paperwork

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#### Contracts:

All partners confirmed that contracts have been signed and returned.  
Germany – checking with colleagues about the status of the contract

#### Timesheets:

Some partners questioned the need for monthly returns of timesheets and updates to expenditure reports. They explained that monthly returns are incompatible with their procedures and too much of an administrative burden.

#### **Action point (progress)**

MF liaised with Jim O'Donnell to attempt to relax the deadline for partners' returns.

It seems that local procedures require quarterly reports and timesheets on a monthly basis, which was outlined in the contracts. Therefore, the need to report per month is something that, regrettably, there is no flexibility over.

### Item 2 – Clarification of outstanding items

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a) EP and MS asked for whether they are required to complete the 'background information and national research' document. Our initial instinct was that they would not have to input given that they are not responsible for delivery.

#### **Action point (progress):**

Having spoken with Paul Talbot – the original 'architect' of the proposal document – it was anticipated that both Austria and Germany would provide information on validation and informal learning more generally within their own country. Please refer to **page 67 of the application** for a summary breakdown of intellectual outputs.

b) It was agreed that the UK will undertake the creation of the Teacher Questionnaire (to measure perceptions of Informal Learning and help define the key competences for validation) that will sit alongside the desk research.

This will be composed both as an electronic survey (Survey Monkey) and as a paper version for those practitioners who do not have access to email.

**Action Points:**

MF to create the template questionnaire and send out to partners for comment within a fortnight.

EK will send out the list of competences by next week so these can be integrated / attached to the document.

c) EK asked whether there was a dedicated or minimum duration for pilot teaching projects. It was discussed that this length would ideally be relatively consistent and EK advised that similar pilots usually last around three months.

**Action point:**

This is a point of discussion for the group in the future. There is no specific guidelines or requirement contained within the application.

### Item 3 – Website

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Ed has offered to design, register and maintain a Valmopris website. He has submitted a breakdown of costs which, if we were to create a website, would need to be found in the budget (Erasmus allows for a 20% variation). The anticipated costs would be:

**design & maintenance € 723**

**hosting € 250**

**total € 973**

Our initial suggestion was that 50% could come from Scotland, and the remaining 50% be found from Germany and Austria's budgets.

**Action point:**

There are issues around the budget that may make the funding of the website difficult; most notably unanticipated travel costs. This will be a point for future discussion and collaboration.

MF will create a document that may help us to manage our individual responsibilities within intellectual outputs taking account of the budget

allocation. This will be circulated in December and can be reviewed by partners for its usefulness.

#### **Item 4 – Review of templates**

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Partners were sent a draft of two templates for completion by the end of February which will feed in to the Desk Research element of output 1.

**Action point:**

Feedback on the documents/suggested changes are very welcome and can be provided any time before the document is completed next Friday.

#### **Items 5 & 6 – Any other business**

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MS explained that she has completed the summary report documenting the initial evaluation and expectations. She will circulate this for partners.

KS and MF had a conversation with Paul Talbot today on Skype as per MS's advice. We will report back to partners in full by next week.

**End.**