

VALMOPRIS

Skype Meeting 12: Record of Meeting and Action Points

10am (GMT) – 24th January, 2016

Present: Marisa Farrell (MF), Enrica Pautasso (EP), Maren Satke (MS), Erica Kubic (EK)

Aina Vilcane (AV) – separate meeting due to connection issues

Apologies: Alina Zamosteanu (AZ), Dominique Antony (DA), Ed Santman (ES)

1. Pilot Activities

Partners reported that the pilot activities are progressing well. The Dutch pilots have mostly started. Latvian pilots are going very well with good numbers. Scottish pilots began in January and are on track. No issues to report. From reporting and bilateral discussion, Romania and France also appear to be on track, with very few problems.

Partners are reminded to ensure that all participants have completed consent documentation. Only redacted versions of these should be stored on the project dropbox.

2. Intellectual Outputs

EP reported that IO2 is close to completion. However, a couple of outstanding pieces of work on competence frameworks is required from Latvia and Netherlands.

Ed and Aina to send EP documents as quickly as possible to allow her to complete the collation of material and the competence framework.

MS discussed the proposed structure for IO3 which was distributed to partners via email. She outlined the requirements of the training for KA1 opportunities – 24 hours, online material and explained that the difficulty will be ensuring there is a mentor/support available after the end of the project.

She discussed the modular set up, and asked partners to give feedback on the proposed structure. In particular, she asks those partners working in and around prison settings to comment and support the completion of module 1.

Partners to provide comment on the structure and sketched content within a week. MS to send email to partners. After this, we will form teams for the creation of content. MS & EP will complete the sections on competence-oriented learning and validation.

IO1 & IO4 are in part dependent on the research produced from the pilot activities. MF is reworking content on each IO and is on track for completion.

MF will be in touch about the structure and content decisions for IO4 in the next two weeks.

MF to liaise with EPEA about the offering of train-the-trainer and future support

MF to arrange a working group meeting with partners and associated members – to be scheduled for April following the completion of the pilot research – in order to draw recommendations for IO1.

E1 preparations

AZ is working hard to secure high numbers of local participants at the conference in Romania. She has invited foreign attendees as well. In addition, we will be promoting the conference widely through the EPEA and our wider distribution networks.

Understandably, a one-day conference may present difficulties for foreign attendees. Nevertheless, partners are asked to think about potential invitees for the conference.

The dates of the C2 training run from 12-16th June, 2017.

The date of the E1 conference will be 16th June, 2017.

The dates of M4 need to be clarified and decided between partners.

MF discussed the difficulties of managing three events which have to run concurrently. It is also worth noting that we will need to manage the delivery of C2 and E1. Therefore, everything will need to be carefully scheduled.

Most partners reported that they were anticipating attendance at the whole five days. If partners think this won't be possible please let Marisa know as soon as possible. MF will need to schedule the dates for the steering group meeting to fit around availability.

Webinar

MS gave a brief update on the nature and schedule of the webinars. The application stipulates that there should be two webinars. We have pencilled in dates for these:

Mar/Apr – General overview of project - or - follow up Q&A with teachers for pilot activities

June/July – following E1 conference, promoting KA1 e-learning opportunity

If we do a webinar on the pilot activities, do partners think teachers would be willing and able to get involved for a Q&A?

Translation

MF reported that she has gathered three quotations for the entirety of the translation work. These are significantly over budget.

For reporting purposes, partners are asked to provide one or more quotations for the required translation work for their country. This should be forwarded to MF – in writing – please.

Of course, as partners have suggested, it is entirely likely that the translation will be significantly over-budget; especially as a significant portion of time has already been spent translating questionnaires, consent forms, and information sheets for learners and colleagues in prisons. We will endeavour to find a translation solution that falls on budget.

Again, if partners could send me a note of how much time has been used to date for translation – this would be beneficial for final reporting purposes.

Evaluation activity

All partners are reminded that MS has sent an evaluation questionnaire. ***If this hasn't been completed yet, please do so asap.*** Also, if you are leaving negative feedback, please provide some comment to allow for future improvement.

Timesheets and overall budget

Partners are reminded that timesheets need to reflect 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 – please pay attention to the particular budget lines against each intellectual output.

If partners have any questions about this issue, they can contact Jim or Julie. Jim will likely be in contact soon.

End.