

VALMOPRIS

Skype Meeting 10: Record of Meeting and Action Points

10am (GMT) – 25th October, 2016

Present: Dominique Antony (DA), Marisa Farrell (MF), Enrica Pautasso (EP), Alina Zamosteanu (AZ), Ed Santman (ES)

Apologies: Erica Kubic (EK), Maren Satke (MS), Aina Vllcane (AV)

1. Progress with content for pilots & IO1/IO2

Revised pilot learning activities, competence frameworks, self-assessment LEVEL5

Deadline for submission to EP (through partners) is 31st October.

All partners present reported that they were on track with this. AZ confirmed that all documentation would be returned by next week at the latest. Partners are reminded that there is a **folder on Dropbox called 'IO2 – For Enrica'**. ***Finalised submissions from teachers should be placed in here.***

Certification

MF reported that she has a meeting scheduled next week with the Media Production Group in Shotts to discuss the design for the certificates. ***She will aim to have a version completed by the end of November to share with partners.***

MF also asked EP if a Blinc or REVEAL representative would sign and stamp this, as discussed in Rotterdam. ***EP reported that she didn't think this would be a problem, but would liaise with Tim about this and respond to the group.***

Translation

The coordinator reminded partners that ethical documentation, questionnaires and certification will all require translation.

Following discussions about the breadth of translation required for intellectual outputs in Rotterdam, the project coordinator sought clarification from EP about the volume of pre-existing translations of competence framework content from previous projects.

The German partner reaffirmed that there is little by the way of translation and suggested that the project coordinator to approach the NA to propose the translation of:

IO1 – the summary document

IO2 – only those competences that tie in with the other intellectual outputs

IO4 – the entire guidebook

Partners are attendance seconded the motion.

MF to approach National Agency to suggest changes after the interim report has been submitted: Nov 2016.

2. Ethical Process

Questionnaire finalisation

The finalised research questionnaires (implementation process and socioecological research) will be sent to partners and can **be translated for use in each partner country** as necessary.

Storing information securely

Partners are reminded that all approval must be granted by all participants in the pilots and research. **The signed documentation must be stored securely in each partner country with signatures and research number included. Redacted copies are to be forwarded to the project coordinator.**

3. Reporting and Recording

National Agency Interim Report

The interim report is almost complete and will be submitted prior to the 31st October.

Evaluation reports are up-to-date and progress is on track with intellectual outputs.

Reporting Changes E1/C2

Discussion from M3 surrounding the conference and training scheduled for Romania requires reporting by MF. **This will be undertaken after the finalisation of the interim report in November, 2016.**

This will include a slight date change and report on the delay in scheduling the EPEA conference.

The project coordinator will make suggestions to mitigate the impact of this running separately to the EPEA conference.

Record of meeting and training

Partners are reminded that both the records of M3 and C1 are on the Valmopris Dropbox available for comment and national reporting purposes.

Comments welcome prior to November 10th, 2016 – after this date documents will be considered finalised.

4. Matters Arising

Teachers

MF asked France for an update on the situation with teachers. DA reported that two teachers have been secured to date. A third will hopefully be secured after the French holidays.

The Netherlands were not present for this part of the meeting.

Dutch partners to update the project coordinator about teaching activities as soon as possible.

Dissemination

The project coordinator will complete a newsletter within a week and circulate to partners for dissemination. Any national dissemination should be recorded for reporting purposes. A template will be distributed with these minutes for completion.

Partners are reminded to include the Erasmus project number and project/Erasmus logos on all dissemination activity and documents created for the project.

Webinar

MF to liaise with MS about webinar content and dates when MS has more availability in November.

5. Other Business

In order to clarify that partners have sufficient clearance to carry out pilot activities and undertake publishable research, the project coordinator has asked that partners provide signed documentation or complete the mandate attached with these minutes.

These have been organised by country and all named persons in the application included. One partner member per country must sign the mandate (or provide alternative proof of clearance) if research is to be admissible.