Skype Meeting 3: Record of Meeting and Action Points

10am (GMT) – 29th January, 2016

Present: Kirsten Sams (KS), Dominique Antony (DA), Erika Kubic (EK), Ed Santman (ES), Maren Satke (MS), Aina Vilcane (AV), Marisa Farrell (MF)

Apologies: Alina Zamosteanu (AZ), Enrica Pautasso (EP)

Item 1 – Update on research

Survey

- The survey is finalised and 'country of origin' field updated as per Dominique's suggestion.
- Scotland has distributed this to national organisations – PET, London Institute of Education, SPS staff, prison teachers, academics, practitioners and policy makers
- MS has suggested forwarding the survey to Paul Talbot to allow him to send out to EPEA members and his own network
- EK and ES have sent out and informed respondents that they can respond in Dutch. They are happy to translate responses for the purposes of analysis
- DA acknowledged potential language barriers but is hopeful for responses.
- All partners present agree to circulating the survey

Research methodology

- KS and AZ are liaising over changes to the research methodology paper before submitting to project partners for update.

Desk research

- Partners are reminded of the deadline for desk research input from their own countries. MS and EP are completing an input section on VINFL in their countries.

Action points

- **Scotland will monitor responses where possible and provide feedback to partners about national response rates.**
- **Background desk research – per country – to be submitted prior to the end of February, 2016.**

Item 2 – Work Programme Update

- MF is working on pulling together a Project Handbook including changes to the original application and more clearly defined objectives for partners
- This should be completed within a fortnight.

Action point

- **A draft copy of the project handbook will be distributed to partners for comment in February**

Item 3 – Evaluation Update

- MS has uploaded a draft evaluation plan and stressed that methodologies are open to review in order to suit partners' circumstances and settings
- The evaluation strategy sets out to review three key areas
  - Our partnership working, project management, communication, meetings, working practices
  - Project progress, milestones and deadlines
  - Quality of the project outcomes – training, training material, methodology
    - External view
    - Internal view (within partnership)

- MS also explained that Paul Talbot foregrounded sustainability (and more specifically ISE - Integrated Sustainability Evaluation) in the application. This will include an evaluation of how the outputs and results are integrated and conveyed to stakeholders
- Partners will be sent a questionnaire about focusing on sustainability and followed up by bi-lateral Skype meetings
- The questionnaire will be sent out two weeks before Bordeaux – this will give people the opportunity to change the agenda in Bordeaux
- The bilateral evaluation interviews also need to be carried out prior to Bordeaux – continuing the questions from meeting 1 and asking what can you do to make project results sustainable
- The partners commented on the usefulness and clarity of the evaluation plan.

Action Points

- **Once the project handbook is complete, evaluation forms can be revisited and any small alterations made**

Item 4 – Draft Programme for France

- ES and EK raised the issue of Level 5 training as one of their projects will take place earlier and partners discussed that it is important for steering group members to understand the methodology
- There should be a sensible amount of time put aside in the Bordeaux agenda for Level 5 training and partners suggested moving it to Thursday afternoon to allow it to continue into evening if necessary. This is particularly important given that AV, MS and EP will leave around lunchtime on Friday.
- MS also suggested investigating the possibility of following the partners' Level 5 training in Bordeaux with a series of short webinars, which partners agreed would be useful if possible.

Action Points

- **Following KS suggestions about activities, ES elected to do icebreakers**
- **Firm up agenda based on revised work plan and evaluation findings**
- **MS to ask EP about potential E-learning options focused on level 5**

Item 5 – Level 5 Training and Timing of Pilots

- Partners requested that we prepare the structure of the planned October training as soon as possible. MS and EP will liaise on this and put together a draft for the training programme.
- Possibility of webinars to be considered and discussed.
- KS clarified for partners that the number of days cannot be reduced for the training cannot be reduced from 5 to 3. The email from the National Agency outlines the reasons.
- ES raised concerns about the lateness of Level 5 for evaluation – KS explained that Scotland is scheduling their pilot projects between October 2016 and March 2017. MS explained that another project she is working on has run the training in November, piloted between November and March – this left enough time for the rest of the outcome work.
- EK raised concerns about budget – is there enough to cover accommodation for the training?
- DA has found nine teachers who are interested and will keep three, she wanted to see what date options are available to help select teachers
- KS proposed two date options for Netherlands training:
  - **3-7th October**
  - **17-21st October**

Action Points

- **A clear plan/outline for the October training is to be developed asap for partner review and this should be included in the Bordeaux agenda**
- **KS to forward email from the National Agency about the training budget.**
- **Dates for Netherlands training to be finalised asap.**

Item 6 – Payments and Budget Update

- Budget has been updated and circulated by KS to partners. It is in the Dropbox.
- College management is finalising the payments to partners and the funds should be with everyone soon.
- The Netherlands have questions around the budgets and would like this to be on the agenda for Bordeaux and EK suggested an individual Skype meeting with KS.

Action Points

- EK and KS to schedule a Skype meeting – EK will email to arrange a suitable time.

End.