

Skype Meeting 13: Record of Meeting & Action Points

10am (GMT) - 28th February, 2017

Present: Marisa Farrell (MF), Enrica Pautusso (EP), Dominique Antony (DA), Ed Santman (ES), Alina Zamosteanu (AZ), Maren Satke (MS)

Erica Kubic (EK) – separate meeting due to connection issues

Apologies: None

Item 1 Interim Evaluation Report

The Interim Evaluation Report is on Dropbox within the Evaluation & Quality folder > Evaluation Reports. There are some actions for improvement: increasing effective communication, more interim deadlines from the coordinator, and appropriate level of involvement of all partners. If anyone wants to provide feedback they are welcome to contact MF.

In future Evaluation reports if recording an amber or red score, please provide qualitative comment for action planning.

Item 2 E1 conference

- Keynote speech 1: Enrica has agreed she will speak about VINFL.
- Keynote speech 2: An EPEA representative will speak about prison education – **details to be confirmed by AZ.**
- **AZ will liaise with the National Agency to confirm whether they wish to speak about funding opportunities.**
- There will be ample academics to moderate discussions. **AZ to approach or pass MF contact details (whichever she prefers).**
- Partners agreed that they would be happy to undertake parallel workshops. **The number of parallel workshops is to be confirmed by AZ after liaising with the conference venue about spaces/logistics.**
- All partners report they will be present for E1.
- Dissemination materials for the conference will be distributed to partners after the finalisation of plans for E1 including venue and speakers. The Romanian partner must first undertake a tender process to finalise this detail. **The coordinator will circulate details for dissemination by partners through their own networks.**

Item 3 C2 training

All partners reported that they are mostly on track with recruiting participants for C2 training.

- Latvia – have secured three participants
- Scotland – will be bringing three/four participants
- France - will be bringing three/four participants
- Romania – have secured three participants
- Netherlands – have secured two participants (trying to confirm a third)

If any partners have problems providing the allotted three participants, please email Marisa and we will try to find a solution.

Alina will send details of hotel on Friday of this week to allow partners to book accommodation.

Partners agreed in principle to their responsibilities within C2 and E1, as discussed and highlighted in the C2/E1/M4 schedule.

Proposed attendance of partners is as follows:

- Scotland – Sunday > Saturday
- France – Wednesday > Saturday
- Germany – Wednesday > Friday/Saturday
- Austria – Tuesday > Saturday
- Latvia – Sunday > Saturday
- Netherlands – Tuesday > Friday (AM?)

Item 4 Pilot Activities

All partners have reported good general progress with the pilot activities. There have been a few challenges with questionnaires and various prison-related issues, but on the whole these are on track for completion.

Socio-ecological questionnaire: this research was originally intended for 15th March, 2017. Alina had asked if this date could be moved forward to 20th February, 2017. Not all partners & teachers could make this new deadline due to prison issues, absences etc. **Partners are asked to submit the research to AZ/MF as soon as possible and no later than 15th March, 2017 to allow for analysis.**

MF to liaise with AZ about challenges of analysis.

Rating and reasoning documentation and implementation questionnaires should also be completed for 15th March, 2017.

Item 5 intellectual Outputs

1. **IO1 progress:** this requires the input of research analysis from the two questionnaires by AZ. IO1 will then be shared with all partners for comment. Following this recommendations will be made.
The **partnership agreed that they would work together on these** recommendations before sharing anything with other possible partners (Reveal, EPEA)
2. **IO2 progress:** EP has completed her draft of IO2 – including the framework of competences (on dropbox) and the pilots. She will email this to partners for comment, particularly the appropriateness to prison contexts. **Partners are asked to provide feedback.**
3. **IO3 progress:** A plan has been drafted and partners have been organised into working groups to collaborate/negotiate content. An interim deadline of 8th March has been set to allow **all partners to input some content for consideration to help us move this IO along.** Following this date, MS will consult with partners regarding the format of this learning material.
4. **IO4 progress:** A plan was submitted to partners for comment. **MF will resend this with these minutes, for partners to provide feedback.**

Item 6 Timesheets and budgets

The coordinator has been made aware of very late payments for partners (from November, 2016).

MF had a meeting about this last week and partners should be assured that payments/contact from Jim will be made this week. Sincere apologies for the delay.

All partners are reminded that the timesheets should be up-to-date till the end of February.

My colleagues have advised me that where partners are falling behind in their claims against the allotted hours for intellectual outputs, payments may be delayed. Partners will be contacted separately if this is case, in order to discuss and strategies.