

VALMOPRIS

Skype Meeting 5: Record of Meeting and Action Points

10am (GMT) – 29th April, 2016

Present: Dominique Antony (DA), Erica Kubic (EK), Ed Santman (ES), Enrica Pautasso (EP), Maren Satke (MS), Alina Zamosteanu (AZ), Marisa Farrell (MF), Aina Vilcane (AV)

Item 1 – Matters Arising / Updates

- MF thanked partners for the patience and hard work given last minute changes due to Kirsten's absence, particularly given that we were not able to attend M2 in Bordeaux. Kirsten asked me to send her best wishes and gratitude to partners.
- The person who has taken over Kirsten's post is Ryan Dobbin. He will not be taking an active role in the project in terms of attending meetings but he will be keeping an eye on the supervisory side of things and if you have any concerns or need to contact anyone other than me regarding the project, you can contact him in Kirsten's absence.
- His details are Ryan.Dobbin@nclan.ac.uk - 01698 232201
- MF reported a change to her working pattern given Kirsten's absence and will now be available to work on Valmopris on Monday and Tuesday. This will affect the next two scheduled Skype meetings.
- There will also be a new teacher coming on board.

Action point

MF will update the Communications Plan with Ryan's contact details for long-term reference.

MF will email partners the details of scheduling issues re. Skype meetings and propose alternate dates.

Item 2 – Deadlines and Progress Update

- The survey analysis draft was discussed and several changes were noted in writing and during discussion.
 - MF has included content which came from qualitative research outlining commonly noted benefits of informal learning in prison - such as language skills or empathy. Her belief is that the competence framework should reflect the particular nature of working with prisoners. However, EP raised concerns that the survey responses included outcomes which would not be called competences. MS suggested that whilst it was perhaps important to include them we should comment that they cannot all be covered. Partners seemed happy with this suggestion.
 - Partners discussed the need to include conclusions/recommendations tying the content of the survey to the project
 - Ensuring effective bridges need to be made between the findings and the parameters of LEVEL 5.
 - EP also asked for greater clarity in highlighting the order of competences.
- MF also noted that there were outstanding deadlines:
 - Project update for dissemination - UK (**AP - 6th May**)
 - Analysis - Desk research - UK (**AP - 20th May**)
 - Pilot activity proposals - NL & LV & UK [replacement teacher]

Action point

MF will make changes to the document and send out again to partners for comment and input.

Pilot activity proposals should be completed imminently as these are now overdue. As all partners who have experienced delays now report that issues have been clarified and solved and projects planned can I propose no later than **Monday 9th May, 2016**.

Item 3 – Training Concept Draft & SG meeting and C1 in Netherlands

- The proposal for the 5-day training (C1) has been drafted.
- EP and MS reported that they will attend for the three days which would be necessary for the SG meeting but as funding is not included for the training - they have had to limit their attendance.
- There is a blend of training, discussion and social activities - some elements need to be finalised nearer the time as they are dependant on availability of practitioners or requirements of the project.
- Four hours for the SG meeting has been scheduled (2x2 hours). Partners will also attend and take part in training. They will also have opportunities for meetings during lunch breaks or after training sessions if required.
- MS is attending a similar training event in the near future and will feedback on areas of good practice (AP)
- ES and EK reported on plans for accommodation and food. Two meals are fixed; another visit to a food hall is also planned. An itemised bill will be distributed to partners due to the size of the party.

Action point

EP to liaise with Tim regarding Jaap and his involvement in the training.

Partners are reminded to book travel and accommodation and inform ES and EK as a matter of urgency.

The schedule will be revisited as progress continues on the project.

Item 4 - Dissemination strategy

- MF will draft an update/newsletter for dissemination by partners - it will be sent for consultation first.
- AZ also drafted a document which can be circulated to partners and posted on to websites etc.

Action point

Dissemination content to be distributed within 1 week for comment

Partners to circulate content to mailing lists.

Item 5 - Payments to partners and processes

- Jim O'Donnell has requested that partners return timesheet and any expenditure. Without this information the payments now due will not be made.

Action point

Outstanding returns to be completed as a matter of urgency.

MF to arrange for reminders for partners to report on finances to ensure this is kept up-to-date. She will also ask for Jim to send out documentation to partners to clarify the documentation required.

Item 6 - Questions, AOCB

MS raised the issue of improving the online experience and platform. Options including Zoo and Google were raised. Zoo has costs associated with it, so Google may provide more accessible options.

Action point

If partners have insights or good experiences please report these. MF will look into Google Drive and Hangouts to check suitability.

MF also felt it might be useful to tidy Dropbox soon to ensure it remains up-to-date and easy to follow.

End.