

## VALMOPRIS

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### SKYPE Meeting 11: Record of Meeting and Action Points

10am (GMT) – 13<sup>th</sup> December, 2016

**Present:** Dominique Antony (DA), Marisa Farrell (MF), Enrica Pautasso (EP), Alina Zamosteanu (AZ), Ed Santman (ES), Maren Satke (MS), Jim O'Donnell (JO)

**Apologies:** Erica Kubic (EK), Aina Vilcane (AV)

\*\*Please note, November's meeting was postponed and the content combined with this meeting.

### 1. Initial responses from National Agency and partners re. project timeline

#### Revised timeline for intellectual outputs

The National Agency won't consider extending the end date of the project, therefore we have to complete all of the intellectual outputs and deliverables earlier than anticipated and prior to the end date of 31<sup>st</sup> August, 2017.

This leaves us with the option of holding E1 and C2 between June and August. Following input from partners it would seem June is the most appropriate date, certainly from the Romanian point of view. AZ is due to have a discussion with colleagues in CRB Wednesday 14<sup>th</sup> December and will come back to partners with a range of potential dates.

DA and AV will be in Latvia the week beginning 19<sup>th</sup> June for another project.

AZ asked that the E1 conference be held on the Friday of the week to maximise numbers.

***Partners to decide on date of E1/C2 following AZ's suggestions to allow for planning, recruitment and organisation.***

#### Securing numbers

JO and MF are trying to secure a firm answer from the National Agency regarding the issue of 2:1 national to international attendees at the E1 conference. Initial advice suggests that this will be possible.

The partnership will also promote the conference widely – potential avenues are attached to this email

**Partners should add suggestions or let the coordinator know of any useful contacts. MF will also look into offering the training as a KA1 mobility opportunity.** Although, as DA explained, the timelines are tight for this and the deadline for applications is 02/02/17.

## Translation

As per our last meeting, it was agreed that we would approach the NA with a request to reduce the translation requirements to the following:

IO1 – the summary document

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

IO4 – the entire guidebook

Our National Advisory body, WOSCOP, advised us that the National Agency are likely to respond to any reduction in translation with a comparative reduction in funds. Partners are reminded that Erasmus+ only fund 75% of the translation costs. The partnership are liable for the remaining costs. However, EK outlined from her experience the cost of translation, which is significantly greater than those provided for, so we will go back to the National Agency with this question.

***JO & MF to seek a final answer on the questions of numbers, KA1 mobility offering and translation, before the 16<sup>th</sup> December.***

## 2. Set a date for E1 and C2

This should be confirmed prior to the Christmas break. Dissemination of the events will begin in December and will be continued into January.

## 3. Competence descriptors and pilot activity descriptions

### Progress with IO2

EP explained that progress was on track with IO2 at her end – however, we are still awaiting some paperwork from our Dutch and Latvian partners. This is mostly due to problems with changes in teachers/facilitators. However, partners are reminded of the urgency of this in order to allow for the completion of intellectual outputs in good time.

***AV and ES to submit any outstanding paperwork as a matter of urgency.***

## 4. Progress with Pilot Activities

### Dutch and French teachers

Both the Dutch and French partners have managed to secure new pilot learning activities & teachers. Thanks to them for their hard work on this matter.

### Monthly update from partners

All partners reported positive progress with pilot activities with around half of the teachers/professionals having begun their delivery.

***Partners will be sent a monthly reporting proforma which can be used by teachers to record their progress.***

## 5. Update on evaluation of C1, website and certificates

Partners reported that they had received the evaluation of C1. This was a favourable evaluation. There were two pieces of important feedback to consider for the development of C2:

1. The training felt too long. Looking forward, it would be more beneficial to combine C2 with E1.
2. The training could use more practical elements, which were very well received during the piloting. Partners to consider this in their development of IO3.

The project website will be available for feedback by the end of this month. ***MF to contact partners for feedback.***

The certificates which are being created by the prisoners have been a little delayed. The first pilot activities are due to end in January. ***MF will have them by that date and circulate to partners for comment/translation.***

## 6. Timesheets and overall budget

Partners are reminded that timesheets need to reflect accurately the work that has been carried out against intellectual outputs. We need to ensure that we are on track and up-to-date with financial reporting in order to make sure costs are covered and the appropriate level of financing is released by the National Agency.

***If partners have any questions about this issue, they can contact myself, Jim or Julie.***

***End.***